Curtin Checklist Guide to Indigenous Smoking Ceremonies

The acknowledgement of Aboriginal and Torres Strait Islander people at public events is a sign of respect to the traditional custodians of this land. Smoking ceremonies have been performed by Aboriginal and Torres Strait Islander people for thousands of years.

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| Planning | | Complete |
| For assistance with finding appropriate elders to conduct a smoking ceremony please contact the [Centre for Aboriginal Studies](mailto:c_enquiries@curtin.edu.au?subject=Request%20for%20Elders%20-%20Smoking%20Ceremony:) or the [Cultural Capability Team](mailto:iccf@curtin.edu.au?subject=Request%20for%20Elders%20-%20Smoking%20Ceremony:) |  | |
| Risk Assessment must be completed and approved prior to smoking ceremony |  | |
| Any ceremonies that require isolations to buildings must have an approved permit from PF&D |  | |
| No naked flames are permitted inside buildings |  | |
| Check if there is currently a Total Fire Ban from DFES and apply for permit if required |  | |
| Set- Up |  | |
| Three metres of clear area must surround the fire at all times |  | |
| Only use natural dry wood |  | |
| Never use petrol or other chemicals to light a fire |  | |
| Do not put items such as plastic or glass into a fire |  | |
| During Ceremony |  | |
| Fire must always be supervised |  | |
| A fire extinguisher and/or fire blanket must be immediately available |  | |
| Completion of Ceremony |  | |
| Fire Wardens must be present Ensure fire is cold before leaving |  | |
| If equipment is not being supplied by PF&D, ensure equipment is removed safely |  | |
| Wood fires must be extinguished with water |  | |

*Smoking Ceremonies at Curtin University must ensure the below is in place:*

**Smoking ceremonies performed during a total fire ban require an** [**exemption from DFES**](https://www.dfes.wa.gov.au/hazard-information/bushfire/total-fire-ban) **and must:**

* Cover specific times and locations
* Can be changed or revoked by DFES at any time
* Must be submitted at least 6-8 weeks prior to the planned commencement of the activity or project