



# Off-Campus Event Regulations

a division of the  
Monash Student Association (Clayton) Inc.

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## Part 1 Preliminary

### 1 Purposes

- (1) The purposes of these Regulations are—
  - (a) to ensure off-campus events are run safely by students for students; and
  - (b) to mitigate the personal, financial, legal, reputational and organisational risks of off-campus events to—
    - (i) participants;
    - (ii) clubs and event personnel;
    - (iii) C&S and the MSA;
    - (iv) the University; and
  - (c) take place within a framework for the management and oversight of events in accordance with the University's rules, regulations, policies, procedures and OHS requirements; and
  - (d) to ensure that off-campus events are covered by the University's public liability and travel insurance; and
  - (e) to satisfy the MSA's obligations to the University under its SSAF funding agreement; and
  - (f) to provide for the are efficient, independent and consistent assessment of off-campus event documentation.

### 2 Interpretation

- (1) In these Regulations, unless the contrary intention appears, all words and expressions have the same meaning as they have in the constitution of the Clubs & Societies Council, and—
  - (a) **campus** means a campus of the University, located in Greater Melbourne;  
**Examples:** Clayton, Caulfield and Parkville campuses.
  - (b) **event** means any off-campus event defined under clause 3 of these Regulations;
  - (c) **Event Coordinator** or **EC** is an event role given to Event Leaders;  
**Note:** ECs will be assigned separately by the club for each event.
  - (d) **Event Leader** includes both the ECs and the SEMs;
  - (e) **Event Team** includes all ELs and other individuals with specialised qualifications assigned to a specific event;
  - (f) **Key Contact Information Sheet** means the list of important contacts, including the LIRT Leader's contact details, created by C&S staff members for each event;
  - (g) **Local Incident Response Team Leader** or **LIRT Leader** means the MSA or C&S staff member who—
    - (i) is available for clubs to contact if a reportable incident or a concern arises; and
    - (ii) will subsequently liaise with the University if the University's Crisis Management & Response team needs to be activated;
  - (h) **manual** means the *Off-Campus Events Manual* referred to in clause 9;
  - (i) **participant** includes—

- (i) all persons registered to attend an event; and
  - (ii) all persons present at the event, including the Event Team;
  - (j) **participant information sheet** means a document with important event information that will be provided to all event participants;
  - (k) **RSA** means the *Responsible Service of Alcohol*;
  - (l) **SARAH** means the University's Safety and Risk Analysis Hub;
  - (m) **Senior Event Manager** or **SEM** is the primary leader of a specific event;
  - (n) **Senior Event Manager's Kit** means a set of documents maintained by C&S staff members for SEMs to read and use, including a template post-event report;
  - (o) **student** means any student of the University, regardless of campus;
  - (p) **working day** means a day which is not a Saturday, Sunday, MSA holiday or a University holiday;
  - (q) **Working with Children Check** or **WWCC** means a Victorian *Working with Children Check*.
- (2) These Regulations must be read in conjunction with the C&S Constitution.
  - (3) The headings form part of these Regulations.
  - (4) Where in these Regulations, the term **in exceptional circumstances** is used, these mean circumstances as decided by C&S staff members or the MSA Executive Officer, as relevant.
  - (5) Where these Regulations require that the C&S President be consulted, if they are unavailable, then the next most senior C&S Office-Bearer available may be consulted instead.
  - (6) The manual is to be interpreted in the same manner as these Regulations.
  - (7) Where these Regulations or the manual are inconsistent with the rules, regulations, policies or procedures of the University—
    - (a) the latter will prevail; and
    - (b) these Regulations will, to the extent of the inconsistency, be without force or effect.

**Note:** At any time, the University may change rules, regulations, policies or procedures relating to the approval of off-campus events.

### 3 Applicability

- (1) For the purposes of these Regulations, an **off-campus event** means an event occurring outside the boundaries of a Monash campus where—
  - (a) the club is solely or jointly responsible for organising the event; or
  - (b) the club is represented or sends a contingent to an event organised by any organisation other than the MSA affiliated club.

**Example:** Events where club members register or compete under the Monash University name, such as intervarsity activities.
- (2) A club is responsible for organising an event if the club's involvement includes—
  - (a) partially or wholly financing the event; or
  - (b) making a booking under—
    - (i) the club's name; or

- (ii) a representative on behalf of the club;
  - (c) officially planned or authorised by the club committee at a committee or sub-committee meeting; or
  - (d) managing tickets sales or event registrations; or
  - (e) use of the club's name, logo or other clear identifiers of the club in promotional material; or
  - (f) undertaking responsibility for coordinating, selecting or managing a group of club representatives.
- (3) Events exempted from these Regulations include—
- (a) committee activities provided—
    - (i) the club is not responsible for organising the event under subclause (2); and
    - (ii) attendance is not compulsory; and
    - (iii) in the case of committee, subcommittee or similar meetings, the meeting is held in a hybrid format; or
  - (b) events organised by another organisation and promoted using club resources, provided that—
    - (i) the club is not responsible for organising the event under subclause (2); and
    - (ii) it is evident that the club is taking no role in running the event.

#### **4 Enforcement**

- (1) Under clause 55(1)(b)(ii) of the Constitution, a breach of—
- (a) these Regulations; or
  - (b) the Statutes, Regulations or Rules of the University relating to Off-Campus events—
- is an act of misconduct.
- (2) A breach of the manual is a breach of these Regulations.
- (3) C&S staff members must refer all material breaches to the C&S Executive.

## Part 2 Off-Campus Event Insurance Forms

### Division 1 General

#### 5 Approval stages

- (1) In this Part—
- (a) **initial application** means a club's first submission of forms and associated documents to support the event's approval;
  - (b) **application under review** means the time period when C&S is reviewing the initial application, during which clubs may be requested—
    - (i) to make changes to the event; or
    - (ii) provide additional information or documents if the initial application has errors, insufficient information or otherwise not able to be approved;
  - (c) **provisional approval** is given once the initial application has been assessed and approved by a C&S staff member which—
    - (i) may include conditions the club must meet in order to receive final approval;
    - (ii) once given means the club can start promoting the event and selling tickets;
  - (d) **final approval** is given once the full participant list, any final documents, outstanding requirements and conditions are met, and the risk assessment is approved;  
**Note:** Final approval must be received in order for the club to run the event;
  - (e) **application rejected** occurs when an unacceptable event is submitted, an application is submitted too late to be approved or there are substantial errors in the initial application;  
**Note 1:** An application that is rejected cannot be endorsed by C&S, MSA, or the University and will not be covered by the University's public liability insurance.  
**Note 2:** The club may reapply if the reason for rejection can be addressed.
  - (f) **event not approved** occurs when an event received provisional approval but—
    - (i) failed to meet the requirements for final approval in time; or
    - (ii) is otherwise planned by the club but not endorsed by C&S or the MSA—and will not be covered by insurance.

#### 6 Authority to assess and approve events

- (1) Off-campus events can only be assessed and provisionally approved by C&S staff members.
- (2) For the purposes of this Part, **C&S staff member** includes any MSA staff members determined by the MSA Executive Officer.
- (3) Only the MSA Executive Officer may—
  - (a) grant final approval for events; or
  - (b) overrule decisions made by other C&S staff members.

- (4) The Executive Officer may delegate their authority under subclause (3) to other C&S staff members.
- (5) The C&S Executive may be consulted by and give advice to C&S staff members on event applications for approval and raise questions or concerns, but must not assess or direct outcomes in the assessment of events.

## **7 Deadlines**

- (1) Deadlines in this Part may be altered by C&S staff members or the MSA Executive Officer—
  - (a) as appropriate for specific events or under exceptional circumstances; or
  - (b) to account for non-working days or when C&S staff members may be unavailable.
- (2) C&S must notify affected clubs as soon as practicable of any shortened deadlines.
- (3) In the absence of any approved alterations to specified deadlines, late submissions must be rejected.

## **8 Notice of decisions**

- (1) Notice of decisions for each event must be sent by email to—
  - (a) both—
    - (i) the club email address; and
    - (ii) the student email addresses of each SEM; or
  - (b) any other email addresses agreed in advance by the club and C&S staff members for a specific event.
- (2) Automatic notifications from SARA H must not be taken as provisional or final approval of an event.

## **9 Off-Campus Events Manual**

- (1) The Executive must, by resolution, maintain an *Off-Campus Events Manual* to—
  - (a) provide an accessible and understandable resource on—
    - (i) the application process for off-campus events; and
    - (ii) management of off-campus events; and
    - (iii) obligations of clubs under these Regulations; and
  - (b) provide for matters required under these Regulations; and
  - (c) provide for any matters incidental to but not covered by these Regulations.
- (2) The manual—
  - (a) must be published on the C&S website or otherwise made accessible to all club office-bearers; and
  - (b) may only be altered by—
    - (i) resolution of the Executive; or
    - (ii) in the case of insubstantial formatting, typographical, spelling, and grammar changes, by C&S staff members.
- (3) Where the contents of the manual are inconsistent with these Regulations—
  - (a) the latter will prevail; and
  - (b) the former will, to the extent of the inconsistency, be without force or effect.

## Division 2 Application Process

### 10 Initial applications

- (1) Off-Campus Forms must—
  - (a) be submitted at least 28 days prior to the event; and
  - (b) be accompanied by any required documents.
- (2) Clubs must use the appropriate Off-Campus Event or Insurance Form approved by C&S, as prescribed by the manual.

**Note:** There may be different forms for different types of events in accordance with the perceived risk level of event types.

- (3) If the incorrect form is submitted, C&S staff members may—
  - (a) accept it for processing; or
  - (b) require resubmission using the correct form.
- (4) All relevant supporting documents must be submitted with the Off-Campus Form for assessment.
- (5) Documents required to be submitted for all events include—
  - (a) a completed participant information sheet document; and
  - (b) confirmation of booking for a venue or equivalent, where applicable as determined by C&S staff members; and
  - (c) proof of Event Leader training completion or their course booking confirmation, as prescribed by the manual.
- (6) Depending on the activities, nature or risk level of the event, clubs may also be required to submit some or all of the following items—
  - (a) an event itinerary;
  - (b) a SARAH Event Risk Management Plan;
  - (c) a SARAH WHS Risk Register;

**Note 1:** This is attached to the SARAH Event Risk Management Plan.

**Note 2:** In most cases clubs will use the standard WHS Risk Registers or Assessments created by C&S and therefore will not need to create their own.

- (d) an alcohol plan;
  - (e) a liquor license;
  - (f) a memorandum of understanding or joint venture contract;
  - (g) a transport plan;
  - (h) other relevant documents determined by C&S staff members.
- (7) C&S staff members may approve and require the use of template documents for submission.
  - (8) Attachments provided are not required to be final.

**Note:** Well-worked drafts are permitted and assumed.
  - (9) All event risk management plans in the SARAH platform must be kept as a draft (not submitted yet) for the initial application.
  - (10) Unless otherwise requested by C&S, clubs must ensure C&S staff members can access all submitted forms, documents and attachments until 28 days after the post-event report is submitted.

**Example:** Files on Google Drive must remain shared and accessible to C&S staff members.

## **11 Application assessment**

- (1) Where practicable, C&S staff members will assess initial applications within 5 working days of submission, unless otherwise mutually agreed to with a club for a specific event or delayed due to unforeseen exceptional circumstances.
- (2) Following assessment, C&S staff members may—
  - (a) grant the event provisional approval, or
  - (b) determine to keep the application under review in accordance with clause 12, or
  - (c) reject the application in accordance with clause 13.
- (3) In addition to the items listed in subclause 10(6), C&S staff members may require that clubs submit any other documents they determine necessary at any time during the assessment of an application.

## **12 Applications under review**

- (1) C&S may place an application under review in instances when there are minor to moderate issues with the application that the club is able to address.
- (2) Once an application is under review, C&S must notify the club and provide steps for the club to make the application suitable for provisional approval.
- (3) Clubs must respond within 5 working days to the first request for information, after which time C&S staff members may either—
  - (a) extend the deadline; or
  - (b) reject the application.
- (4) When an initial application has been submitted late, C&S staff members can impose shorter response deadlines proportionate to the lateness of the application.

## **13 Rejection of applications**

- (1) The C&S President must be consulted prior to a rejection.
- (2) C&S staff members must notify the club of a rejected application and give brief reasons why the application was rejected.
- (3) Rejections are unable to be appealed.
- (4) A club may resubmit an event if the reasons for rejection have been addressed.
- (5) The C&S Executive must be notified of any rejected applications.

## **14 Participant information sheet**

- (1) Clubs must send the participant information sheet to all participants prior to the event as prescribed by the manual.

## **15 Final approval**

- (1) Clubs must ensure that all items required for final approval are submitted at least 3 calendar days prior to the event.
- (2) Unless otherwise agreed by C&S staff members, a complete participant list must be submitted prior to final approval.
- (3) In addition to subrule (2), the following documents must also be submitted—

- (a) provide C&S with updated versions of any documents that have changed since the initial application or were not included in the initial application;
  - (b) complete all outstanding items or tasks from provisional approval;
  - (c) submit the Event Risk Management Plan and, if required the WHS Risk Register via the SARA platform.
- (4) A club must not proceed with an event unless they have been given final approval for that event.
- (5) Once the event and associated documents have been approved, C&S staff members will send the club an email confirming final approval with—
  - (a) a *Key Contact Information Sheet*; and
  - (b) access to the *Senior Event Manager's Kit*; and
  - (c) information about reporting incidents during and after the event.

### Division 3 Incidents and Post- Event Reporting

#### 16 Incidents

- (1) In this Part, **incident** means an unexpected or unplanned occurrence during events that disrupts the normal flow of activities.
- (2) All incidents, whether observed, minor, moderate or major, must be—
  - (a) reported and responded to as outlined in the *Crisis Management Response Protocols* or any other official document issued by the University, MSA or C&S; and
  - (b) logged through SARA.

**Note:** Failure to properly respond to and report incidents is a breach of the club's fiduciary duties and may result in misconduct proceedings against the club or its representatives.

#### 17 Post-event report

- (1) A SEM must complete a *Senior Event Manager Report* in a form determined by C&S staff members after every event, regardless of whether or not there were any incidents.
- (2) The report must be sent to C&S within the timeframe prescribed by the manual.
- (3) If an incident has occurred, additional paperwork such as an *Information Collection Form or Impact Assessment Form* may be required.

## Part 3 Event Requirements

### Division 1 Key Requirements for All Events

#### 18 Alcohol

- (1) Off-campus events at which alcohol is distributed, purchased or consumed must comply with—
  - (a) the University's *Alcohol Risk Management Procedure*; and
  - (b) the MSA's *Responsible Service of Alcohol Policy*; and
  - (c) any Federal, State and Local legislation and regulations relating to the service of alcohol.
- (2) If a club is responsible for serving alcohol at an event—
  - (a) the club must—
    - (i) create an *alcohol management plan* for the event that complies with subclause (1); and
    - (ii) if required under the Victorian *Liquor Control Reform Act 1998*, obtain an appropriate Liquor License for the event; and  
**Note:** In most cases, a temporary limited liquor licence rather than a club license will be most appropriate.
  - (b) all event leaders that are overseeing activities involving alcohol must have a current Victorian RSA qualification.  
**Note:** For most events held at a licensed venue, the venue is solely responsible for serving alcohol. However, the club must still ensure they satisfy any of the other requirements.
- (3) Food and water must be provided free of charge at any event where alcohol is provided at no additional charge, for the duration of which the latter is available.

#### 19 Food

- (1) Clubs must ensure that—
  - (a) any food served at an event is safe; and
  - (b) an appropriate amount of food is provided based on the event type, length of the event and other risks involved with the event.
- (2) Clubs must make reasonable accommodations to cater for all dietary requirements and restrictions notified by participants.
- (3) If a club provides food, they must ensure their activities comply with the Victorian *Food Act 1984*.

#### 20 First aid

- (1) Clubs must ensure there are adequate first aid facilities readily available at events.
- (2) At a staffed venue with first aid capabilities, the club may defer this responsibility to the venue.
- (3) If a club is directly responsible for providing first aid, they must ensure that—
  - (a) a first aid kit is readily available and adequately stocked for size, location and activities at the event; and
  - (b) the number of first aid qualified leaders are present at the event as required by the manual; and
  - (c) at least two phones are present that have reception at the event location.

**Note:** A club may need to hire a satellite phone.

## 21 Promotion

- (1) All events promotions must follow the *MSA Marketing Policy* and promotion rules in the *Responsible Service of Alcohol* policy.
- (2) Clubs must not promote events or sell tickets for events prior to provisional approval.
- (3) Despite subclause (2), clubs may distribute information related to the event which—
  - (a) must primarily serve an informational purpose; and
  - (b) may be listed in a calendar, year outline or on a separate post or email; and
  - (c) may include—
    - (i) the event name; or
    - (ii) event date; or
    - (iii) event type; and
  - (d) must not include—
    - (i) ticketing information such as price or types of tickets; or
    - (ii) links to buy tickets; or
    - (iii) further event details.

**Examples:** Save-the-date or a teaser.

- (4) All ticketing platforms must include a statement saying “<Club Name> is affiliated with MSA Clubs & Societies”.

**Example:** This includes Eventbrite, Humanitix, TryBooking and Facebook event pages but does not include general social media posts, stories, etc.

## Division 2 Events with Additional Requirements

### 22 Joint events

- (1) Without limiting clause 23 and 24, clubs may run joint events with—
  - (a) other MSA affiliated clubs;
  - (b) clubs affiliated with another Victorian Monash Student Organisation;
  - (c) clubs and teams affiliated with areas of the University, including sporting clubs or faculty-affiliated groups;
  - (d) clubs from other Universities;
  - (e) other external organisations.
- (2) All joint events must have an appropriate memorandum of understanding, joint venture contract or equivalent document signed by all parties.
- (3) For joint events with clubs from other universities, there must be a sufficient number of trained Monash Event Leaders to meet the ratio for all participants at the event, unless otherwise approved by C&S staff members.
- (4) Exemptions may be provided from subrule (3) if the partner organisation has equivalent off-campus event and training processes which are recognised by C&S.
- (5) Clubs may only partner with organisations listed under paragraphs (1)(a)-(c) for overnight or high risk events.

### 23 Overnight events

- (1) Overnight events are any events held continuously across multiple days and where accommodation arrangements are required.
- (2) Overnight events are restricted to Monash students, staff and affiliates only unless otherwise determined by the MSA Executive Officer in exceptional circumstances.  
**Note:** Exceptions are considered separately for each event and will only be considered if the individual's role is crucial to the operations of the overnight event.
- (3) All participants on an overnight event, including event leaders, must complete the University's *Off-Campus Extracurricular Activities and Travel Essential* module or equivalent, as prescribed by the University.
- (4) All participants must stay at the same venue, unless otherwise approved by C&S staff members.
- (5) Minors are not permitted to attend overnight activities.
- (6) The SEMs must attend a pre-departure meeting with C&S at least 2 working days prior to the event.

### 24 Higher risk events

- (1) **Higher risk event** means an event at a single venue that—
  - (a) predominantly consists of socialising and drinking, without a substantial sit-down meal, as its the main activities; and
  - (b) has 301 or more participants.

**Example 1:** Parties and nightclub events are considered to be higher risk events.

**Example 2:** Professional networking events and balls are not considered to be higher risk events.
- (2) Higher risk events must adhere to the following additional restrictions—
  - (a) the event must not exceed 1000 participants; and
  - (b) the event must be held at a single venue; and
  - (c) clubs must have exclusive venue booking with no public or unticketed access; and
  - (d) may only be hosted—
    - (i) solely by the club; or
    - (ii) jointly with organisations defined under paragraphs 22(1)(a)-(c); and
  - (e) people who are not Monash students must not make up more than one-third of all available tickets; and
  - (f) tickets for people who are not Monash students must either—
    - (i) be limited to no more than 3 persons accompanying each Monash student registered to attend; or
    - (ii) have differential pricing of at least \$10 in addition to the ticket price they would pay if they were a Monash student.

**Example:** A club may choose to offer tickets to:

- Monash student members for \$10
- Non-Monash student members for \$20
- Monash student non-members for \$15
- Non-Monash non-members for \$25

## 25 Multi-venue events

- (1) **Multi-venue event** means an events held across multiple licensed venues where alcohol is provided at no additional charge or available for purchase.
- (2) An event is not a multi-venue event if alcohol is not available at any venue, or where alcohol is only available at the final venue.
- (3) Multi-venue events must not have more than three venues.
- (4) Drop off and pick up locations, where alcohol is not available, do not count towards the maximum number of venues.
- (5) An itinerary must be provided for multi-venue events.
- (6) The SEMs must attend a pre-departure meeting with C&S at least 2 working days prior to the event.

## 26 Prohibited events

- (1) Clubs are not permitted to run events prescribed in Appendix 1 of these Regulations.
- (2) Event types may be temporarily or indefinitely prohibited by, in order of priority—
  - (a) the University;
  - (b) the C&S Executive;
  - (c) the MSA Executive Officer;
  - (d) C&S staff members.
- (3) When any event types are temporarily or indefinitely prohibited under subclause (2), C&S must ensure that Appendix 1 is amended to reflect the change.
- (4) Amendments to the appendix made under this clause are not subject to clause 3 of the constitution.
- (5) Despite anything to the contrary, clubs must comply with any events related restrictions made by the University immediately.

## 27 Working with children

- (1) If a club's activity or event is catered for or directed at children, all Event Leaders and volunteers interacting with children must have a current WWCC.
- (2) Events where the involvement of children is incidental and not the main purpose of the activity may be exempt from volunteers needing a current WWCC.
- (3) Clubs must comply with all laws and University rules related to child safety at events involving minors.

## Division 3 Events with Exemptions

### 28 Event Series

- (1) Event Series are events that re-occur on a regular basis or multiple events of the same nature over a short period of time.
- (2) These events are usually identified as having at least 3 of these factors—
  - (a) a consistent limited group of Event Leaders; or  
**Examples:** The same leaders with the same roles for every event or the sharing of roles from a small pool of leaders.
  - (b) occur at the same location and time; or
  - (c) undertake the same activities using the same risk assessment; or

- (d) have fewer than 100 participants per event.
  - (3) Event series include but are not limited to—
    - (a) weekly rehearsals or training;
    - (b) seasonal events;
    - (c) events run as a series;
    - (d) multiday events with a set start and end time each day, where the club will not be responsible overnight.
- Note:** For any events outside of Metropolitan Melbourne, it is automatically assumed it will be a single overnight event and that the club will be responsible for participants overnight rather than multiple single day events.
- (4) For efficiency, event series may be allowed to use alternative forms, approval processes and deadlines determined by C&S staff members to streamline event approval and reduce repetitive forms.

## 29 Community engagement activities

- (1) **Community engagement activity** means an event where a club is—
  - (a) organising a group of representatives to run activities as part of a public event organised by an external group, or
  - (b) conducting an activity or fundraiser in a general public location; or
  - (c) conducting an activity or fundraiser at a location where participants are overseen by other responsible adults with a duty of care.
- (2) In these situations, the club is responsible for actions and welfare of their representatives and incidents that occur as a result of the club's activities.
- (3) For these activities, clubs may promote the event exclusively to club members prior to provisional approval.

## Division 4 Group Travel

### 30 Delegate or contingent groups

- (1) Delegate or contingent groups are groups of club members representing the club or the University at a competition, conference or other similar event organised by an external organisation.

**Note:** These activities typically require groups to undertake some form of training, preparation or selection processes prior to the event.
- (2) For an event to be covered under this clause the club must not have any general obligation, liability or responsibility for the organisation or management of the event as a whole.

**Example:** The club must only be responsible for their group members participation.
- (3) Events under this clause may be promoted exclusively to club members prior to provisional approval, provided that C&S staff members are first notified via email and gives in-principle support.
- (4) In-principle support may be withdrawn at any time and does not guarantee that the event will be approved if leaders do not follow through with the full event approval process.
- (5) Clubs must not book transportation, accommodation or make non-refundable deposits prior to provisional approval, unless given permission by C&S staff members.

### 31 International trips

- (1) All international trips must be approved by both C&S staff members and the University through Monash Abroad or equivalent.
- (2) International trips will follow the same application form and assessment process but the initial application is due a minimum of 6 months in advance or as otherwise prescribed by the manual.
- (3) International trips must follow these steps to get approved—
  - (a) **MSA endorsement** is the first step and is equivalent to provisional approval; then
  - (b) **Monash Abroad Registration** requires club to register their trip with Monash Abroad to receive travel insurance and University support; then  
**Note:** The exact process and forms for this stage are determined by the University.
  - (c) **final approval** follows the same process as other events but is due 4 weeks prior to the event.
- (4) International trips may be promoted exclusively to club members only via internal channels prior to provisional approval.  
**Note:** This allows the group adequate time to review applications, fundraise and save for the trip, undertake auditions, begin training and form a team prior to completing off-campus forms.
- (5) Unless otherwise approved by C&S staff members or the MSA Executive Officer, clubs must not book transportation, accommodation or make non-refundable deposits prior to registering with Monash Abroad.  
**Note:** Travel insurance is not in place unless and until the trip is registered with Monash Abroad.

## Division 5 Participants

### 32 Participants generally

- (1) Clubs must not limit the attendance of members at events except as provided by these Regulations, including clauses 38 and 39.
- (2) Clubs may charge differential pricing for—
  - (a) associate members; or
  - (b) people who are not Monash students;
  - (c) people who are not members.
- (3) Clubs may reserve an allocation of tickets specifically for ordinary club members.

### 33 Standards of behaviour

- (1) All participants must agree to follow the *Off Campus Representative Agreement*, as approved by the C&S Executive and must be made available by clubs in the ticketing platform.
- (2) All Monash students, staff and affiliates must follow the relevant University *Code of Conduct* and complete the relevant *Respect at Monash* module.

### 34 Monash students, staff and affiliates

- (1) Monash students, staff and affiliates may attend any off-campus event run by a club unless otherwise—
  - (a) provided by these Regulations or the club's constitution or schedules; or

(b) determined by the club committee.

(2) For international trips, all participants must also be approved by Monash Abroad.

### 35 Non-Monash associate club members

(1) Associate club members who are not Monash students, are entitled to attend club events unless otherwise provided by these Regulations or the club's constitution or schedules.

(2) Associate club members who are not Monash students, must not attend overnight trips, camps or international events unless otherwise approved by the MSA Executive Officer in exceptional circumstances.

### 36 Members of the public

(1) Clubs may sell tickets to the general public unless otherwise provided by these Regulations.

(2) The general public has no entitlement to attend except as determined by each club.

(3) Except as permitted by subclause 23(2), members of the public are not permitted to—

(a) attend overnight trips, camps or international events; or

(b) represent the club or the University at any event.

### 37 Participation by minors

(1) Participants aged under the age of 18 at the start of the event are not permitted to attend—

(a) overnight trips, camps or international events; or

(b) events defined as *Higher Risk Events* under clause 24; or

(c) events at licensed venues where the venue's license restricts minors from entering.

(2) If the club would like minors to attend other events where alcohol will be provided, they must first—

(a) obtain permission from—

(i) C&S staff members; and

(ii) the venue; and

(iii) the parent or legal guardian of each minor, with their contact details; and

(b) create a plan to safely manage the participation of minors.

### 38 Banned individuals

(1) Individuals may be banned or restricted from attending a club event if—

(a) their attendance may contravene an intervention or similar order made against them; or

(b) their attendance may contravene a restriction imposed by the University; or

**Example 1:** A person is prohibited from attending by the University's Safer Community Unit.

**Example 2:** A person is prohibited from participating in international trips by Monash Abroad.

- (c) the individual is suspended or prohibited from attending MSA events under the *MSA Patron Code of Conduct*; or
  - (d) club misconduct or disciplinary procedures have imposed a penalty that restricts the individual's attendance;
  - (e) in the case of persons who are not a member of a specific club, by that club's committee.
- (2) A club's committee may temporarily restrict a member's attendance at that club's events, pending the completion of club misconduct or disciplinary procedures initiated against them, for a period not exceeding 2 months.
- Note:** Where an event is organised between multiple clubs or organisations, any club may individually restrict a member of that club's attendance under this subclause.
- (3) Where an individual is restricted from attending an event under paragraph (1)(e) or subclause (2), the club committee must provide written notice to the persons concerned and C&S of their decision.
- (4) Clubs may ban members of the public who are not club members from attending an event without following any due process.

### 39 Additional restrictions

- (1) Clubs may impose reasonable additional limits to attend provided they are relevant to the event and do not breach any Federal or State legislation on discrimination.
- Example:** First year camps may be restricted to first year students.
- (2) Further restrictions may be imposed by any of—
- (a) the C&S Executive; or
  - (b) C&S staff members; or
  - (c) the MSA Executive Officer—
- if they are satisfied that the additional restrictions will mitigate safety risks.
- (3) Subject to clause 38, clubs must not impose any further restrictions with the intent or effect of limiting participation by specific members.

### 40 Participant information

- (1) All participants must at a minimum provide their—
- (a) full name; and
  - (b) phone number and email; and
  - (c) if applicable, Monash ID number; and
  - (d) emergency contact details.
- (2) When collecting participant information, clubs must—
- (a) only collect the minimum amount of information required for the event; and
- Note:** The *C&S Event Data Collection Information Sheet* sets out what information should be collected by event type.
- (b) comply with the *C&S Data Collection and Management Procedure*.
- (3) A list of participants, including the information required by subclause (1), must be submitted at least 3 days prior to the event.
- (4) Clubs must notify C&S staff members if any participant details change, or participants are added or removed.

**41 Participant numbers**

- (1) The number of event participants is counted based on the number of participants the club is responsible for.
- (2) For joint events, the event participants include all participants regardless of which University or organisation they are from.
- (3) For delegate or contingent groups attending external events, event participants only include the Monash students, staff and affiliates in the club's group.

## **Part 4 Event Team**

### **Division 1 General**

#### **42 Eligibility**

- (1) To be eligible to be a member of the Event Team, an individual must—
  - (a) be a current Monash student, staff or affiliate; and
  - (b) complete the training required for their assigned role; and
  - (c) not currently subject to a restriction under clause 38; and
  - (d) not currently be disqualified from holding office in any club by C&S; and
  - (e) be over 18 at the start of the event.
- (2) To be eligible to be a SEM an individual must—
  - (a) meet all the requirements to be on an Event Team in subrule (1); and
  - (b) be a Clayton student; and
  - (c) be a current club committee member.
- (3) Students on intermission are—
  - (a) not eligible to be a SEM; but
  - (b) are otherwise eligible to be an Event Leader.
- (4) In exceptional circumstances, the MSA Executive Officer, in consultation with the C&S President, may grant individual event specific exceptions for non-current students to be Event Leaders.

#### **43 Training**

- (1) All Event Leaders must—
  - (a) complete the training relevant to their role as prescribed by the manual; and
  - (b) provide C&S with evidence of completion for each training requirement via an approved channel, prescribed by the manual; and
  - (c) ensure their qualifications remain current.

#### **44 Ratios**

- (1) All events must have the appropriate Event Leaders to participant ratios as prescribed by the manual.
- (2) Any alterations to the ratio must be approved by the MSA Executive Officer in consultation with the C&S President.

### **Division 2 Roles**

#### **45 Event Coordinators**

- (1) All ECs must—
  - (a) be responsible for the receipt of grievances (violence, disagreements, harassment, sexual harassment or assault) or incidents at the event, and the appropriate management of those grievances or incidents; and
  - (b) actively discourage any activities or actions by event participants that—
    - (i) may be interpreted to be racist, sexist, queerphobic, transphobic, ableist or militaristic by the subject or an observer; or

- (ii) may be interpreted to be forms of harassment or offensive by the subject or an observer; and
- (iii) are likely to otherwise breach the *Student Charter*; and
- (iv) actively discourage any activities or actions by event participants, which may be perceived to be derogatory or degrading; and
- (c) be sober with a BAC of 0.00 and not be under the influence of illegal substances; and
- (d) be readily available and capable of responding to any situation that might require their attention; and
- (e) be equipped with the resources to refer individuals to appropriate support services; and
- (f) take appropriate action as prescribed in the *Local Incident Management Protocols* upon any serious incidents occurring, including reporting the incident to the SEMs; and
- (g) complete all training requirements as prescribed by the manual; and
- (h) unless otherwise agreed by C&S staff or the LIRT Leader, be present for the duration of the event.

#### **46 Senior Event Managers**

- (1) All SEMs must—
  - (a) meet all the requirements of an EC in clause 45; and
  - (b) be responsible for the correct and timely completion of all off-campus event forms; and
  - (c) be responsible for risk assessment and management before and during an event; and
  - (d) be the primary contact for managing incidents; and
  - (e) be responsible completing the *Senior Event Manager Report* after the event.

#### **47 Specialist roles**

- (1) Depending on the risks identified at each event, some Event Teams will require individuals with specialised training.
- (2) These specialist roles may be taken on by an EC or SEM as an additional responsibility, or may be filled by an individual who will only be responsible for the specialised risk factor.
- (3) Specialised roles may include but are not limited to—
  - (a) First Aid Officer;
  - (b) Mental Health First Aid Officer;
  - (c) Food Safety Officer;
  - (d) RSA Officer;
  - (e) Lifeguard.
- (4) Additional training for specialist roles may be prescribed by the manual or C&S staff members.

## **Appendix 1 Prohibited Events**

- (1) The following events are indefinitely prohibited under clause 26 of these Regulations—
  - (a) events where the primary location of the event is on a boat or similar vessel where alcohol is provided at no additional charge or available for purchase;
  - (b) events reasonably analogous to other events prohibited by this appendix.