

## Application and Risk Assessment Form for University-Related Events Involving Alcohol

### INSTRUCTIONS

The purpose of this form is to assess the general risk factors for your event and then develop strategies to minimise the level of risk.

**Prior** to holding any recognised University-related event that will involve the consumption and/or sale of alcohol, the Event Organiser (staff member, student or committee/club member) must carry out the following steps.

1. Read and act in accordance with the:
  - a. [Alcohol and Other Drugs Policy](#); and
  - b. [Code of Conduct](#) or [Student Charter](#).
2. Discuss the proposed event with your Student Liaison Officer (if student-related).
3. Complete the Application and Risk Assessment Form for University-Related Events Involving Alcohol, and submit it to the relevant officer listed in the table overleaf.
4. If alcohol will be **sold**, ensure that there is an appropriate liquor licence to cover the event.

Event venue	Liquor licence
Licensed CSU venue	Covered by CSU licensee
Off-campus licensed venue	Covered by external licensee
On or off campus venue outside of a licensed venue	<p>Apply to the Office of Liquor, Gaming and Racing for a Limited Liquor Licence for a single function at least 28 days before the event (for a downloadable application) or at least 18 days before the event (for an online application). NOTE: The online application is faster and cheaper than the downloadable application.</p> <p><a href="#">Limited Licence Fact Sheet</a></p> <p><a href="#">Online application</a></p> <p><a href="#">Downloadable application form</a></p>

5. The approver stores the original form and Limited Liquor Licence (if applicable), and distributes a copy of the form to the people listed in the table overleaf.

Event Venue	Submit to:		For approval by:	Distribute copies to:
Licensed CSU venue managed by: <ul style="list-style-type: none"> <li>Residence Life</li> </ul>	For student group events:	Student Liaison Officer or <a href="mailto:engagement@csu.edu.au">engagement@csu.edu.au</a>	Director, Residence Life	<ul style="list-style-type: none"> <li>Event Organiser</li> <li>CSU Security</li> <li>Bar Manager (via the Manager, Food and Beverage Services)</li> <li>Student Liaison Officer or Event Office</li> </ul>
	For student club events:	Student Liaison Officer or <a href="mailto:clubs@csu.edu.au">clubs@csu.edu.au</a>		
	For Southern Zone staff events (Wagga Wagga or Albury-Wodonga):	<a href="mailto:eventsww@csu.edu.au">eventsww@csu.edu.au</a>		
	For Northern Zone staff events (Bathurst, Dubbo, Orange or Port Macquarie):	<a href="mailto:events@csu.edu.au">events@csu.edu.au</a>		
Licensed CSU venue managed by: <ul style="list-style-type: none"> <li>School of Communication and Creative Industries (SCCI)</li> </ul>	Facilities Manager, SCCI:	<a href="mailto:ggordon@csu.edu.au">ggordon@csu.edu.au</a>	Head, School of Communication and Creative Industries	<ul style="list-style-type: none"> <li>Event Organiser</li> <li>CSU Security</li> <li>Bar Manager (via the Facilities Manager, SCCI)</li> </ul>
On campus: <ul style="list-style-type: none"> <li>Outside of a licensed venue (e.g. meeting room or campus grounds)</li> </ul> Off campus: <ul style="list-style-type: none"> <li>Outside of a licensed venue (e.g. park, sportsground or community hall)</li> <li>Within a licensed venue (e.g. hotel, club or restaurant)</li> </ul>	For student group and student club events:	Student Liaison Officer	Student Liaison Officer	On-campus: <ul style="list-style-type: none"> <li>Event Organiser</li> <li>CSU Security</li> <li>Campus Services Manager</li> </ul> Off-campus: <ul style="list-style-type: none"> <li>Event Organiser</li> </ul>
	For social or formal Faculty/School/Division events:	Head of Unit	Head of Unit	
	For committee-related social events:	Committee	Relevant approver	
	For staff social club events:	Chairperson	Chairperson	

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### EVENT DETAILS

Name of event:						
Description of event (e.g. theme):						
Event Organiser nominated by work unit, committee or club (double click on the relevant box and select "checked"):	Event Organiser's name:	<input type="checkbox"/> Staff member <input type="checkbox"/> Student	Email address:	Mobile phone number:		
	Work unit/committee/club name:	ID number:				
Nominated supervisor(s):	Supervisor's name:	<input type="checkbox"/> Staff member <input type="checkbox"/> Student	Email address:	Mobile phone number:		
	Supervisor's name:	<input type="checkbox"/> Staff member <input type="checkbox"/> Student	Email address:	Mobile phone number:		
Venue / location:	<input type="checkbox"/> On-campus Venue name: Location:			<input type="checkbox"/> Off-campus Venue name: Address:		
Date of event:						
Times:	Set-up starts:	Event starts:	Event ends:	Breakdown ends:		
Expected number of attendees:	Staff:	Students:	Guests/visitors:			
Event staff:	Number of event staff:		Number of RSA certified staff:			
Responsible Service of Alcohol (RSA) certified persons:	<input type="checkbox"/> RSA certified persons to be provided by CSU Names:		<input type="checkbox"/> RSA certified persons to be provided by external licensed venue			
Facilities provided:	<input type="checkbox"/> Food	<input type="checkbox"/> Non-alcoholic drinks	<input type="checkbox"/> Alcoholic drinks	<input type="checkbox"/> Music	<input type="checkbox"/> Audio-visual equipment	<input type="checkbox"/> Other (specify):
Admission charge:	Will admission be charged for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Admission price:			
Sale of alcohol:	Will alcohol be sold at this event? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Liquor Licence (for sale of alcohol):	<input type="checkbox"/> Event will be covered by CSU Residence Life licensee		<input type="checkbox"/> Event will be covered by external licensee		<input type="checkbox"/> Event will be covered by Limited Liquor Licence	
	<input type="checkbox"/> Event will be covered by CSU School of Communication and Creative Industries licensee		Licensee's name: Licence number:		Licensee's name: Licence number:	

## RISK ASSESSMENT

For each risk factor, assess whether the risk level for your event is low, medium or high, then double click on the relevant box and select “checked”.

RISK FACTOR	LOW RISK		MEDIUM RISK		HIGH RISK	
Venue	On campus with CSU licensee	<input type="checkbox"/>	On-campus with external licensee, Off campus licensed	<input type="checkbox"/>	Other (e.g. no licence)	<input type="checkbox"/>
Advertising	Non-alcoholic event or mix of non-alcoholic and alcoholic beverages available	<input type="checkbox"/>	Free or discounted drinks available	<input type="checkbox"/>	Drinking alcohol is main activity BYO	<input type="checkbox"/>
Alcohol	Water, non-alcoholic beverages, light beer only, no spirits	<input type="checkbox"/>	Water, non-alcoholic beverages, light and full strength beer, wine, no spirits	<input type="checkbox"/>	Full strength beer, kegs, wine, pre-mix drinks and spirits Consumption likely to exceed <a href="#">Australian guidelines</a>	<input type="checkbox"/>
Bar Service	Cash bar (licensed)	<input type="checkbox"/>	Combination of complimentary drinks and cash bar	<input type="checkbox"/>	Open bar	<input type="checkbox"/>
Bar Staff	Trained paid staff	<input type="checkbox"/>	Combination of paid staff and volunteers (trained and untrained)	<input type="checkbox"/>	Self serve or volunteers (untrained) BYO	<input type="checkbox"/>
Food	Full meal supplied, preferably near start of event, or food available throughout the event	<input type="checkbox"/>	Finger food available for limited time at start of event	<input type="checkbox"/>	No food or only salty food (chips / nuts) available	<input type="checkbox"/>
Supervision/ Crowd Control	Full-time supervision at event Aggression very unlikely	<input type="checkbox"/>	Part time supervision at event Aggression possible but able to be contained early	<input type="checkbox"/>	No supervision at event Aggression probable Crowd out of control	<input type="checkbox"/>
Duration	<2 hours	<input type="checkbox"/>	2-4 hours	<input type="checkbox"/>	>4 hours	<input type="checkbox"/>
Type of Activity	Low key (e.g. private function)	<input type="checkbox"/>	Special occasion (e.g. themed event)	<input type="checkbox"/>	Open invitation to party Open-air concert	<input type="checkbox"/>
Travel to/from Event	Majority can walk, get taxis or use public transport	<input type="checkbox"/>	Majority must drive, taxis and public transport available	<input type="checkbox"/>	Everyone must drive, no public transport	<input type="checkbox"/>
Mobility of Event	Event starts and finishes in one location	<input type="checkbox"/>	Event starts in one place then people are encouraged to move to another	<input type="checkbox"/>	Pub crawl type event, three or more locations	<input type="checkbox"/>
Crowd Mix	Balanced gender mix Broad age range	<input type="checkbox"/>	Balanced gender mix People in 20's-30's age range	<input type="checkbox"/>	High proportion of one gender People in 18-25 age range	<input type="checkbox"/>
Number of People	5-50	<input type="checkbox"/>	51-100	<input type="checkbox"/>	>100	<input type="checkbox"/>
Underage Present	None	<input type="checkbox"/>	Limited number	<input type="checkbox"/>	≥20% of attendees	<input type="checkbox"/>
Security	Licensed Security	<input type="checkbox"/>	Responsible Service of Alcohol (RSA) Marshall	<input type="checkbox"/>	None	<input type="checkbox"/>
TOTAL NUMBER						
OVERALL RISK	No medium or high risks	<input type="checkbox"/>	1 or more medium risks and no high risks	<input type="checkbox"/>	1 or more high risks	<input type="checkbox"/>

**Risk Control**

What are the medium or high level risks?	Strategies to minimise the level of each risk

**DECLARATION by Event Organiser**

1. I have read and understand the Alcohol and Other Drugs Policy, and confirm that this event complies with all sections of the policy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. I understand that alcoholic drinking games and other activities that promote binge drinking or rapid intoxication are prohibited.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. I understand that the Event Organiser or their nominee will monitor compliance with conditions outlined in this document during the event.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. I understand that I am obliged to call the appropriate emergency service or CSU Security in the event of any incident that places, or may place, a participant of the event at risk of harm.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. A risk assessment has been completed for this event.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. I will provide a copy of the Limited Liquor Licence following approval of the event (if applicable).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name:	Signature: <span style="float: right;">Date:</span>

**APPROVAL**

Please select the approval relevant to your event.

**Endorser** (NOTE: Only complete this section if the event will be held in a licensed CSU venue.)

I endorse this event. Comment (optional):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Position:	Name: <span style="float: right;">Signature: <span style="float: right;">Date:</span></span>

**Approver**

I confirm the overall risk level of this event as:	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
Appropriate strategies have been planned and discussed to minimise the risk level.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
I approve this event request. Comment (optional):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Position:	Name: <span style="float: right;">Signature: <span style="float: right;">Date:</span></span>

Original form stored by approver

Approved copies distributed to relevant staff (see table on p. 2):

- |  |  |
|--|--|
| <input type="checkbox"/> Event Organiser                     | <input type="checkbox"/> CSU Security                |
| <input type="checkbox"/> Manager, Food and Beverage Services | <input type="checkbox"/> Campus Services Manage      |
| <input type="checkbox"/> Event Office, Northern Zone         | <input type="checkbox"/> Event Office, Southern Zone |
| <input type="checkbox"/> Student Liaison Officer             |  |