



Camps Event Management Plan

This form must be completed at least **8 weeks prior** to the event date.

This form must be scanned and submitted to events@guild.uwa.edu.au or printed and handed in at the UWA Student Guild Events Office.

Please ensure that **all** criteria are correctly filled before submitting.

Office Use Only

Date received:
Received by:
Approved by:
Comments:

SECTION 1 | EVENT DETAILS / SUMMARY

Event Name Unigames Camp: Droids and Druids		
Event Date Start Date: 30/06/17 End Date: 03/07/17	Event Time Start time: 16:00 (set up from 15:00) End time: 9:00 (venue booked until 10:00)	
Event Location/Venue Camp Leschenaultia	Venue Type (stadium, hall, art gallery, etc) Hall with dormitories	
No of Guests Invited: 300	No of Guests Expected: 65	Venue Capacity 84

1.1 Categorisation (as per the Camp policy)

1. Inclusive camp for all ages with no alcohol present.	<input type="checkbox"/>
2. 18+ camp with alcohol and strict compliance with camps	<input checked="" type="checkbox"/>
3. Camps with alcohol and under-agers can only be held if we consult the University and determine that it will not result in a breach of our obligations under the Guild's Service Level Agreement with the University (will only be approved under special circumstances)	<input type="checkbox"/>

1.2 Description of the Event

What is the Main purpose/attraction? [A event for members to play games and socialise in a non-university environment](#)

What activities will be on during the event?

- [Tabletop games \(boardgames, card games, wargames, roleplaying\)](#)
- [LARP \(live action roleplaying\)](#)
- [Quiz night](#)
-

SECTION 2 | EVENT DETAILS

2.1 Transportation

How will attendees get to/from the Camp location?

Attendees will be required to provide their own transport

If you are providing transport:

n/a

Please advise the type of transport?

n/a

Please advise what transport is available for guests who wish to leave the camp early?

There will always be one committee member on duty as a designated driver who can provide transportation if required.

Event starting location:

Camp Leschenaultia

Event end location:

Camp Leschenaultia

2.2 The Venue

Complete Address of where guests will stay the night:

400 Leschenaultia Place, Chidlow, WA, 6081

Has written approval been received from the location in writing to host your event? (please attach)

Yes No

Have you researched and do you fully understand the locations rules and regulations related to holding your event on their premises?

Yes No

Please provide contact details for the venue:

- Phone: 08 9295 5444
- Email: info@camplesch.com.au
- Other: 0409 104 817

2.3 Accommodation

Type of accommodation: Dormitories. Attendees will be given the option of a single-sex dorm and mixed dorm. If there is demand for a second female or male-only dorm, one of the mixed dorms will be used and signed as necessary.

Configuration (i.e. how is accommodation allocated)

No. of male dorms available	1 24 beds
No. of female dorms available	1 14 beds
No. of mixed dorms available	3 46 beds

(1 x 24 beds, 1 x 14 beds,
1 x 8 bed Camp Leader dorm)

2.4 Facilities

Please list the facilities at the location:

- Male and female ablutions
- Fully equipped kitchen with cool room
- Recreational Hall with communal dining area
-

Are there any local swimming holes?

Yes No

If yes – please provide details of an appropriate life guard who will monitor the swimming hole:

n/a

Please advise what you will do to mitigate the risk associated with drinking and drowning?

n/a

Have you confirmed there are sufficient waste and recycling facilities onsite?

Yes

Please indicate the number of toilets available for use during the event:

Male WC's	2
Metres of urinal	1
Female WC's	3

2.5 Cleaning

Please advise what you have in place to ensure the camp and supporting facilities are kept clean, safe and healthy:

- A complete and thorough clean of the facility will take place before guests arrive
- All club members will be asked to assist with cleaning prior to departure on Monday morning.
- The kitchen will be cleaned after cooking, and eating areas will be wiped down before and after meals.
- Adequate waste facilities will be provided.
- Rostered committee members will be responsible for checking the state of facilities, dorms, bathrooms, etc. every day as per the attached cleaning roster.

2.6 Catering, Food and Snacks

Catering at the location?

Food provided by the club.

Please detail the food available:

Meal	Item	Price	
Breakfast	Self serve: toast, spreads, cereal, fruit, tea, coffee	all included in ticket price	
Breakfast	Cheese toasties		
Breakfast			
Vegetarian Breakfast			
Lunch	Scrambled eggs, bacon, baked beans, toast		
Lunch	Sausage sizzle		
Lunch			
Vegetarian Lunch	As above with facon/vegetarian sausages		
Dinner	Pasta with bolognese sauce		
Dinner	Sausages, roast vegetables		
Dinner			
Vegetarian Dinner	As above with napoletana sauce/veggie sausages		
Snacks	Toast, spreads, cereal, fruit, tea, coffee		
Snacks	Muesli bars		\$0.50
Snacks	Soft drink cans		\$1
Snacks	Popcorn		\$1.50
Snacks	Biscuits, lollies, energy and sport drinks		\$2.50
Snacks	Chips, corn chips		\$3
Snacks	Large iced tea		\$3.50
Snacks	Large box of cookies		\$4.20
Vegetarian Snacks	Almost all		

Please provide details of the person cooking the food:

Ben Slusarczyk (details listed in camp leader section)

Has this person completed a food safety training course?

Yes No

Please provide details of the course:

I'm Alert Food Safety Training

2.7 Safety and Security

Is your event in a remote location? How close is the nearest town?

The event is in the town of Chidlow, located approximately 50 minutes from the Perth CBD.

Do you have sufficient mobile phone coverage at the camp location?

Yes No

If you are moving location do you have sufficient mobile phone coverage at each event location?

Yes No N/A

What is the closest hospital and how far away is it?

Swan District Hospital Campus is located 35 kilometres from the venue, approximately a 30 minute drive.

Outline the systems and technologies that event staff will use to communicate with police, security and emergency service personnel:

- Camp leaders' mobile phones will be used to contact emergency service personnel
-
-

2.8 Event Management

Please list the provisions you have made to minimise and monitor the level of noise:

- Noise restrictions will be in place during sleeping hours.
- The use of music speakers will be restricted after 12am indoors and at all times outside.
-
-

Will an information centre be clearly identified and available to patrons at the event?

Yes No

What systems and technologies will be in place for communicating with patrons?

- Camp leaders will communicate with all guests verbally during the event.
- Signage will display emergency exits, alcohol-free areas, and dorm types.
- Camp leaders, RSAs and First Aiders will wear labelled lanyards.
- The information centre, will display code of conduct, schedule, menu, snack prices, evacuation procedures, and first aid roster and camp leader info with how to identify them

Have you completed and included a site plan complete with the below information:

Checklist	Explanation		Checklist	Explanation	
<i>The surrounding area</i>		X	<i>lost property</i>	info centre	X
<i>Entrances and exits</i>	4	X	<i>drinking water sites</i>		X
<i>emergency access routes</i>		X	<i>food</i>		X
<i>vehicle pathways</i>		X	<i>toilets</i>		X
<i>pedestrian pathways</i>		X	<i>fire extinguishers</i>		X
<i>parking</i>		X	<i>public telephones/help points</i>		X
<i>sleeping arrangements</i>		X	<i>other:</i>		
<i>locations of activities</i>	Specified in itinerary	X	Information Centre	Near entrance	X
<i>security locations</i>		X			
<i>first aid</i>	info centre	X			
<i>chill out zones</i>		X			
<i>alcohol free areas</i>		X			
<i>alcohol permitted areas</i>		X			

Yes No

SECTION 3 | GUESTS

Please state an estimated number of attendees in each age bracket:

< 18	No. of total audience: 0
18 – 25	No. of total audience: 40
25 – 29	No. of total audience: 20
30 – 39	No. of total audience: <2
40+	No. of total audience: 0
Non UWA Students	No. of total audience: 10

No of persons of responsible persons at the event: 2 for duration, additional rotating.
(Responsible persons have completed all event management training and will be in a drug free and sober state with a 0% BAC)

No. of qualified first aiders at the event:

5

Is the event ticketed? Yes No

Ticket Price:

\$100 until 24/06/17

\$110 25/06/17 and after

How many are attending the camp without paying a ticket price?

None

Has the event been advertised externally?

Yes No

How will you manage circumstances should unexpected guests arrive at your location?

Ask them to leave, call police if necessary.

SECTION 4 | Event Organiser

Name: Taylor Home

Address: 74 Forrest St, South Perth

Telephone (work):

Telephone (mobile): 0499 475 685

Telephone (home):

Contact Number during the event: 0499 475 685

Email address: loralogue@gmail.com

Guild Training Modules Completed:

Risk Management <input checked="" type="checkbox"/>	Event Management <input checked="" type="checkbox"/>	First Aid <input checked="" type="checkbox"/>	RSA <input type="checkbox"/>
Approved Manager <input type="checkbox"/>	Mental Health <input type="checkbox"/>	Working with Children <input checked="" type="checkbox"/>	

Other: Police Clearance, I'm Alert Food Safety

Event Organiser second in command

Name: [Gavin Tay Fernandez](#)

Address: [25 Rogerson Road, Mount Pleasant](#)

Telephone (work)

Telephone (mobile) [0488192798](#)

Telephone (home)

Contact Number during the event: [0488192798](#)

Email address: tayfga15@gmail.com

Training Modules Completed:

Risk Management

Event Management

First Aid

RSA

Approved Manager

Mental Health

Working with Children

Other:

First Aid

Name of individuals/company: [Donald Sutherland](#)

Address: [6a Luth Ave, Daglish](#)

Telephone (work)

Telephone (mobile) [0415 571 733](#)

Telephone (home)

Contact Number during the event: [0415 571 733](#)

Email address: donald@sutherland.id.au

SECTION 4a | CATEGORISATION

Please complete this section if your event falls into Category 1: (Inclusive Event with No alcohol present)

How many guests are attending?

How many responsible persons will be operating the event?

Do all responsible persons have valid Working with Children cards?

Have you obtained the required permissions and contact details for parents of underage guests?

Have you obtained the required information regarding attendee's physical and mental health?

Have you obtained the required information regarding attendee's dietary requirements?

Have you ensured water is provided free of charge and water locations are clearly marked?

Yes No

SECTION 4b | CATEGORISATION

Please complete this section if your event falls into **Category 2: (18+ Event with strict compliance to Camps Policy)**

How will Alcohol be served at the event:

- BYO alcohol will be allowed to be consumed at the event
 There is a licensed premise at the location

What measures do you have in place to ensure the safe consumption of alcohol?

- Unigames will supply no alcohol, attendees will supply their own alcohol.
- Guests may only bring beer, cider, wine and premixed drinks, in original, sealed containers.
- Alcohol must be surrendered on arrival, and securely stored and served back to attendees by RSAs.
- Patrons will only be served one drink at any one time, to a maximum of one standard drink an hour.
- Restricted drinking hours in place, 6pm – 12am Friday and Saturday, 6pm – 10:30pm Sunday.
- RSA Staff will be allowed to keep a record of drinks served to assist them in identifying possibly intoxicated guests
- Alcohol allowed only in the main hall. No alcohol in dorms, bathrooms, the kitchen, or outside.

What foods will be available throughout the entirety of the event?

- Self-made sandwiches/toasties
- Fruit
- Cereal
- Snacks (paid)
-

Please list all beverages you will be providing at the event? (including alcoholic and non-alcoholic (we recommend canned soft drinks))

Beverage	Served in	Quantity	Cost
Water, tea, coffee	Cups	Unlimited	free
Soft drinks	375 mL Cans	>300	\$1
Energy drinks	500 mL Cans	>30	\$2.50
Sports drinks	600 mL Plastic Bottles	>30	\$2.50
Iced tea	1.5 L Plastic Bottles	>20	\$3.50

Will water be provided free of charge throughout the event?

Yes No

Are the locations of the water stations clearly marked on the map?

Yes No

How many organisers will not be consuming alcohol during the event? Minimum 2, committee will rotate for multiple sober leaders at any given time

Are you providing security?

Yes No Number of Security

Please provide details of your plan to manage intoxicated guests: [see RMP](#)

Have you researched and do you fully understand the licensing requirements of the venue, UWA policy on alcohol and other drugs and liquor licensing act 1988.

Yes No

SECTION 4c | CATEGORISATION

Please complete this section if your event falls into Category 3: (Camps with alcohol and under-agers can only be held if we consult the University and determine that it will not result in a breach of our obligations under the Guild's Service Level Agreement with the University)

Alcohol and Underage guests

How will underage guests be identified?

How do you plan to keep alcohol away from underage guests?

What are your procedures if an 18+ provides an underage guest with an alcoholic beverage?

How will you advise guests about alcohol consumption, including that alcohol will not be served to juveniles and intoxicated patrons? Please provide examples:

How many alcohol dispensing and consumption areas will be available?

Dispensing	
Consumption	

How will the boundaries of consumption areas be defined?

Alcohol Management

How will Alcohol be served at the event:

- BYO alcohol will be allowed to be consumed at the event
- There is a licensed premise at the location

What measures do you have in place to ensure the safe consumption of alcohol?

-
-
-

What foods will be available throughout the entirety of the event?

-
-
-

Please list all beverages you will be providing at the event? (including alcoholic and non-alcoholic)

Beverage	Served in	Quantity	Cost

What types of containers will be used to serve drinks?

- 1.
- 2.
- 3.

How many organisers will not be consuming alcohol during the event?

Are you providing security?

Yes No Number of Security

Please provide details of your plan to manage intoxicated guests:

SECTION 5 | HEALTH, SAFETY and SECURITY

Has a security firm been contracted?

Yes No

Please provide details: *n/a*

Company		Contact Person	
Contact Number		Contact Email	
Licence/accreditation details		No. of personnel	

Security will commence at: *n/a*

Security will conclude at: *n/a*

What security arrangements have been made for:

Cash	Lockbox for club cash, guests responsible for their own cash.
Asset Protection	Supervision by leaders/committee
Prohibited Items	Items will be disposed of or confiscated to a secure area as required.

Have you considered the following potential safety and security issues and please outline what you have put in place to mitigate these risks:

Sexual Assault	x	Camp leaders, and several committee members have completed leadership training. All guests are informed in advance that this behaviour is not tolerated and will result in consequences which may include being asked to leave the event or the suspension of club membership. All guests are encouraged to speak with camp leaders/committee if they experience or witness harmful behaviour so we can ensure a fun, safe experience for all members
Bullying	x	
Peer Pressure	x	
Racism	x	
Sexism	x	
Mental and Physical Abuse	x	

Emergency Procedures:

Have you attached details of your evacuation plan?

Yes No

How will these details be circulated to guests?

Attendee information pack available online or in the club room prior to event, information centre at event.

SECTION 6 | CONSULTATION

6.1 Stakeholder List

List the names of individuals and organisations you have consulted with in the planning on this event:

Stakeholder	Contact Name	Telephone
<i>e.g. Medical service provider</i>		
Venue	Paul and Kerry	0409 104 817
Guild Events Manager	Kasey Hartung	6488 3762

6.2 Meetings

Planning Meeting (before the event) Please list the details of the meeting with stakeholders:

Date: 16/05/17 **Time:** 11:00 **Venue** Unigames clubroom, Cameron Hall

Briefing Meeting (before the event) Please list the details of the meeting with stakeholders:

Date: 27/06/17 **Time:** 11:00 **Venue** Unigames clubroom, Cameron Hall

Debriefing Meeting (before the event) Please list the details of the meeting with stakeholders:

Date: 03/07/17 **Time:** 11:00 **Venue** Hungry Jacks, Mundaring

If available, contact person

SECTION 7 | TICKETING AND PROMOTION

Is the event ticketed?

Yes No

What is the ticketing process? (pre-sold/on entry)

pre-sold only

How much are tickets?

\$100 until 24/06/17, \$110 25/06/17 and after

What is included in the price of the tickets?

3 nights of accomodation, 8 meals, events

What is the focus of the event?

Socialising and playing tabletop games.

How is this explained in the publicity and promotion?

Advertising of the event will focus on the events run, access to lots of games and other players, and an opportunity to socialise with other members.

How will the event be promoted?

Facebook, mailing list, posters within Cameron Hall.

Does the event promotion and publicity reinforce the messages about safe drinking practices?

Yes

Have you included any of the following messages in promotional and publicity material?

<i>RSA practices will be followed</i>	x	<i>Don't drink and drive</i>	x
<i>18+ if applicable</i>	x	<i>Water will be freely available</i>	x
<i>ID required</i>	x	<i>Alcoholic and Non-alcoholic areas are available</i>	x
<i>Organise a designated driver</i>	N/A	<i>Glass containers are not permitted</i>	N/A
<i>Go to chill out/rest area for help</i>	x	<i>Bags and eskies may be searched or restricted</i>	x
<i>Food and snacks will be available</i>	x	<i>If inclusive event - parental consent may be required</i>	N/A

SECTION 8 | INSURANCE and PERMITS

Have you investigated public liability and duty of care issues and obtained appropriate insurance?

No

Yes, our club is affiliated with the UWA Student Guild and our normal events approved by

the Guild are covered under the Guild's insurance policy

Yes, our event is covered by the University's insurance policy

Yes, other

What are the health and safety permits required by the local council? Please list all the permits/approvals required or obtained for this event:

- "I'm Alert" food handling
- Senior first aid
- RSA
- UWA Student Guild leadership training

SECTION 9 | COMPILE A FILE

Has a filing system been established?

Yes No

Who is responsible for maintaining this file?

Unigames Secretary, currently Gavin Tay Fernandez

Documents to be kept:

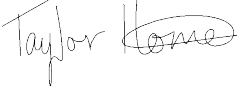
Complete the following checklist to ensure that all records are included in the file and submitted where required:

Event Plan	x	Emergency Plan	x
Complete Itinerary	x	Key contact list inc. local services	x
Written approval from the venue	x	Publications/advertisements	x
Organisers training certificates	x	Internal correspondence	x
First Aiders certificates	x	External correspondence	x
Details of committee members	x	Quotes for services/products	x
Stakeholders contacts	x	Activity program	x
Applications for licenses	n/a	Contracts	x
Site Plan	x	Risk Management Plan	x
Attendance list	x	Staff/Volunteer details	x
Information document for attendants	x		

SECTION 10 | EVENTS AUDITS

Events may be audited by UWA to ensure they comply with the relevant University policies and state legislations.

I agree to comply in all respects with the conditions and regulations for organising and running an event both on and/or off the University Campus.

Event Manager Signature:  Date:

SECTION 11 | DECLARATION AND SIGNATURES

I agree to comply with the legislation outline in the following documentation:

The Charter of Student Rights and Responsibilities:

Sign:  Date: 28/04/17

The University Policy on Alcohol and Other Drugs:

Sign:  Date: 28/04/17

The Code of Ethics and Code of Conduct:

Sign:  Date: 28/04/17

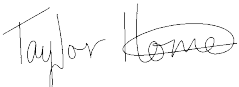
The Work Health and Safety Policy:

Sign:  Date: 28/04/17


The Liquor Control Act 1988:

Sign:  Date: 28/04/17

The Sex Discrimination Act 1984:

Sign:  Date: 28/04/17

I agree to host my event in complete alignment with the specifications and details outlined in this plan and in accordance with the event management policy:

Sign:  Date: 28/04/17