



**COLLEGES  
UNIVERSITY  
OF MELBOURNE**

## **THE RESIDENTIAL COLLEGES & HALLS OF THE UNIVERSITY OF MELBOURNE**

### 5. Intercollegiate Policy for Event Management

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Intercollegiate Office

## **Intercollegiate Policy on Event Planning and Management**

### ***Guiding principles***

Events and celebrations are an important part of college life. This policy reflects our shared understanding and common approach to event planning and management. All colleges are committed to providing a uniformly high standard of events with a focus on best practices which create a safe environment, includes the responsible consumption of alcohol and does not disturb neighbouring properties. In our dealings between colleges and the local community our goal is to model good citizenship, mutual understanding and respect. Events will be planned and managed, therefore, in a way which does not impinge on the rights of others. All colleges agree to hold each other accountable to this best practice approach to event planning and management.

### ***Interaction between colleges***

1. Parties and other events on College premises are not normally open to members of other Colleges. The only exception is where a general invitation is issued by the Student Club Committee of the host College after consultation with, and approval from, the host Head of College.
2. Even where such approval has been obtained, High Table announcements, posters and notices advertising such parties or events should not be distributed or displayed on social media sites or in other Colleges without the explicit consent of the Head of College in which they are displayed or distributed. They are to be confined to official notice boards and intranets.
3. On some occasions it may be permitted for individual students to invite a guest who is a member of another College to a College party or event. On each occasion this should be clarified with the Student Club Committee and the Head of the host College. Such permission is granted on the understanding that the host student is responsible for the behaviour of his/her guest, for their timely departure (and for any damage they may cause).
4. Raids and excursions in numbers to other Colleges are forbidden at all times.
5. Causing any damage to another college's property will be treated as a serious offence and may be reported to the police as well as having internal college consequences;

### ***Interaction with the local community***

1. Emphasis should be maintained on minimizing any disturbance experienced by the wider community. Activities which cause disturbance in the local Carlton/Parkville and wider Melbourne area, including the central business district, are contrary to

the building of good community relations and damage the reputation of the colleges and their students.

2. Where large groups are moving through the local area, especially at night, every effort should be made to minimize disturbance to the local community, with acknowledgement by all students that loud shouting, whistling and screaming is unacceptable behaviour;

3. Events should be carefully planned so that participants are not causing unnecessary disruption of the general public or local businesses, or causing any threat to the safety of any other person, including theft of, or causing public damage to, private or public property.

### ***Unreasonable noise***

Noise is a significant issue – noise in between colleges and noise in the wider community. Excessive and unreasonable noise, out of our control and in contravention of accepted rules, affects all and is detrimental to people’s psychological and physical wellbeing. Noise which may not be seen as excessive within an individual context, but is part of a series of incidents, can reasonably be viewed by people as a form of harassment. Section 48A of the *Environment Protection Act 1970* (EP Act) makes it an offence to cause unreasonable noise from any residential premises. Noise may be unreasonable at any time of the day, depending on its volume, intensity and duration, and the time, place and other circumstances in which it is emitted. A musical instrument and any electrical amplified sound reproducing equipment including a stereo, radio, television or public address system are prohibited between the hours of 11pm and 8am. Individual colleges may have more restrictive requirements depending on their relationship and context with neighbours from the general public.

**Note:** The prohibited times apply when the noise can be heard from inside a habitable room of another residential premises, i.e. of nearby colleges, Carlton and Parkville.

### ***Event Planning & Management***

The planning and management of events should be consistent with intercollegiate guidelines as detailed in the Intercollegiate Transition and Orientation Week Policy.

**October 2021**