

CLUBS MANUAL

USC STUDENT GUILD CLUBS & SOCIETIES

Semester 1, 2022



CONTENTS

PART 1

PART 2

PART 3

PART 4

INFORMATION

| | |
|----------------------|---|
| Useful Contacts..... | 4 |
| Key Dates | 5 |

STARTING A CLUB

| | |
|----------------------------------|----|
| Starting a club | 7 |
| Writing a Constitution | 8 |
| Holding an AGM | 9 |
| Affiliating with the Guild | 11 |
| Opening a Bank Account | 13 |

OPERATING A CLUB

| | |
|------------------------------------|----|
| Maintaining your Affiliation | 15 |
| Running a Meeting | 16 |
| Holding an Event | 17 |
| Risk Assessments | 18 |
| Room & Equipment Booking | 19 |
| Running a BBQ | 20 |
| Food at your Events | 21 |
| Accessing the Container | 22 |
| Applying for Funding | 23 |
| Auditing your Finances | 24 |

RESOURCES

| | |
|----------------------------------|--|
| Affiliation Form | |
| Constitution Template | |
| Meeting Agenda Template | |
| Meeting Minutes Template | |
| Activity Proposal Form | |
| Risk Assessment Guide | |
| Venue & Equipment Booking Form | |
| Key Holder Agreement Form | |
| Container Storage Agreement Form | |
| Financial Audit Form | |
| Stallholder EOI | |

INFORMATION

PART 1

USEFUL CONTACTS

Student Guild Engagement Officer

Dan Bolton

 ClubsStudentGuild@usc.edu.au

 07 5456 3741

Student Guild VP (Clubs & Societies)

Claire Smith

 VPCSSStudentGuild@usc.edu.au

 07 5456 3769

Student Guild President


Courtney Handebo

 PresStudentGuild@usc.edu.au

 07 5456 3769

Student Guild Operations Manager

Emily Wall

 ManagerStudentGuild@usc.edu.au

 07 5456 3743

Student Guild Office

Victoria Wimsett

 StudentGuild@usc.edu.au

 07 5456 3769

KEY DATES

Orientation Week

Feb 21 - 25, 2022

USC Orientation Week draws a large number of incoming students every semester. Each campus holds a market on a different day.

Sippy Downs: Monday Feb 21 and Tuesday Feb 22

Caboolture: Monday Feb 21

Fraser Coast: Tuesday Feb 22

Moreton Bay: Wednesday Feb 23

Gympie: Wednesday Feb 23

Clubs Connect

February 28, March 28, May 2, May 30, 2022

Clubs Connect is held four times a semester and is a great opportunity for Executives to meet other clubs, touch base with the Guild and upskill on how to run a great club!

Connect Week

March 7 - 11, 2022

Connect Week is the week for students to connect with their peers - and clubs play a large role in that. In addition to the many events running during this week, the Student Guild is involved in Market Days at Sippy Downs, Caboolture and Moreton Bay. Email ClubsStudentGuild@usc.edu.au to see how you can be involved in connect week on your campus!

Financial Reimbursement Application Due

12 June, 2022



PART 2

STARTING A CLUB

HOW TO START A CLUB



HAVE AN IDEA

Is your club unique? Check www.uscstudentguild.org.au/clubs to see if there is a similar club already registered. Is your club a safety risk? Check with ClubsStudentGuild@usc.edu.au.



NAME YOUR CLUB

Choose a catchy and unique name that people will remember. Your club name should represent to your ethos, purpose or objective and should not be easily confused with another club or external organisation.



FIND YOUR MEMBERS

You need at least 20 current USC students to express interest in your club (10 if you're not based at Sippy Downs). You must provide their names, student numbers and emails. You may find your members in person or through social media.



WRITE YOUR CONSTITUTION

Use the **Constitution Template** in the Resources section of this guide to write your club's rules.



HOLD YOUR AGM

You need at least 10 people to attend your Annual General Meeting. At the meeting, ratify your Constitution and elect your Executive Committee.



AFFILIATE WITH THE GUILD

Complete the **Affiliation Form** and submit to ClubsStudentGuild@usc.edu.au along with any required documentation.

WRITING A CONSTITUTION



Every Club needs a Constitution reflecting both its purpose and mission. A constitution is a formal document, which provides guidance for the Executive in decision making and gives members an understanding of what the club does and how it operates. It should specify the name of the club, structure, office bearers and their responsibilities, electoral and appointment procedures.

The Constitution should be concise and clear and reflect the current and future needs of the club. The club is operated according to the constitution and will outline how the Executive Committee will be accountable to the members of the club. A **Constitution Template** can be found in the Resources section of this Clubs Guild, or can be downloaded from the Clubs Resources page at www.uscstudentguild.org.au/clubdocuments.

Once drafted, your constitution must be ratified at your Annual General Meeting. You should submit your constitution to the Student Guild as part of your affiliation package.

If you have questions, or would like assistance drafting your club's constitution, please contact the Student Guild at ClubsStudentGuild@usc.edu.au.

HOLDING AN AGM

BEFORE YOUR AGM



Club AGMs must be held each year. To book a room for your AGM, please email ClubsStudentGuild@usc.edu.au at least two (2) weeks in advance. If you are serving food and drink at your AGM, your AGM is considered an "Event" and you must complete a Risk Assessment. All Risk Assessments must be submitted to the Student Guild at least (2) weeks in advance.

You must complete the following steps for your AGM to be valid:

1. Written notification of the meeting must be provided to the Student Guild at least seven (7) days prior to the AGM.
2. At least seven (7) days notice must be given to your club members in writing, via email, direct mail or Facebook event. You must make a reasonable effort for every current member to receive an invitation.
3. When you provide notice, you must include the agenda for the meeting. A **Meeting Agenda Template** can be found in the Resources section of the Clubs Guide, or on the Clubs Resources page at www.uscstudentguild.org.au/clubdocuments.
4. You also must provide information about the positions that are available, and how members might nominate for those positions. You must elect at least 3 executive members, with two of those positions being President and Treasurer (or equivalent).
5. AGMs must be held at a neutral venue that is easily accessible, ideally on campus.
6. Your club's Treasurer must table the club's receipt book, profit and loss statement and asset register, and they must be approved in the meeting.
7. If you wish to alter your constitution, you must have those changes approved by the Student Guild prior to the AGM. These changes must then be approved in the meeting.

HOLDING AN AGM

DURING YOUR AGM

You must complete the following steps for your AGM to be valid:

1. During the AGM the Club must reach quorum, which is the minimum number of club members required to be present for the meeting for it to be valid. It is suggested that this number is 10 currently enrolled USC students. You must have a signed attendance list to prove that you have reached quorum.
2. A motion is a statement which the meeting must decide to accept or reject. For instance, "That this AGM resolves to accept the financial statements tabled by the Treasurer." Every motion must have a mover and a seconder and then must be passed by a majority of the meeting. Motions may be submitted before an AGM, or raised during the meeting.
3. Voting can be done by secret ballot or by show of hands. The words of the motion and the outcome must be noted in the minutes of the meeting.
4. Minutes must be recorded during the meeting. Minutes do not need to record conversation word for word, except for motions and the outcomes. The rest of the minutes are a summary of what actually occurred. The Minutes should concentrate on topics, decisions and plans, not the specific dialogue. A **Meeting Minutes Template** can be found in the Resources section of the Clubs Guide, or at www.uscstudentguild.org.au/clubdocuments.

AFTER YOUR AGM

Make sure that the Minutes are written up shortly after the meeting by the Secretary. Minutes should be easily available and accessible to all club members. Every semester, your club will be asked to submit the following documents to the Student Guild:

1. AGM minutes including signed AGM attendance list;
2. current constitution;
3. new executive contact details; and
4. financial documents: receipt book, funding acquittal etc.

AFFILIATING WITH THE STUDENT GUILD



AFFILIATE WITH THE GUILD

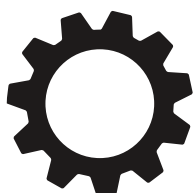
Once you have held your AGM, written your constitution, and elected your Executive Committee, you can apply to affiliate with the Student Guild.



BENEFITS OF AFFILIATION

Affiliated clubs enjoy a number of benefits, including:

- Free bookings of Guild HQ, and other University Spaces
- Public Liability Insurance (PLI) covering **approved** club events and activities
- Free BBQ and equipment hire
- Free printing
- Assistance and support with running event
- Funding from the Student Guild
- Promotion through the Student Guild social media

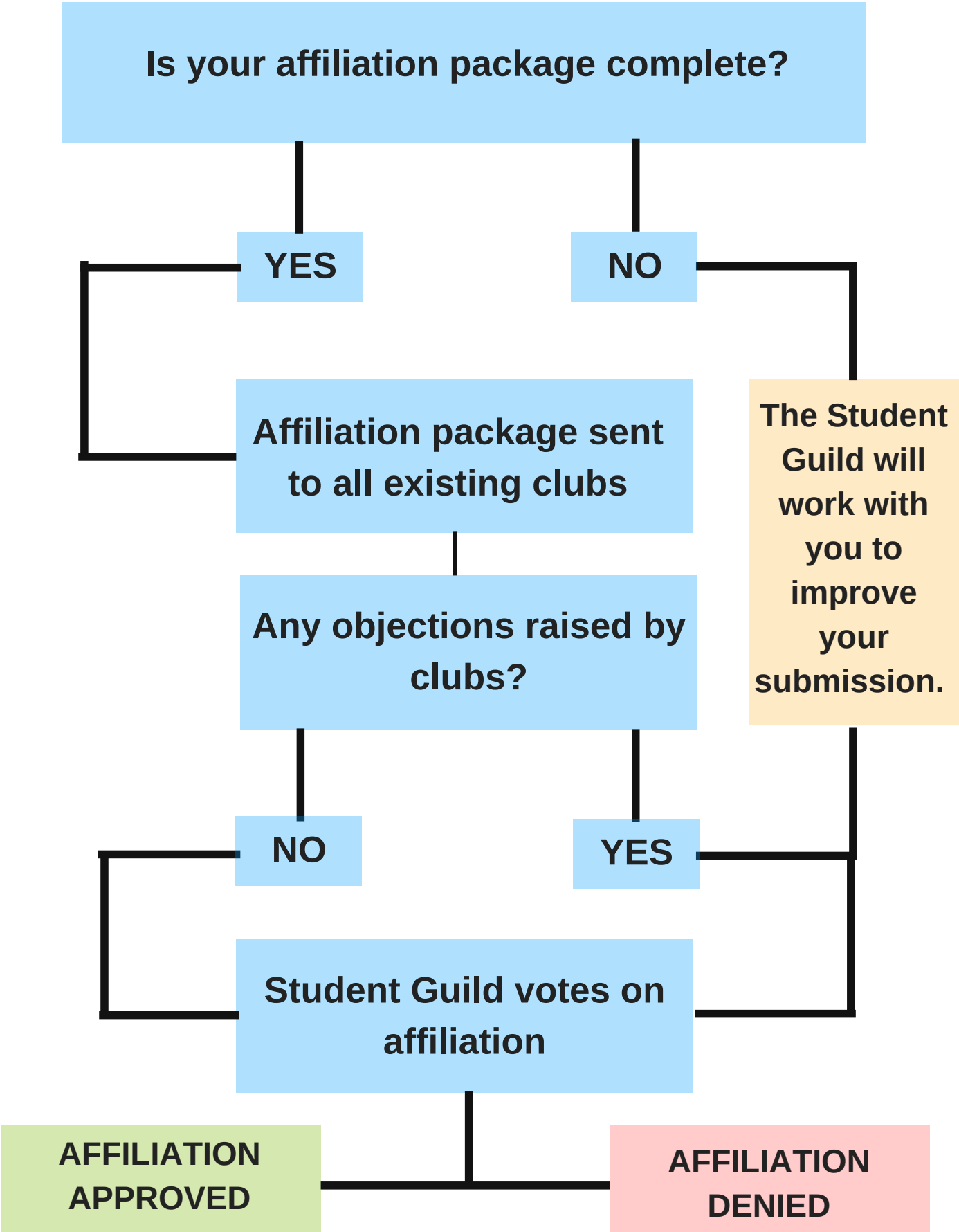


AFFILIATION PROCESS

The affiliation process can take up to one month to complete. After you submit your club's affiliation package to the Student Guild, we will send your documents (with names de-identified for privacy and confidentiality) to all other affiliated clubs. Existing clubs have up to 7 days to raise any concerns, objections or provide feedback about the affiliating club. If no feedback, objections or concerns are raised, the club is then motioned for affiliation at the next monthly Student Guild Committee of Management meeting. The Student Guild board will then vote to affiliate the club.

If concerns, objections or questions are raised, the Student Guild may still vote on the club's affiliation, taking into account the objections raised. The Student Guild may vote to affiliate the club despite the objections, or require more information / changes before being voted upon.

AFFILIATION PROCESS



OPENING A BANK ACCOUNT



Setting up a bank account and maintaining current signatories is a crucial part of operating your club. The following steps give you a brief understanding of how this works:

CREATING A BANK ACCOUNT

The Guild will never pay money into a personal account, so clubs are required to open a club bank account in order to receive Student Guild funding. You may open a club bank account at any local bank.

The Guild requires at least two signatories to be on the club bank account at any one time, although many banks recommend at least three signatories, with any two required to sign off on transactions. It is common for the President and Treasurer to be signatories of an account. If your club has a faculty advisor or mentor, they are also a good choice for a signatory.

To open a bank account, you will need to bring:

- A copy of your Club Constitution.
- A copy of your most recent minutes / AGM minutes, where signatories are confirmed.
- A letter from the Student Guild confirming your affiliation. Please request this document by emailing ClubsStudentGuild@usc.edu.au

CHANGING SIGNATORIES

Your Executive Committee will change yearly after each AGM. So that you can continue to authorise payments after the change of your Executive Committee, you should update your signatories as soon as possible after your AGM. Banks will usually require two current signatories to sign off on adding a new signatory. To be added as a signatory, new signatories should bring at least two forms of ID to the bank, along with minutes from a meeting / AGM confirming the new signatories.



PART 3

OPERATING A CLUB

MAINTAINING YOUR AFFILIATION

A club is fairly free to run itself according to its own ideas; however it must be accountable to its membership and to the USC Student Guild in certain areas. University guidelines on alcohol use and discrimination must be adhered to and directions from the Student Guild or from USC Security personnel must be abided by at all times.

To maintain their affiliation status with the Student Guild, clubs are expected to fulfil the following basic requirements:

MEMBERSHIP REQUIREMENTS

Clubs must charge a minimum annual membership fee of at least \$2.

Clubs must maintain a register of their members, including names, student numbers and email addresses.

Clubs must maintain a minimum of 20 financial members per year.

A minimum of 80% of club members must be currently enrolled USC students.

Club executives must be currently enrolled students of USC.

No club member or executive member can be paid in any way for their club-related activities.

When a club is affiliated with an external organisation, faculty or political party, this must be disclosed to the Student Guild during the affiliation process.

ACTIVITY REQUIREMENTS

There is no minimum amount of activity set by the Student Guild.

Clubs are required to submit a Proposed Activity Plan every semester and have this approved by the Student Guild. Any ad-hoc activities must be submitted to the Student Guild at least four (4) weeks in advance.

All activities, both on and off campus, must have a Risk Assessment approved by the Student Guild. Information about Risk Assessments can be found in the **Operating a Club** section of the Clubs Guide.

All club executives are required to have completed HSW, Consent Matters and Food Safety online modules.

REPORTING REQUIREMENTS

Clubs are required to report to the Student Guild on a Semesterly or Yearly basis. The Student Guild may ask to see:

- Bank Statements & receipts related to reimbursement or Student Guild funding
- AGM or meeting minutes
- Membership Register
- Event or Activity Report

RUNNING A MEETING



Clubs should hold regular meetings. The Student Guild has a number of spaces suitable to hold meetings, including the Uni Club, and the Student Guild Boardroom. To book a room for your meeting, please email ClubsStudentGuild@usc.edu.au at least two (2) weeks in advance.

BEFORE THE MEETING

Written notification of the meeting should be provided to the Student Guild and your members at least seven (7) days prior to the meeting. When you provide notice, you must include the agenda for the meeting. A **Meeting Agenda Template** can be found in the Resources section of the Clubs Guide, or on the Clubs Resources page at www.uscstudentguild.org.au/clubdocuments.

DURING THE MEETING

QUORUM: During the meeting the Club must reach quorum, which is the minimum number of club members required to be present for the meeting for it to be valid. This number will be outlined in your Club's constitution.

MOTIONS: A motion is a statement that the executive members must decide to accept or reject. For instance, "That this meeting resolves to accept the financial statements tabled by the Treasurer." Every motion must have a mover and a seconder and then must be passed by a majority of the attendees. Motions may be submitted before a meeting, or raised during the meeting.

VOTING: Voting can be done by secret ballot or by show of hands. The words of the motion and the outcome must be noted in the minutes of the meeting.

MINUTES: Minutes must be recorded during the meeting and written up shortly after the meeting ends. Minutes do not need to record conversation word for word, except for motions and the outcomes. The rest of the minutes are a summary of what actually occurred. The Minutes should concentrate on topics, decisions and plans, not the specific dialogue. A **Meeting Minutes Template** can be found in the Resources section of the Clubs Guide, or at www.uscstudentguild.org.au/clubdocuments.

HOLDING AN EVENT



The University has strict guidelines in place for student-run events, both on and off-campus. For student clubs and society events, the approval process is managed by the Student Guild. It is in your club's best interest to complete the event process as early as possible. Below is the general events procedure & timeline for clubs and societies. Failure to follow this procedure may result in your event being postponed or cancelled.

START OF SEMESTER

Want to chat to someone about your plans? Contact Guild Engagement Officer Dan on ClubsStudentGuild@usc.edu.au. Dan can give you guidance on what events may/may not be approved and the steps you need to take.

AT LEAST FOUR WEEKS BEFORE THE EVENT

Submit any ad-hoc activity proposal to the Student Guild for approval.

Submit your Risk Assessment to the Student Guild.

The Student Guild will work with you to finalise your Risk Assessment, before submitting it to the Director of Student Services and Engagement for final approval.

Submit your Venue & Equipment Booking form to the Student Guild, if necessary.

Submit any printing requests to the Student Guild.

Submit any advertising requests to the Student Guild.

AT LEAST ONE WEEK BEFORE THE EVENT

The Student Guild will contact you to confirm the approval of your Risk Assessment.

Your printing requests will be processed.

Your Venue & Equipment Booking form will be confirmed.

Finalise any payments for Venue & Equipment booking.

Notify the Student Guild if you need assistance from AMS to transport equipment.

RISK ASSESSMENTS



Risk Assessments are an integral part of the events process and need to be submitted to the Student Guild at least four (4) weeks before your event date. Most club activity will need a Risk Assessment to be approved in order to ensure the physical and psychological safety of all participants. You can find a blank **Risk Assessment** in the Resources section of the Clubs Guide or at www.uscstudentguild.org.au/clubdocuments. Below is some general information about Risk Assessments.

MARKET STALLS & GUILD COLLABORATIONS

Risk Assessments are **not** required for Club meetings, Market Day Stalls, Orientation Day participation or collaborations with the Student Guild. For these events, you would be covered under the Guild's Risk Assessment. Collaborations with the Student Guild may include Free Lunch events, Guild Movie Nights, Bus Trips and Intercampus Visits.

ONGOING & REGULAR CLUB EVENTS

Ongoing or regular club events are covered by **one**, single Risk Assessment. You should submit this Risk Assessment before the start of your first activity. Ongoing or regular club events may include weekly dinners, weekly training, peer support sessions, fortnightly games or competitions, catch-up sessions, regular workshops or classes. If you are unsure as to whether your activity is considered ongoing or regular, please contact ClubsStudentGuild@usc.edu.au for clarification.

OTHER EVENTS

All other events will need individual Risk Assessments to be completed. This includes both on-campus and off-campus events and events that are run in collaboration with University departments, faculties or external organisation. For events that are run in collaboration with another USC Student Guild affiliated club, only one Risk Assessment needs to be submitted.

For events that are organised and facilitated off-campus by an external organisation, at which your club or individuals from your club will attend (professional conferences, community events, competitions etc), please contact ClubsStudentGuild@usc.edu.au to determine if a Risk Assessment is required.

ROOM & EQUIPMENT BOOKING



One of the benefits of maintaining your affiliation with the Student Guild, is the access to room and equipment booking at no charge. To book a room or piece of equipment, complete the **Venue & Equipment Booking Form**, which can be accessed from the Resources section of the Clubs Guild, or at www.uscstudentguild.org.au/clubdocuments. Email your completed form to ClubsStudentGuild@usc.edu.au

GUILD SPACES

The Guild has exclusive use over two University spaces, which are available for clubs to book. The Guild demountable has a 14-seat conference room with a projector and complimentary pod-coffee, tea and water. The GuildHQ at J Block is a student space during the day and can be booked for private events from 5 - 10pm on weekdays and all day on weekends. The Uni Club can accommodate up to 40 people and is equipped with couches, tables and chairs, Audio-Visual equipment, a Pool table and board games.

UNIVERSITY SPACES

Do you have another space on campus in mind? How about a sports field or specialty space? If the room is available for student use, the Student Guild can book it for you. Include the room number (if you know it), or information about room size requirement on your **Venue & Equipment Booking Form** and email to ClubsStudentGuild@usc.edu.au.

EQUIPMENT

The Guild has a variety of equipment available for club use at no cost:

- BBQ (\$10 gas fee applies)
- Marquees
- Folding Tables and chairs
- PA System with Wireless Microphone (\$50 refundable deposit applies)
- Square Up EFTPOS system
- Kitchen Equipment and Electric Grills
- Projector and inflatable screen
- Festoon lights

RUNNING A BBQ OR BAKESALE



There are a limited number of opportunities to run a BBQ or bake sale each semester. The Student Guild runs 2 Markets Days per semester, at which Clubs may run a Fundraising BBQ or bake sale. To apply for these spots, please complete the **Stallholder EOI Form**, found in the Resources section of the Clubs Guild, or at www.uscstudentguild.org.au.

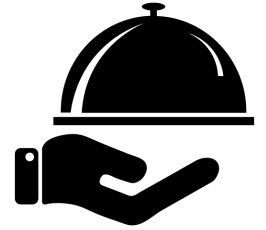
All BBQs and bake sales held outside of Market Day must have a Risk Assessment approved in advanced. To find out more about Risk Assessments, see page 18 of the Clubs Guide.

The University has set the following guidelines for BBQ events:

- All food items at bake sales must be home-made and have all ingredients clearly displayed.
- BBQs are to be hired from either the Student Guild or another reputable source.
- The BBQ must be clean and in good working condition.
- The event organisers are to provide all equipment and accompaniments for the stall e.g. utensils, sauces, napkins, plates, holding trays, etc.
- All BBQs and bake sales are to abide by the Queensland Government's Food safety for fundraising guidelines which includes the storage of meat in a chilled environment and appropriate handling. The guidelines can be accessed at www.uscstudentguild.org.au/clubdocuments
- At least one club member supervising the BBQ must have completed the "I'm Alert" food safety training, and emailed their certificate to the Student Guild. The training can be found here:
<https://www.imalert.com.au/foodsafety/training/welcome.php?sub=logan>
- All food must be served undercover, out of full sun, and close to appropriate hand-washing facilities.
- Any marquees must be weighted. The use of stakes/pins is only permissible in certain areas of the campus and must be approved by AMS beforehand.
- The BBQ must be placed either on grass or have rubber or cardboard matting underneath to protect the pavers. Any grease marks must be cleaned by the student.
- The sale price of a food item cannot exceed \$5.
- The sale of plastic bottled water is prohibited and any disposable cutlery or plates should be compostable.

FOOD AT YOUR EVENTS

To serve food without a food licence, you must not serve more than 12 "meals" within a year. Even though you don't need a food licence, your club still needs to comply with the Food Act 2006.



WHAT IS CONSIDERED A MEAL?

A meal is food that is meant to be eaten at a table with cutlery. Examples of a meal:

- casserole
- roast meat and vegetables
- curries and stir-fry
- salad

You may only serve 12 of these types of foods in a year. Even if your food is prepared at home, it may still be considered a meal for licencing purposes.

WHAT IS NOT CONSIDERED A MEAL?

Food that can be eaten without cutlery, or while walking around, is not considered a meal. Examples of these include:

- pie and sausage roll
- hot dog
- hamburger and hot chips
- sausage sizzle
- soup in a cup
- pizza

OTHER EXEMPTIONS

- packaged food including pre-prepared meals, for example, frozen meals or soup
- tea and coffee
- biscuits and cakes
- soft drink
- confectionery and nuts
- whole fruit
- toast and cereal
- selling food as part of a training or educational activity, for example, a cooking course where the food produced is served to the attendees.

ACCESSING THE STORAGE CONTAINER



One of the benefits of maintaining your affiliation with the Student Guild, is the access to the large storage container. You may store your club assets or equipment here at no charge. To gain access to the storage container, complete the **Shipping Container Storage Agreement** and the **Key Holder Agreement**, which can be accessed from the Resources section of the Clubs Guild, or at www.uscstudentguild.org.au/clubdocuments. Email your completed forms to ClubsStudentGuild@usc.edu.au.

STORAGE CONTAINER TERMS

1. The storage of items in the shipping container is at the Club or Society's own risk, and thus, the Student Guild is not liable for any missing or damaged items.
2. Only an affiliated Club or Society of the Student Guild may store items in the shipping container.
3. Should the Club or Society disband, become obsolete, or de-affiliate with the Student Guild at any time, club representatives have four (4) weeks from the date of de-affiliation to remove any and all items associated with their club.
4. Any items that are kept in the shipping container must be stored in plastic storage tubs, with the name of the club or society clearly labelled on the outside of the tub. Items that are too large to fit inside a plastic storage tub will be clearly labelled or tagged with the name of the club or society.
5. All items will be kept within the club or society's designated storage area.
6. The Student Guild may request a current inventory of all items stored in the shipping container at any time. It is the responsibility of individual clubs and societies to maintain an up-to-date inventory of stock.
7. Illegal, flammable, poisonous, dangerous or alcohol-related items will not be stored in the shipping container.
8. As this is a shared storage space, clubs and societies will show respect to others' belongings. Should any club damage an item belonging to another club or society, they shall accept full responsibility and will immediately contact the Student Guild to replace or repair the damaged item/s.
9. Two (2) keys will be provided to clubs annually. Keys should be returned in original condition within two (2) weeks of the end of Semester.

APPLYING FOR FUNDING



One of the benefits of maintaining your affiliation with the Student Guild, is the access to Guild financial support. The Guild provides funding on a reimbursement basis. This means that clubs will spend money throughout the semester, and apply for reimbursement at the end of semester.

To apply for financial support, clubs must submit a list of financial members, details and invoices/receipts of expenses claimed, and annual affiliation documents. Funding will be dispersed through 2 subsidies.

AFFILIATION SUBSIDY

Each club is entitled to an affiliation subsidy. If a club does not submit their annual affiliation documents by the deadline, their affiliation subsidy will be reduced by 50%. The maximum subsidy for each club, per semester is:

| | |
|-----------------------------|-------|
| 10 - 25 Financial Members | \$50 |
| 26 - 50 Financial Members | \$100 |
| 51 - 100 Financial Members | \$150 |
| 101 - 150 Financial Members | \$200 |
| 150+ Financial Members | \$250 |

GENERAL SUBSIDY

The Student Guild will subsidise 100% of expenses for approved club related activities or items, up to \$500 per semester. Administration expenses, event expenses, and club-related equipment (which remain the property of the Guild in the event of club de-affiliation) are eligible for reimbursement. Items of a discriminatory nature and alcohol-related expenses are not eligible for reimbursement.

Marketing expenses may include: banners, business cards, websites, flyers, stickers, signs, promotional material and apparel. All marketing material should include the club logo and printed marketing material (flyers, posters, banners) should include both the club and the Student Guild logo.

AUDITING YOUR FINANCES



As a condition of your ongoing affiliation with the Student Guild, as well as your eligibility for financial support, the Student Guild requires all clubs to audit their finances at the end of each semester.

The **Financial Audit Form** can be accessed from the Resources section of the Clubs Guide, or at www.uscstudentguild.org.au/clubdocuments and completed forms should be emailed to ClubsStudentGuild@usc.edu.au by the advertised deadline. Clubs that do not complete their form before the deadline may jeopardize their future funding and affiliation with the Student Guild.



PAYMENT SUMMARY

Date: _____ Amount: \$ _____

Pay To: _____

BSB: _____ Account: _____

Payment Type: BPAY / DIRECT DEPOSIT / PAYPAL / CLUB CARD : _____

| Expense Description |
|---------------------|
| |
| |
| |
| |
| |
| |

Prepared by: _____

Approved by: _____

- Reimbursement
- 3 Quotes Supplied
- Minutes Attached
- Invoice Attached

The Student Guild recommends that you keep your books up to date throughout the semester. You may like to use a payment summary sheet for expenses. An example of a payment summary sheet is below. Every time you spend money from a Club account, or reimburse money from a Club account, you should fill out a payment summary sheet. You should attach the relevant invoice or receipt to the payment summary sheet to ensure that your expenditure is clear, transparent and appropriate.



PART 4

RESOURCES

USC STUDENT GUILD CLUB AFFILIATION FORM

Club Information

Are you:

A new club, applying to affiliate with the USC Student Guild.

An existing club, applying to re-affiliate with the USC Student Guild.

Name of Club or Society:

Club Primary Email:

Club Proxy Email:

Club Website:

Club Social Media:

Primary Location:

Sippy Downs

Fraser Coast

Gympie

SouthBank

Caboolture

Are you affiliated with a faculty or department of the University?

Yes

No

If Yes, who is your staff contact / representative:

Are you affiliated with any external organisation?

Yes

No

If Yes, which organisation are you affiliated with?

Do you have an existing ABN?

Yes

No

Description of Club or Society:

Financial Information

Please give details of your club bank account.

Name of Bank:

Account Name:

BSB:

Account Number:

Executive Information

Please list all Executive Members of your club. You are expected to at least have a President, Vice-President and Treasurer (or equivalent). All club members, including executive members, must be currently enrolled USC Students.

Position:

Name:

Student Number:

Contact Number:

Contact Email:

Position:

Name:

Student Number:

Contact Number:

Contact Email:

Position:

Name:

Student Number:

Contact Number:

Contact Email:

Position:

Name:

Student Number:

Contact Number:

Contact Email:

Position:

Name:

Student Number:

Contact Number:

Contact Email:

Position:

Name:

Student Number:

Contact Number:

Contact Email:

Attachment Checklist

Please email the following documents to ClubsStudentGuild@usc.edu.au.

Club Logo

Financial Membership List

Current Constitution

AGM Minutes

Proposed events schedule for the current semester

[Health Safety and Wellbeing Training Modules \(Students\)](#) certificate for all executive members

[Consent Matters](#) certificate for all executive members

["I'm Alert" Food safety training](#) certificate for all executive members (or equivalent)

Confirmation

I confirm that the information provided in this application is current and correct to the best of my knowledge and allow it to be used for the purpose of considering the clubs eligibility to become affiliated or re-affiliated with the University of the Sunshine Coast Student Guild.

The University of the Sunshine Coast Student Guild declare that they will not use the information provided for any other purpose than stated above without the consent of the Club or Society or disclose the information to any other party, and appropriate security measures will be made to protect the information from unauthorised access, use or disclosure.

Please note that in the instance that a breach of this agreement occurs, the Student Guild Board may, at their own discretion, request refund of any funding provided and the Club or Society may risk de-affiliation.

I have read and understood the above declaration.

SUBMITTED BY

Name

Signature

Date

RECEIVED BY

Name

Signature

Date

RE: Template Constitution for Affiliated Student Societies

Following several meetings touching on the topic, one component of the Student Guild's pursuit of refined Student Club guidelines is a model constitution.

The rationale is to ensure that Guild-affiliated student bodies have robust and effective rules and procedures guiding their management, which are moderately consistent with each other. This will make it easier for the Student Guild to oversee their activities and also provide greater security to ensure that distributed funding is managed and spent appropriately.

I have now completed this model constitution.

The model constitution is adapted from the Model Rules for Incorporated Associations provided by the Queensland Government, and is also consistent with several provisions covered in the *Associations Incorporation Act 1981* (Qld).

While the Clubs and Societies are not incorporated associations, these guidelines still serve as an ideal starting point. The model constitution has been made as succinct as justifiably possible, making omissions and simplifications where appropriate since the model rules are designed for incorporated associations.

Blue highlights provide commentary to guide club leaders when adapting the constitution to fit their individual needs, and yellow highlights cover key terms of the constitution which must be adapted.

Recommendation

It is recommended that the Committee of Management endorse these constitution templates for distribution to affiliated clubs at the next Clubs and Societies Committee meeting and on the website, as **attached**.

Constitution of <Society Name>

1. NAME

- 1.1. The name of the society is '<Society Name>' ('the society').

2. ORIGIN AND AFFILIATION

- 2.1. The society's origin...

a) Optional: insert information about origin for groups that have broader scope than a single student club, eg Amnesty International USC's would be "The society is an official group of Amnesty International, a Non-Governmental Organisation (NGO) and worldwide movement of people campaigning to protect human rights." If none, simply remove 2.1.

- 2.2. The society is based at the University of the Sunshine Coast Sippy Downs campus, in Australia.
- 2.3. The society is to be affiliated with the University of the Sunshine Coast Student Guild.

3. VISION AND OBJECTS

- 3.1. The society exists for the purposes of... (see example below at 3.2 and 3.3)

Put some thought into the exact objects because financial expenditure under section 13.3 is limited to that which is consistent with the objects stated here. Where possible/applicable, clubs are encouraged to emphasise an educative element within their objects.

- 3.2. Amnesty International has a vision of a world in which every person enjoys all of the rights stated in the Universal Declaration of Human Rights and other international human rights standards.

- 3.3. Amnesty International USC exists for the purposes of raising awareness and promoting Human Rights values at USC, and its activities are aligned with the campaigns of Amnesty International Australia. Its core purposes are to foster a community of students who are passionate about social justice, and to run events for the wider student community to engage in human rights campaigns.

4. POWERS

- 4.1. The society has all of the powers of an individual. The society may, for example:
 - a) enter into contracts;
 - b) acquire, hold, deal with and dispose of property;
 - c) make charges for services and facilities it supplies; and
 - d) do other things necessary or convenient to be done in carrying out its affairs.

5. MEMBERSHIP

- 5.1. The membership of the society consists of students who are enrolled in academic programs at the University of the Sunshine Coast.
- 5.2. Students can become members by completing and submitting the membership form, as created and made available by the management committee, and paying the membership fee.
- 5.3. The membership fee is \$10.
- 5.4. Membership lasts for the duration of the society financial year.
- 5.5. The number of members is unlimited.
- 5.6. A member may cease to be a member of the society by giving written notice of membership resignation to the secretary.
- 5.7. The management committee may also terminate a member's membership if the member—
 - a) is convicted of an indictable offence; or
 - b) does not comply with any of the provisions of these rules; or
 - c) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the society.

6. MANAGEMENT COMMITTEE

- 6.1. The society will be run by the management committee.
- 6.2. The management committee is comprised of the:
 - a) President;
 - b) Vice-President;
 - c) Treasurer.

Recommended minimum default committee; add other positions as desired depending on circumstances. Large societies may wish to have a separate larger committee, and rename this group as the Executive Committee, for example.

- 6.3. Members of the management committee must be:
 - a) An adult aged 18 or over;
 - b) A member of the society; and
 - c) Not ineligible under section 61A of the Act.
- 6.4. Members of the management committee must retire from office upon the commencement of each annual general meeting, but are eligible, on nomination, for re-election.

7. MANAGEMENT COMMITTEE OPERATIONS

- 7.1. Subject to these rules or a resolution of the members of the society carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the society.
- 7.2. The management committee may meet and conduct its proceedings as it considers appropriate, at least once every 2 months to exercise its functions.
- 7.3. The president will be the chairperson of each management committee meeting, or if they are unwilling or not present within 15 minutes after the time fixed for the meeting's commencement, then the chairperson will be another member elected by the members present.
- 7.4. Quorum must be formed by more than 50% of the members elected to the committee, as at the close of the last general meeting of the members.
- 7.5. A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- 7.6. A member of the management committee must not vote on a question about a contract or proposed contract with the society if the member has a conflicting interest in the contract or proposed contract.
- 7.7. The management committee may appoint a subcommittee consisting of members of the society considered appropriate by the committee to help with the conduct of the society's operations. A member of the subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.
- 7.8. A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.

8. ANNUAL GENERAL MEETING

- 8.1. Annual general meetings must be held on the grounds of the University of the Sunshine Coast within four months of the conclusion of the society's financial year.
- 8.2. The business conducted at each annual general meeting must include:
 - a) Receiving the society's financial statements for the last reportable financial year and presenting it to the meeting for adoption; and
 - b) Electing members of the management committee.

9. GENERAL MEETINGS

- 9.1. The secretary or president may call a general meeting of the society by giving at least 14 days' notice of it to every member of the society, in any way the management committee decides. Such notice must state the business to be conducted at the meeting. For annual general meetings, the notice must

also include instructions for members who wish to nominate for election.

- 9.2. The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the society's last general meeting plus 1. However, if all members of the society are members of the management committee, the quorum is the total number of members minus 1. No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- 9.3. Any member may take part and vote in a general meeting in person, by proxy, or by using any technology that reasonably allows the member to hear and take part in discussions as they happen. Members who participate in a meeting in any of these ways is taken to be present at the meeting.
- 9.4. The president will be the chairperson of each general meeting, or if they are unwilling or not present within 15 minutes after the time fixed for the meeting's commencement, then the chairperson will be another member elected by the members present.
- 9.5. Each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present. Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote. The method of voting is to be decided by the management committee.

10. ELECTION

- 10.1. Members of the management committee must be elected as follows:
 - a) Members of the society may complete a nomination form, as made available by the secretary prior to the election, to indicate their desire to be elected to a specified position.
 - b) Each member of the society present at the annual general meeting may vote for 1 candidate for each vacant position on the management committee.
 - c) If, at the start of the meeting, a position on the management committee has no nominees, nominations may be taken from the floor of the meeting.

11. RESIGNATION, REMOVAL AND VACANCY

- 11.1. A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.
- 11.2. A member may be removed from office at a general meeting of the society if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member. Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- 11.3. If an elected member of the management committee resigns, dies or otherwise stops holding office, a casual vacancy arises on the management committee. The continuing members of the committee may appoint another member of the society to fill the vacancy until the next annual general meeting.

12. MINUTES

- 12.1. The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting and management committee meeting are entered in a minute book.
- 12.2. To ensure the accuracy of the minutes, the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy. The minutes of annual general meetings can alternatively be signed by the chairperson of the next meeting of the society that is a general meeting or annual general meeting, verifying their accuracy.
- 12.3. If asked by a member of the society, the secretary must, within 28 days after the request is made, give the member digital copies of the minutes of the specified meeting.

13. FINANCE

- 13.1. The society's financial year is 1 January through to 31 December each year.

13.2. On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.

13.3. The income and property of the society must be used solely in promoting the society's objects and exercising the society's powers, as specified in these rules.

14. FUNDS AND ACCOUNTS

14.1. The funds of the society must be kept in an account in the name of the society in a financial institution decided by the management committee.

14.2. Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the society.

14.3. All amounts must be society in the financial institution account as soon as practicable after receipt.

14.4. Any payment by the society of \$50 or more must be made by cheque or electronic funds transfer, and approved by any 2 of the following members of the management committee:

- a) President;
- b) Treasurer;
- c) Vice-President;

14.5. Cheques must also be signed by any two of the above members, and crossed not negotiable.

14.6. If one of the above members holds their position by appointment to fill a casual vacancy and was not elected by members at a general meeting, they cannot approve payments.

14.7. A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.

14.8. All expenditure must be ratified at a management committee meeting.

15. DOCUMENTS

15.1. The management committee must ensure the safe custody of books, documents, instruments of title and securities of the society.

16. BY-LAWS

16.1. The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the society.

Club leaders note: any additional club rules, guidelines and policies not covered by the constitution should be included in the by-laws.

16.2. A by-law may be set aside by a vote of members at a general meeting of the society.

17. ALTERATION OF RULES

17.1. Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.

18. DISSOLUTION

18.1. If the society is wound-up under part 10 of the Act and has surplus assets (see section 92(3) of the Act), the surplus assets must not be distributed among the members of the society.

18.2. The surplus assets must be given to another entity—

- a) having objects similar to the society's objects; and
- b) the rules of which prohibit the distribution of the entity's income and assets to its members.

18.3. If it is possible at the time of dissolution, the entity chosen to receive these surplus assets will be University of the Sunshine Coast Student Guild.

19. INTERPRETATION

19.1. **Act** refers to the *Associations Incorporation Act 1981* (Qld).

19.2. A word or expression that is not defined in these rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

CLUB LOGO HERE

< CLUB NAME HERE > General Meeting Agenda – <DATE>

The general meeting of the <CLUB NAME> for 2018 will commence at <TIME> on <DATE> in the Student Guild Demountable Boardroom, Sippy Downs campus, USC Sunshine Coast.

Members who are **unable to attend** are requested to email <CLUB SECRETARY> at ClubSecretary@usc.edu.au

1 Procedural matters

1.1 Attendance and participation

To welcome members and visitors to the meeting and receive apologies from members who are unable to attend.

1.2 Minutes of the previous meetings

Document 1.1

1.1.1 To note the minutes of the previous meeting of the <CLUB NAME> held on <PREVIOUS MEETING DATE>, as set out in Document 1.1

◆ **Proposed resolution**

1.1.2 To resolve that the minutes of the previous meeting of the <CLUB NAME> held on <PREVIOUS MEETING DATE>, as set out in Document 1.1 be confirmed.

1.3 Business without notice

To raise any other business for discussion at Agenda item 4 - Other business. Business should only be raised if it is of a pressing nature and did not arise prior to the distribution of this agenda, or where other significant circumstances apply.

1.4 Conflict of interest

To identify any conflicts of interest with regards to any item on the agenda.

2 Reports

2.1 President's Report

Document 2.1

To receive a written and verbal report from the President, <PRESIDENT NAME>.

2.2 Treasurer's Report

Document 2.2

To receive a written and verbal report from the Treasurer, <TREASURER NAME>.

2.3 Events Report

Document 2.3

To receive a written and verbal report from the Events Officer, <MEMBER NAME>.

2.4 *Proposed resolution*

To resolve that the reports displayed at the <CLUB NAME> general meeting on <MEETING DATE> be confirmed as accurate and true.

3 Discussion Items

3.1 O Week Events

To discuss Orientation Week for Semester 2 2018.

3.2 Diversity Week Events

To discuss the club's involvement in Diversity Week 2018.

3.3 Vote of No Confidence

To discuss an expected casual vacancy in the club regarding section 14.2.7 of the constitution.

3.4 Board Resignation

To discuss the Secretary's resignation from his role.

4 Other Business

To consider any items raised at agenda Item 1.3 – Business without notice.

5 Date of next meeting

To note that the next <CLUB NAME> meeting is scheduled to be held on <DATE> in the Student Guild Demountable Boardroom.

CLUB LOGO HERE

<CLUB NAME> Minutes – <DATE>

The general meeting of the <CLUB NAME> for 2018 commenced at <TIME> on <DATE> in the Student Guild Demountable Boardroom, Sippy Downs campus, USC Sunshine Coast.

Present: Scott Sulzberger (President & Chairperson), Emma Hasboro (Treasurer), Valencia Chorizo (Vice President), Daniel Thomas (Events Officer) Samuel Noonan (Media and Marketing), Timothy Dunne (Secretary), Meg Lynch (Board member), Sinead O’Flaherty (Board member), Vicky Choi (Board Member),

Unable to attend: Holly Harper (Board member) (apology received,) Nathan Miles (Board member) (apology received)

1 Procedural matters

Meeting opened at <time>

1.1 Attendance and participation

The Chairperson, <NAME>, acknowledged the traditional owners of all lands on which USC is located, especially the Gubbi Gubbi / Kabi Kabi people, as the traditional custodians of the land on which the meeting was held and paid their respects to the Elders past, present and emerging. The Chairperson welcomed members to the meeting. It was noted that <BOARD MEMBER NAME> and <BOARD MEMBER NAME> sent their apologies by email.

1.2 Minutes of the previous meetings

Document 1.2

Members noted the minutes of the previous meeting held on <DATE>, as set out in Document 1.2.

Motion #1

The <club name> Board resolved that the minutes of the meeting held on <date> as set out in Document 1.2, be confirmed.

Moved: President

Seconded: Treasurer

Approval across the board.

MOTION CARRIED

1.3 **Business without notice**

The Events Officer requested to discuss the Upcoming Faculty Ball.

1.4 **Conflict of interest**

The Events Officer declared that he is employed by the University.

The Secretary declared that an immediate family member is employed by the University.

The Treasurer declared that she is a member of the Student Guild Committee of Management.

The Chairperson, <board member>, <board member> and <board member> all declared that they are members of the Student Representative Council.

2 **Reports**

2.1 **President's Report**

Document 2.1

The President, <NAME>, provided a written and verbal overview and the following points were noted:

- Members were advised that the <CLUB NAME> was has received confirmation of affiliation from the student guild.
- Members were advised the Faculty Liaison will be changing from Professor John Bowden to Professor Lisa Wells.
- The President attended the Clubs Committee meeting held by the Student Guild on <DATE>. The Student Guild is implementing new Risk Assessment procedures based on updated USC Policies.
- The President attended the Student Representative Council meeting held by the SRC on <DATE>, as a representative for the Faculty. The President raised the concerns of the Faculty and the <CLUB NAME> regarding the lack of transparency in grading policies, and the SRC has decided to further explore the issue.

2.2 **Treasurer's Report**

Document 2.3

The Treasurer, <NAME>, provided a written and verbal overview and the following points were noted:

- Members were advised that the <CLUB NAME> was granted the same amount of funding this year as in 2017.
- Members were advised that this amount is considerably less than the proposed budget. Document 4.3 details the newly amended budget.
- The <CLUB NAME> was very frugal with funds last year as there was confusion regarding the budget timeframe.
- A concern was raised regarding the likelihood of receiving a similar amount of funding next year, taking into consideration there have been budget cuts across all University departments. Members were advised that <CLUB NAME> should focus on access multiple avenues for financial revenue.

The Activities Officer, Daniel Bolton, provided a written report on the Student Guild activities during the month of May 2018. There were no questions raised by the board.

Motion #2

To confirm all reports given to be accurate and true.

Moved: Chairperson

Seconded: Treasurer

Approval across the board.

MOTION CARRIED

3**Discussion Items**

3.1 University Cuts- student impact

The Chairperson stated that from next semester, there will be ten weeks of tutorials instead of the current thirteen weeks in FABL (Faculty of Arts, Business and Law.) The remainder three weeks will be taken up by other activities.

It was clarified that it will not be the final three weeks of tutorials that will be cut, the decision is up to each course coordinator regarding what weeks they will shift from tutorials to other activities.

3.2 O Week Events

The Events team is continuing to work on the plans for O Week. The Events officer presented the branded merchandise purchased from Red Energy (pens and stress balls) and stalls have been booked for both Market Day and Guild Day. A roster will be emailed out later this week for members to volunteer to man a stall.

4**Motion Items**

4.1 Board Nominations

It was stated that the <CLUB NAME> Secretary was stepping down from their position. The Chairperson thanked the Secretary for their commitment to the role. There were two 2 nominations for the role of Secretary received, <MEMBER 1> and <MEMBER 2>. A member advised that both candidates are known to the <CLUB NAME> board and therefore extended discussion was not necessary. The Secretary noted that Holly Harper had emailed through their preferred nominee earlier that day. A vote by raise of hands was called.

Motion #3

To nominate accept the resignation of <CLUB NAME> Secretary, Timothy Dunne.

Moved: <MEMBER NAME>

Seconded: <MEMBER NAME>

Approval across the board.

MOTION CARRIED

Motion #4

To nominate <MEMBER 1> for <CLUB NAME> Secretary.

Moved: <MEMBER NAME>

Seconded: <MEMBER NAME>

For: <2 MEMBERS>

Against: <7 MEMBERS>

MOTION NOT CARRIED

Motion #5

To nominate <MEMBER 2> for <CLUB NAME> Secretary.

Moved: <MEMBER NAME>

Seconded: <MEMBER NAME>

For: <7 MEMBERS>

Against: <2 MEMBERS>

MOTION CARRIED

5 Other Business

4.3 Faculty Ball

The Events Officer reported that they had met with the Faculty and the University Events departments earlier this morning to discuss the possibility of a Faculty Ball. At this time, the Faculty and the University do not have the resources to support such a large scale event. It was recommended that the <CLUB NAME> postpone their plans until next year.

6 Date of next meeting

Members noted that the next meeting of the <CLUB NAME> was scheduled to be held on <NEXT MEETING DATE> in the Student Guild Demountable Boardroom, Sippy Downs campus, USC Sunshine Coast.

Meeting adjourned at <TIME>

Confirmed
(Chairperson)

Date

CLUBS AND SOCIETIES ACTIVITIES PROPOSAL

SEMESTER 1 2019

You are invited to provide documentation on your proposed activities for Semester 1, 2019.

Submission Requirements

- Your club must be affiliated with the University of the Sunshine Coast Student Guild;
- To maintain affiliation, any and all activities run under the banner of your club, must be approved in writing by the Student Guild;
- Both on-campus and on-campus club activities must be approved by the Student Guild;
- Applicants should demonstrate how the activity will benefit and support the club’s members as well as the wider University community; and
- Applicants should immediately disclose any affiliation, relationship or collaboration with any other student club, faculty, political party, external organisation or group.

Items that will not be approved

- Any activity by a Club which is intended to promote, or is in itself, an illegal or criminal activity;
- Activities that do not further the objectives of the Club as outlined in their Constitution;
- Items of a discriminatory nature, eg. Any items regarded by the University of the Sunshine Coast Student Guild to be sexist and/or racist;
- Items that breach the club’s constitution or the USC Code of Conduct or Student Charter;
- Any activity or event that is deemed unsafe or a risk, or encourages unsafe or risk-taking behaviour by its participants.

Questions?

If you have any questions regarding this information, or need assistance filling out the Activities Proposal form, please do not hesitate to contact the Activities Officer or the Administration Office through ClubsStudentGuild@usc.edu.au or OfficeStudentGuild@usc.edu.au.

Club Information

Please provide the current details for your club and representative.

| | |
|--|--|
| Name of Club | |
| | |
| Club Member Responsible for Funding and Reporting | |
| Name | |
| Position | |
| Contact phone number | |
| Email | |

I confirm that

All details listed in this Activities Proposal Form are true and correct at the time of submission;

I agree to provide any further information as requested by the USC Student Guild to assist in determining the suitability and safety of proposed club activities;

I understand that the completion of this form does not guarantee activity approval;

I accept that upon endorsement of this Activities Proposal Form, a Risk Assessment for each event will be submitted to the Student Guild no later than two (2) weeks before an event is scheduled;

I understand that the endorsement of this Activities Proposal Form by the Student Guild does not guarantee approval for the activities listed with it, and that final approval can only be granted after the submission of a Risk Assessment;

I agree to submit any ad-hoc activity proposals to the Student Guild no later than two (2) weeks before an event is scheduled;

| Confirmation | |
|--------------|--|
| Name | |
| Position | |
| Signature | |
| Date | |

| OFFICE USE ONLY | |
|---------------------------|-----------|
| Date Received | |
| Date Considered | |
| Accepted by Student Guild | Yes No |

CLUBS AND SOCIETIES ACTIVITY REPORT

SEMESTER 1 2018

You are required to provide an activity report each semester.

Complete the attached Activity Report Form and email the completed document to ClubsStudentGuild@usc.edu.au by midnight on the **8th of June, 2018**.

What documentation do we need?

You must have appropriate documentation for every activity that is run under the name of your Guild-affiliated club.

Your documentation must show who, what, where, when and why.

You need to supply:

- Photos
- Attendance Records
- Any other documentation

Club Information

Please provide the current details for your club and representative (the person who is completing this form).

| | |
|--|--|
| Name of Club | |
| | |
| Club Member Responsible for Funding and Reporting | |
| Name | |
| Position | |
| Contact phone number | |
| Email | |

Activity / Event Reports

Please provide details for every event that your club was involved in during Semester 1, 2018.

| | |
|---------------------------|--|
| Event Name | |
| | |
| Event Details | |
| Time and Date | |
| Location | |
| No of Participants | |
| Facilitator | |
| Event Report | |
| | |
| Event Feedback | |
| | |
| Photos | |
| | |

| | |
|---------------------------|--|
| Event Name | |
| | |
| Event Details | |
| Time and Date | |
| Location | |
| No of Participants | |
| Facilitator | |
| Event Report | |
| | |
| Event Feedback | |
| | |
| Photos | |
| | |

| | |
|---------------------------|--|
| Event Name | |
| | |
| Event Details | |
| Time and Date | |
| Location | |
| No of Participants | |
| Facilitator | |
| Event Report | |
| | |
| Event Feedback | |
| | |
| Photos | |
| | |

*** Copy if additional event reports are needed ***

Declaration

On behalf of _____, I declare that all details listed in this activity report are true and correct at the time of submission;

I agree to provide any further information as requested by the USC Student Guild to assist in determining the allocation of future funding, and;

I understand that the completion of this form does not guarantee future funding;

| Confirmation | |
|--------------|--|
| Name | |
| Position | |
| Signature | |
| Date | |

| OFFICE USE ONLY | |
|-----------------------------|-------------|
| Date Received | |
| Date Considered | |
| Accepted by Selection Panel | Yes No |

SAFETY CHECKLIST FOR EVENTS

RISK ASSESSMENT



To ensure USC provides a safe and healthy environment, meets criteria to ensure insurance coverage and meets contractual obligations to external vendors operating at USC, any individual or group organising an event of any nature or size at USC, MUST complete a risk assessment for this event. A risk assessment is designed to:

- consider all foreseeable hazards and detail the controls used to eliminate or reduce the risk of those hazards
- ensure appropriate USC staff are informed of event and give permission where applicable
- ensure insurance coverage the risk assessment must be approved by a USC executive or by someone with the authority to approve on their behalf

Instructions

The checklist below has been developed as a basic event risk assessment. Given the nature of the event you are organising, some of the controls in this checklist will not be relevant and others may require more detail than given here. If there are areas/questions that do not pertain to the event you are organising – shade these areas to indicate that they do not apply. On completion of this form it must be sent for approval. For events run by staff, each department or school will have their own risk assessment approval process, this must be clarified with your manager to ensure that appropriate approval is obtained. For events run by students:

- Events run as part of the Student Guild or any of their affiliated clubs are to clarify the approval process with Student Guild Board, who will refer them to the appropriate USC staff member for approval of their risk assessment.
- Events associated with USC course work are to be referred to the course coordinator for approval.
- Any other student events should be referred to the Director of Student Services and Engagement.

For approval of events run by non-USC staff or students, the approval process must be ascertained by the event organiser's USC contact person. If you are unsure of who your US contact person is, please contact hsw@usc.edu.au for assistance.

1.0 EVENT DETAILS

| | |
|--|-------------|
| Event name: | Event date: |
| Description of event (describe the event in detail, indicating the types of activities that will be taking place and the resources that will be used): Give a thorough description of the event, including the date, time and venue. Also specify any food or drink that will be provided. The more detail that is provided in this section will make it easier for the risk assessment to be approved by the University. | |
| Expected attendance (number and type of attendees – eg. USC staff, students, public): Give an estimate of the number of people that will attend, and who they are i.e. students, staff, members of the public. | |

Event organiser/s:

| | |
|---|---|
| Name: Organiser/s MUST be present at the event | Ph: |
| Name: | Ph: |
| Name: | Ph: |
| Note: At least one person listed above must be contactable on the number given, during the event. | |
| Proposed location of event (include campus and location on campus): | Give location of the event |
| Proposed alternate wet weather location (<i>if applicable</i>): | Give alternate location, or indicate that the event will be cancelled if |

SAFETY CHECKLIST FOR EVENTS

RISK ASSESSMENT

2.0 PRE-EVENT PLANNING AND PERMISSIONS

| | Comments/controls (provide details of the actions you have undertaken to mitigate the risks) |
|--|--|
| <p>Provide details indicating that you have contacted Capital and Commercial (email: catering@usc.edu.au) and obtained permission to run the event. NOTE – this is mandatory.</p> <p><i>Evidence may be an email, which you can attach to this form when it is sent for approval, or details of conversations – name, dates etc.</i></p> | <p>DO NOT contact Catering. The Student Guild will contact Catering on your behalf when this risk assessment is received.</p> |
| <p>Provide details indicating that you have contacted AMS and obtained their permission to run the event. NOTE: this is mandatory.</p> <p><i>AMS will provide information regarding; location of events, wet weather alternatives, environmental concerns, electrical safety and any additional requirements (eg. you may need a permit from AMS if any part of your event may produce smoke, heat or dust). AMS must be made aware of the full details of your event.</i></p> | <p>DO NOT contact AMS. The Student Guild will contact AMS on your behalf when this risk assessment is received.</p> |
| <p>Provide details indicating that you have contacted USC Security (security@usc.edu.au) about the event. NOTE: this is mandatory</p> <p><i>USC security must be made aware of the event, its nature, time and dates and expected attendance. They will determine if you have any additional security requirements and/or if Queensland Police Service need to be informed of the event. Email security@usc.edu.au</i></p> | <p>DO NOT contact Security. The Student Guild will contact Security on your behalf when this risk assessment is received.</p> |
| <p>Are any of the activities likely to impact on the comfort of others at USC (eg. noise, smoke)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Inform AMS. You should also let the people who may be impacted know in advance. Where possible plan such activities in low impact times.</i></p> | <p>Indicate if there will be excessive noise or other that might affect others at USC. If so, then indicate how this will be managed.</p> <p>e.g. We will be having live music in the Uni Club. We will make sure that the volume of the music is at a reasonable level, If any issues arise during the event where the music is too loud, we will turn it down.</p> |
| <p>If the event or part thereof, is likely to affect the surrounding community – they have been informed. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Eg. Consider if school children or other visitors may be walking through campus or may wish to participate in events. Eg. What will your procedure be if minors wish to participate in activities that may be unsuitable for them etc.</i></p> | <p>It would be unusual for a club event to affect the surrounding community, however it may be possible that schoolkids may want to join in if they are nearby. e.g. if schoolkids try to join the event, we will advise them that it is a USC student event only, If they persist, we will call Security.</p> |

3.0 ALCOHOL SERVICES

| | Comments/controls (provide details of the actions you have undertaken to mitigate the risks) |
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SAFETY CHECKLIST FOR EVENTS

RISK ASSESSMENT

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| <p>STAFF: Do you intend on serving alcohol at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If you are staff and intending on serving alcohol you must contact the Venues and Catering Manager (venues@usc.edu.au) as they are the licence holder at USC. An event that sells or serves alcohol on campus</i></p> | <p>N/A- this question is for staff only.</p> |
| <p>STUDENTS: Do you intend on serving alcohol at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If you are students and intending on serving alcohol (for sale or give away) you must:</i></p> <ul style="list-style-type: none"> • <i>Apply in writing to the Vice Chancellor, Director of Asset Management Services and Director of Student Services and Engagement (Cc'ing USC security). This applies whether alcohol is being distributed for sale or given away.</i> • <i>Apply for a Liquor licence.</i> • <i>Once USC approval and liquor licence have been achieved you must liaise with USC security for approval of time and location of your event.</i> • <i>At all times, there must be at least one trained (non-drinking) RSA person present for the duration of alcohol service/consumption.</i> • <i>Security personnel are required for any event involving the sale/distribution of alcohol. The number of security personnel required is risk assessment based (generally one security guard required for up to 50 attendees. More attendees = more guards). It is not sufficient to assume that as Security is on campus that there is a security presence for the event. Security for the event must be a separate dedicated guard for the event. This can be organised through USC Security, but if an independent Security company are used, they must be a licenced Security provider and USC Security must be made aware, prior to them being engaged. The cost of additional security personnel for such an event is the responsibility of the event organisers.</i> • <i>You must have processes in place to ensure that event/service of alcohol is in accordance with licencing arrangements.</i> <p>You must complete all the above actions to indicate 'Yes' <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>The only answer to this is NO.</p> <p>Student events are not allowed to serve alcohol.</p> |

| 4.0 FOOD SERVICE | |
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| | Comments/controls (provide details of the actions you have undertaken to mitigate the risks) |
| <p>If you are using an external food vendor – do they have a food licence (if applicable)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>This licence must be displayed. If you are unsure if your vendor requires a licence, contact USC HSW. Email: hsw@usc.edu.au</i></p> | <p>It would be unusual for a club event to have an external food vendor e.g. a food truck</p> <p>If you are having an external food vendor, then you will need to get a copy of their food licence from them, and supply with this risk assessment.</p> |
| <p>Provisions have been made to ensure that food handling is in accordance with Food Standards Code? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NOTE: Even if you do not need a food licence you must abide by the Food Standards Code.</p> | <p>If you are serving food, then you will need to state the following:</p> <p>All students and volunteers who will be preparing food are familiar with the Food Standards code, particularly section 3.2.2 which deals with Food Safety Practices.</p> |

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| <ul style="list-style-type: none"> • Keep food preparation areas and equipment clean and hygienic • Waterproof/resistant covering provided to cover any lesions/breaks in skin of food handlers, during food preparation and service • Hand washing facilities available • Disposable gloves supplied for food preparation • Food preparers instructed in requirements for gloves use (changing between tasks that may contaminate food – eg. toilet visit, preparation raw food etc.) • No refreezing of thawed or partially thawed food • Potentially hazardous food stored* and handled with consideration to temperature danger zone (between 5 and 60°C) – food to spend limited time in temperature danger zone. • If food is in temperature danger zone – 2hour, 4hour rule applied. Eg. Food cannot spend more than two hours in the temperature danger zones and if food is in temperature danger zone for four hours or more – it is thrown out. • Keep and prepare raw and cooked food separately • Ensure food cooked thoroughly • Ensure consumers aware of potential allergens/ingredients of food • If gluten (or other allergen) free alternatives cannot be stored, prepared and served ensuring NO contact with gluten (or other allergen) containing food – this must be made known, due to the potential for (even micro) contamination. <p>* Potentially hazardous foods either might contain food-poisoning bacteria, or are high in protein and low in acidity allowing food-poisoning bacteria to multiply (eg. raw and cooked meat; dairy products; seafood; processed fruits and vegetables (prepared salads and cut melon); cooked rice and pasta; moist food containing eggs, beans, nuts; dishes containing any of the above).</p> | <p>Additionally, it is desirable that all student and volunteers who will be preparing food have completed the “I’m Alert” food safety online training available at:</p> <p>https://www.imalert.com.au/foodsafety/training/welcome.php?sub=logan</p> |
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| 5.0 BUMP-IN / BUMP-OUT | |
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| | Comments/controls (provide details of the actions you have undertaken to mitigate the risks) |
| <p>Has a site plan been developed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If you are running an event with several stalls/components you should develop a site plan, so each vendor/stall holder knows where they are required to set up. The plan should consider the resources needed by each stall (electricity, shade, room) and any hazards they may generate (eg. noise, smoke etc.). You must also consider, emergency access and exits and impacts on surrounding areas. You may need input from AMS for this.</i></p> | <p>It would be unusual for a club event to require a site plan. This requirement is for large events such as market days.</p> <p>If you believe your event is large enough to require a site plan, please contact the Student Guild at ClubsStudentGuild@usc.edu.au to confirm.</p> <p>Otherwise, please indicate ‘No’ in this section.</p> |
| <p>Has a plan/time table developed to stagger arrival and set up times (if required)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>It would be unusual for a club event to require a staggered arrival/set-up. This requirement is for large events such as market days.</p> |

SAFETY CHECKLIST FOR EVENTS

RISK ASSESSMENT

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| <p><i>If you are running an event that has several stalls or components, consider if it would be advantageous to stagger arrival times to decrease traffic on campus and to ensure each vendor/stall holder has ample room for set up.</i></p> | <p>If you believe your event is large enough to require a staggered set-up, please contact the Student Guild at ClubsStudentGuild@usc.edu.au to confirm.</p> <p>Otherwise, please indicate 'No' in this section.</p> |
| <p>Access is restricted to essential personnel only, during setup? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Some set-ups will require that you isolate the area during set up to reduce risks – Eg. using barricades to isolate pedestrian access, during set up of amusement devices and stages.</i></p> | <p>It would be unusual for a club event to require restricted access during set-up. This requirement is for large events such as market days.</p> <p>Otherwise, please indicate 'No' in this section.</p> |
| <p>Vendors/Contractors have been provided with a map and bump in instructions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Including:</i></p> <ul style="list-style-type: none"> • Access and exit points • No vehicle areas/zones • Parking during set up • Speed limits • Contact person on arrival | <p>If you have any external vendor or guests coming for the event, then you should specify this here e.g.</p> <p>Our guest speakers have been provided with instructions on where to report to, and at what time. They also have the contact phone number of this event's organiser.</p> |

6.0 SET-UP / ASSEMBLY

| | Comments/controls (provide details of the actions you have undertaken to mitigate the risks) |
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| <p>Will qualified, experienced contractors be used for equipment assembly where required (eg. stage, PA equipment)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>It is your responsibility to use reputable contractors as you are also (in part) responsible for the work they undertake at USC so you must consider if they are suitable (experienced, trained, qualified, licensed if required) for the work they are being engaged to undertake.</i></p> | <p>If your event is using any contractors, you should note the name/company of the contractor and their ABN. You should contact the Student Guild if you require further advice on what to write in this section.</p> |
| <p>Post set up: Is area inspected for trip hazards? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Minimise items across pathways. Anything crossing or partially crossing a path should be covered in such a way the will minimise the likelihood of trips and falls.</i></p> | <p>The event area will be inspected for hazards before the event commences.</p> |
| <p>Are all free-standing objects (marquees, pin boards etc.) weighted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>Either:</p> <p>There are no free standing objects that require weighting at the event; or;</p> <p>The marquees (or other specified objects) will be weighted down during the event.</p> |

| 7.0 TRAFFIC AND PARKING | |
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| | Comments/controls (provide details of the actions you have undertaken to mitigate the risks) |
| <p>Have you provided for access for emergency vehicles and personnel during set up and throughout event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>You must ensure that emergency access and exit is not obstructed in any way (please consult with AMS).</i></p> | <p>It would be unusual for a club event to be so large as to impede emergency vehicle access.</p> <p>You should note here:</p> <p>There will be free access for emergency vehicles and personnel at all time during the event.</p> |
| <p>Does your event require traffic management? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If you believe that your event is likely to impact on traffic on campus (vehicular and/or pedestrian) you should consult with AMS. Your plan should address if parking attendants are required and if you require people to direct traffic.</i></p> <p><i>Note: the direction of vehicular traffic requires specifically trained staff, please consult AMS.</i></p> | <p>It would be unusual for a club event to require traffic management.</p> <p>Please indicate 'No' in this section if applicable.</p> |
| <p>Is clear signage provided? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If you have determined that your event requires signage to direct traffic (vehicular or pedestrian), for parking arrangement's, paths or location of facilities etc. you should detail the actions you have taken to ensure adequate signage.</i></p> | <p>It would be unusual for a club event to be so large that it would require signage.</p> <p>Please indicate 'This event does not require signage' in this section if applicable.</p> |

| 8.0 PERSONNEL AND CONTRACTOR AND/OR VENDOR MANAGEMENT | |
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| | Comments/controls (provide details of the actions you have undertaken to mitigate the risks) |
| <p>Have all contractors and their workers completed the appropriate online contractor induction module? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If you require contractors for any part of your event (set-up, pull-down or throughout the event), even if they are just giving a presentation, they must complete the USC contractor induction. This is a legal requirement.</i></p> <p><i>This training can be accessed through our website, under the 'contractor' tab.</i></p> | <p>If your club event has any external contractors, then they must complete the online induction module. You will need to send them the link at https://www.usc.edu.au/connect/work-at-usc/health-safety-and-wellbeing/training-and-induction#volunteers-and-low-risk-contractors</p> |
| <p>All personnel, vendors, performers and contractors are aware of how to respond in an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>The basics of emergency preparedness will have been covered in their online induction/training. If there is anything else they are required to know, they should be informed by event organisers. If the event you are planning is small, it may be as simple as: knowing where the evacuation assembly area is, what to do if there is an injury.</i></p> | <p>If your club event has any external contractors, they should be advised of the event organiser's phone number, and the phone number of Security (5430 1122 for Emergencies)</p> |
| <p>All personnel, vendors, performers and contractors are aware of the wet/extreme weather contingency plan? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>See 'Weather' section below.</p> | <p>If your club event has any external contractors, they should be advised of what will happen to the event if the weather is bad.</p> |

SAFETY CHECKLIST FOR EVENTS

RISK ASSESSMENT

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| <p>All personnel, vendors, performers and contractors have been provided important contact details? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> • Event manager or contact person • USC Security (emergencies, first aid, traffic etc.) | <p>Please note in this section that any contractors have been advised of the event organiser’s phone number, and the phone number of Security (5430 1122 for Emergencies).</p> |
| <p>All electrical equipment brought on campus by contractors, vendors or performers has been tagged and tested? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>This is the contractors/vendors responsibility. The tag should indicate that it was tested less than one year ago (except for amusement devices – see ‘Amusement Device’ section below). Contractors, vendors and performers must be made aware of this prior to attending USC.</i></p> | |
| <p>Contractors, vendors, performers have submitted risk assessments (if applicable)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Some contractors, vendors or performers will require their own risk assessments if the activity they are undertaking has the potential to affect the health and safety of themselves or anyone else on campus (eg. setting up a stage, lighting and audio equipment, some performing arts, amusement rides). If you are unsure, contact USC HSW hsw@usc.edu.au or phone: 5430 2820. If risk assessments have been done, indicate ‘Yes’ and attached them to this form.</i></p> | <p>It would be unusual for contractors for a club event to require additional risk assessments. These are generally needed for activities such as a setting up a stage, bouncy castle, a dunk tank.</p> <p>Please indicate ‘Not applicable’ in this section there are no external contractors/vendors/performers.</p> <p>Contact the Student Guild at ClubsStudentGuild@usc.edu.au if you require guidance for this section.</p> |
| <p>A Safe Work Method Statement (SWMS) has been supplied, for any high-risk work (if applicable)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>By law any activities that are considered high risk (potential to fall more than 2m or working in or near a confined space) must have a SWMS. If you are unsure contact USC HSW hsw@usc.edu.au or phone: 5430 2820.</i></p> | <p>It would be unusual for a club event to need a Safe Work Method Statement. Please indicate ‘Not Applicable’ or contact the Student Guild at ClubsStudentGuild@usc.edu.au if you require guidance for this section.</p> |
| <p>All contractors have received a site induction? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Even if they have done the online induction, contractors must be inducted to the site. They must be informed, what to do in an emergency, where the amenities are and if there are any other hazards or activities that they may be impacted by, whilst they are on campus (construction work in the vicinity, an exam being undertaken in a nearby room etc.).</i></p> | <p>If you have any contractors at the event, you should note the following:</p> <p>All contractors will receive an induction to the site event upon arrival at the event.</p> <p>Otherwise, please indicate that this is N/A.</p> |
| <p>Event personnel, other than contractors have completed appropriate online inductions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> • Employees – Blackboard/portal: Health Safety and Wellbeing Training Modules (Staff): HSW and Emergency Preparedness • Students – Blackboard/portal: Health Safety and Wellbeing Training Modules (Students) • Contractors, vendors, performers and volunteers (non USC) – Low risk contractor induction available from the USC website | <p>All students taking part in running the event need to complete the online induction on Blackboard.</p> <p>Please indicate that this has taken place i.e.</p> <p>All students running the event have completed the online induction training.</p> |
| <p>All external vendors have appropriate insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If you are unsure of insurance requirements, contact USC insurance (insurance@usc.edu.au).</i></p> | <p>It would be unusual for a vendor for a club event to need their own insurance. Please indicate ‘Not Applicable’ or contact the Student Guild at ClubsStudentGuild@usc.edu.au if you require guidance for this section.</p> |

SAFETY CHECKLIST FOR EVENTS

RISK ASSESSMENT

| | |
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| <p>Have contractors been made aware that their equipment is their own responsibility whilst on campus? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>If applicable, then indicate that the contractor has been advised of this.</p> |
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9.0 AMENITIES

| | Comments/controls (provide details of the actions you have undertaken to mitigate the risks) |
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| <p>Are there sufficient toilets and hand washing facilities for expected number of attendees (including potential attendees with disabilities)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Remember USC is designed to cater for full staff and student attendance, so increased amenities would not be required under normal circumstances, only if you are holding an activity with a large expected attendance. Liaise with AMS if you believe that may require additional amenities.</i></p> | <p>It would be unusual for a club event to be large enough that the Uni did not have sufficient amenities. Please indicates this i.e.</p> <p>There are sufficient amenities for the expected number of attendees at this event.</p> |
| <p>Is there adequate drinking water available? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Consider heat and types of activities being run, as you may require additional drinking water facilities. Consult with AMS.</i></p> | <p>Please indicate where the closest drinking water facility is for the event e.g.</p> <p>The Uni Club has a cold water tap at the sink, and a filtered water tap on the premises.</p> |

10.0 POWER / ELECTRICITY

| | Comments/controls (provide details of the actions you have undertaken to mitigate the risks) |
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| <p>Has a USC approved electrician been used for electrical set up? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>There are strict requirements regarding the use of electrical items, extension cords and power boards, it is therefore essential that you contact AMS regarding your event if you require any electrical access. .</i></p> | <p>It would be unusual for a club event to need an approved electrician for set-up. Please indicates this i.e.</p> <p>No electrician is required for set-up.</p> <p>Otherwise, please contact the Student Guild at ClubsStudentGuild@usc.edu.au for guidance for this section.</p> |
| <p>Have all portable electrical equipment/tools, leads and power boards tested and tagged as required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>Please indicate N/A.</p> |
| <p>Are leads / connections etc. protected from weather or any other liquid? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>If you are using any equipment, please indicate that leads will be checked after set up to ensure that they are protected.</p> |
| <p>Are all leads secured? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>You must ensure that no undue stress can be placed on electrical connections, this can be assisted by securing the leads so they cannot be tensioned, compromising the connection. You must also ensure that leads/cables do not create a trip hazard eg. avoid placement across walkways. If leads must cross a walkway you must ensure that the lead is covered in way that reduces the risk of tripping.</i></p> | <p>If you are using any equipment, please indicate that leads will be checked after set up to ensure that they are secured and not a trip hazard.</p> |
| <p>Do you have AMS approval to use a generator (if applicable)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Safely positioned and access to area restricted. Location approved by USC Fire Safety Advisor.</i></p> | <p>It would be unusual for a club event to use a generator. Please indicate 'Not Applicable' or contact the Student Guild at ClubsStudentGuild@usc.edu.au if you require guidance for this section.</p> |

SAFETY CHECKLIST FOR EVENTS

RISK ASSESSMENT

| 11.0 WASTE MANAGEMENT | |
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| | Comments/controls (provide details of the actions you have undertaken to mitigate the risks) |
| <p>Have adequate bins have been provided? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Only USC bins can be used in accordance with USC waste management system. Consult with AMS if you believe your event will require extra bins.</i></p> | <p>It would be unusual for a club event to be large enough that there would not be sufficient bins. Please indicates this i.e.</p> <p>There are sufficient bins for the expected amount of rubbish that will be produced at this event.</p> |
| <p>Has increased bin emptying been arranged through AMS (if applicable)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>This will generally pertain to long duration events, where it is anticipated that bins may fill and overflow during the course of the event. You must liaise with AMS before the event.</i></p> | <p>Please indicate N/A.</p> |
| <p>Have all contractors / vendors been advised of correct waste disposal? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Unless specified and agreed to (refer to AMS), all contractors, vendors etc. are responsible for the disposal (off site) of any waste they generate.</i></p> | <p>Please indicate N/A, or if you do have a contractor that you expect to generate a large amount of waste, please contact the Student Guild at ClubsStudentGuild@usc.edu.au for guidance for this section.</p> |
| 12.0 MANUAL HANDLING | |
| | Comments/controls (provide details of the actions you have undertaken to mitigate the risks) |
| <p>Have all personnel involved in manual handling received appropriate training? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Consult with USC HSW (hsw@usc.edu.au) regarding manual handling training if required.</i></p> | <p>If your event requires heavy lifting, please contact the Student Guild at ClubsStudentGuild@usc.edu.au for guidance for this section.</p> <p>Otherwise indicate that there will not be manual handling requirements at the event.</p> |
| <p>Have you organised trolleys for the movement of heavy items? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>You should provide trolleys to reduce manual handling and carrying of loads.</i></p> | <p>Please indicate if you require trolleys for moving heavy equipment. The Student Guild has trolleys that clubs can utilise for events (note: this must be organised in advance).</p> <p>Otherwise, indicate N/A.</p> |
| 13.0 WEATHER | |
| | Comments/controls (provide details of the actions you have undertaken to mitigate the risks) |
| <p>Have you checked the weather forecast for adverse weather events? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Visit the Australian Bureau of Meteorology web site: www.bom.gov.au.</i></p> | <p>Please indicate that you will check the Bureau of Meteorology website for weather reports prior to the event.</p> |

SAFETY CHECKLIST FOR EVENTS

RISK ASSESSMENT



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| <p>Have you considered alternate arrangements for wet weather? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Consider if people have to line up in the rain, set up and pedestrian traffic on grassed areas, are you using electrical items or items that could be damaged in wet weather?</i></p> | <p>If your event is indoors, then please indicate that the event will go ahead in wet weather.</p> <p>If it is outdoors, please indicate what plans you have if there is wet weather e.g. cancel, move indoors.</p> |
| <p>Has an extreme weather contingency plan been organised (eg. cancellation, postponement, venue change etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>This should be pre-planned. You should have contact details of people involved so they can be contacted regarding any change of plan. If part of the plan involves relocation of activities, this will have to be pre-arranged with AMS to ensure that it is an appropriate and safe alternate location.</i></p> | <p>Please indicate what will happen to the event if there is extreme weather e.g. usually cancellation.</p> <p>Also indicate how this will be communicated to organisers and attendees e.g. email, Facebook post, phone.</p> |

14.0 SUN AND HEAT EXPOSURE

| | Comments/controls (provide details of the actions you have undertaken to mitigate the risks) |
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| <p>Is there provision of undercover areas (for shade) for outdoor events? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If your event is in the heat of the day and will require people to be exposed to the sun for greater than 30 minutes you should consider if there is adequate shade.</i></p> | <p>If your event is indoors, please indicate this in this section.</p> <p>If your event is outdoors, please indicate what shade will be available to organisers and attendees.</p> |
| <p>USC workers (including Contractors) and volunteers working outside have been informed of the requirement to wear sun safe clothing and sunscreen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>If your event is outdoors, then please indicate that you have advised them to wear sun safe clothing, hats and sun screen.</p> |
| <p>Have you provided sunscreen for outdoor workers? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>If your event is outdoors, then you should indicate that you will be providing sunscreen.</p> |
| <p>Have arrangements been made to rotate outdoor workers to avoid prolonged exposure to sun and heat during peak sun/heat period? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>If your event is outdoors for a prolonged period, then you should indicate that you will give volunteers regular rotations and breaks from sun/heat exposure.</p> |
| <p>Is there a first aid officer on site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>USC Security are all trained first aid officers. You must determine if the nature or size of your event requires additional first aid officers.</i></p> | <p>Please indicate if there is an event organiser who has a First Aid certification.</p> <p>Also indicate that Security will be called immediately for any incident that requires First Aid.</p> |

15.0 AMUSEMENT DEVICES / RIDES

| | Comments/controls (provide details of the actions you have undertaken to mitigate the risks) |
|--|---|
| <p>The owner or operator has provided current:</p> <ul style="list-style-type: none"> • Plant Registration Certificate (if applicable) • Engineers/competent person report • Maintenance/inspection certificate/records <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>You can check with USC HSW if you are unsure if the device you are hiring is registerable plant. Registerable amusement devices are</i></p> | <p>It would be unusual for a club event be using an amusement device/ride. Please indicate 'Not Applicable' or contact the Student Guild at ClubsStudentGuild@usc.edu.au if you require guidance for this section.</p> |

SAFETY CHECKLIST FOR EVENTS

RISK ASSESSMENT

| | |
|--|--|
| <p><i>required to be inspected by an engineer every year. The owner of the device should be able to provide you with a copy of the engineer's report. If the provider cannot supply an engineer's report contact USC HSW and do not use this supplier.</i></p> | |
| <p>Has AMS inspected and approved the site for location of these devices? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>Please indicate that this is N/A</p> |

| 16.0 LOST CHILDREN | |
|---|---|
| | <p>Comments/controls (provide details of the actions you have undertaken to mitigate the risks)</p> |
| <p>Do you have a procedure for lost children? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If your event is of a nature that there will be a large number of attendees, including children, there should be a procedure for lost children.</i></p> <p><i>All workers/volunteers should know the procedure in the event of being told of a lost child.</i></p> | <p>Even if you do not expect to have children at the event, you still need to indicate what will happen if a child is there e.g.</p> <p>Our event is not expecting children as attendees, but if there is a lost child, then Security will be called immediately.</p> |

| 17.0 CASH HANDLING | |
|---|--|
| | <p>Comments/controls (provide details of the actions you have undertaken to mitigate the risks)</p> |
| <p>STAFF: Have you contacted Financial Services to ensure that your cash handling is in accordance with USC policy/procedures? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>Please indicate N/A as this section is for staff only.</p> |
| <p>STUDENTS / Non-USC staff: The following requirement will be met:</p> <ul style="list-style-type: none"> • cash must be held in a lockable receptacle/box. • when cash is being moved, there must be a minimum of two people in attendance • security are to be made aware that there will be cash handling at the event <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>If applicable, please indicate the purpose of the money handling at the event e.g. we will be charging \$2 per sausage at the sausage sizzle.</p> <p>You need to then indicate that you will abide by the requirements listed opposite i.e.</p> <p>We will follow the money handling requirements as listed.</p> |

| 18.0 SEPCIAL EVENT ACTIVITIES | |
|---|---|
| | <p>Comments/controls (provide details of the actions you have undertaken to mitigate the risks)</p> |
| <p>Are there specific activities at your event that have the potential to harm/injure those participating or in the vicinity? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Detail any other aspects of your event that have not been covered in this risk assessment and the controls to associated controls. Eg. events including physical activities, the likelihood of being hit by moving objects (performers, juggling hard objects, demonstrations etc.). Provide details of these activities and how you are mitigating the risks.</i></p> | <p>Please indicate any physical or psychological risks specific to your event that have not yet been covered in the checklist, and how to intend to mitigate the risk.</p> <p>If there are no specific physical or psychological risks, you need to state that here.</p> <p>Please contact the Student Guild at ClubsStudentGuild@usc.edu.au if you require guidance for this section.</p> |

SAFETY CHECKLIST FOR EVENTS

RISK ASSESSMENT



| | |
|--|--|
| | |
|--|--|

19.0 DANGEROUS ITEMS

| | Comments/controls (provide details of the actions you have undertaken to mitigate the risks) |
|--|---|
| <p>Are there activities that will use and/or display weapons/simulated weapons? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>➔ If yes, has the Vice Chancellor approved this and have USC security received proof of this approval? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>This is a legal requirement. Any item that is or could be considered a weapon (even if it is only for display) cannot be brought onto campus without the Vice Chancellor's approval.</i></p> | <p>The University will not allow use of any display, simulated or otherwise weapons on campus, Please indicate No in this section.</p> |

20.0 DECLARATION

Checklist / risk assessment completed by:

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

Approved by:

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

| |
|-----------|
| Position: |
|-----------|

USC Student Guild

Venue & Equipment Booking Form

Club Information

| | | | |
|-----------------------|--|----------------|--|
| Name of Club | | | |
| ABN (if applicable) | | | |
| Responsible Person | | | |
| Position Held | | Student Number | |
| Telephone Number | | Email Address | |
| Event / Activity Name | | | |

Venue

The USC Student Guild is a not-for-profit organisation dedicated to supporting, representing and enriching the experience of students at USC. **Affiliated clubs or societies may hire equipment and book space on the University campus free of charge for Club-related activities** (Gas charges and Deposits may apply). Additionally, affiliated clubs or societies may book the Uni Club, a student space that is exclusively available to the Student Guild and its affiliated parties from 4pm – 10pm and on weekends.

| | |
|-------------------------------|---|
| Venue Requested | |
| Equipment | <p>Marquee (\$20 per day)</p> <p>Barbeque (\$20 per day)</p> <p>Gas Bottle (\$10 per bottle)</p> <p>Folding Table (\$10 per table)</p> <p>PA System (\$30 per day + \$50 deposit)</p> |
| Dates | |
| Start Time – End Time | |
| Estimated number of attendees | |
| Comments | |

| | | |
|--|-----|----|
| Will you be serving food? | Yes | No |
| Will you be serving alcohol? | Yes | No |
| Will you be making sales of any kind? | Yes | No |
| Do you intend on playing / performing live or recorded music? | Yes | No |
| Do you intend on screening film, TV or video clips? | Yes | No |
| Will you generate heat or smoke in the venue? | Yes | No |
| Are you engaging subcontractors or collaborating with external parties? | Yes | No |
| Have you submitted a Risk Assessment to ClubsStudentGuild@usc.edu.au ? | Yes | No |
| Would you like us to advertise your event on our Social Media channels? | Yes | No |
| Are you hiring on behalf of an affiliated club? | Yes | No |
| <i>(If so, your hire costs could be reduced or waived)</i> | | |

Agreements

I agree to provide a copy of my licence and pay all hire costs / deposits before taking possession of the items.

I understand that this request is not confirmed until any deposits or hire fees have been paid.

I understand that it is the responsibility of the club to ensure the safety and care of equipment at all times.

I understand that all items issued to me by the USC Student Guild remain the property of the Student Guild and are to be returned immediately on completion of the booking.

I accept responsibility for the cost of replacement items and any associated damage or losses should the items be lost, stolen, damaged or misused during the term of this booking.

I will return items in the condition and state in which I hired them.

I will ensure that all items in my possession are appropriately secured at all times.

I will arrange safe and secure transportation of the items (if required) to and from the Student Guild. If I need assistance from AMS, I will email StudentGuild@usc.edu.au requesting that assistance, at least one (1) week in advance.

I have read and agree to comply with all statues, rules and policies of the Conditions of Hire.

| | | | |
|--|-------------------|-----------------|--|
| Signature of Responsible Person | | Date | |
| Organisation | | Position | |
| Signature of Guild Staff | | Date | |
| Organisation | USC Student Guild | Position | |

| | |
|---------------------------|----|
| Venue Hire | \$ |
| Equipment Hire | \$ |
| Total Hire Charges | \$ |
| Deposit | \$ |
| Balance Due | \$ |
| Security | \$ |

CONDITIONS OF HIRE

1. Venue: The Hirer may use the venue/the subject of this Application ('the Hire') on the dates and during the times specified ('the Hire period'). The Hirer will comply with all instructions given by the University and Student Guild including instructions in relation to the use of the venue/equipment and conduct or parking on University grounds. If the venue/equipment is not vacated at the end of the Hire period, an additional charge of one half day hire charge will be payable by the Hirer, for each additional four hours (or part thereof) of use.

2. Indemnity: The Hirer is liable for and indemnifies the University and the Student Guild (its officers, servants and agents) against:-

- (a) all claims, actions or demands and any loss or damage, costs or expense (including full indemnity legal costs) suffered by the University or the Student Guild, as a result of or arising out of or in connection with the Hire; and
- (b) any injury to any person entering upon University grounds for the purpose of or damage to, any University or Student Guild property as a result of or arising out of or in connection with, the use of the venue/equipment by the Hirer or persons present at the invitation of the Hirer.

3. Guarantee: The Responsible Person guarantees to the Student Guild the payment by the Hirer of all Hire charges and the performance by the Hirer of all of the Hirer's obligations pursuant to the Application and these Conditions of Hire and indemnifies the University and the Student Guild against any liability or loss suffered by the University or the Student Guild as a result of or arising out of or in connection with the use of the venue/equipment by the Hirer or persons present at the invitation of the Hirer and/or the Hirer's failure to comply with these Conditions of Hire.

4. Public nuisance: The Hirer's use of the venue/equipment must not create a public nuisance. The University or the Student Guild may specify a time by which and the level to which, the noise level of any live or pre-recorded sound, must be reduced. The Student Guild may terminate the Hire if it considers that a public nuisance is created.

5. Hire charges: The Hirer will pay the Hire charges to the Student Guild as follows:-

- (a) the deposit, by not later than 7 days before the start of the Hire or 7 days from the deposit invoice date, whichever is sooner;
- (b) the balance Hire charges, by not later than the three days prior to the Hire unless advised otherwise. If the deposit or the balance Hire charges are not paid strictly in accordance with this Clause, the Student Guild may cancel the Hire, without liability.

6. Responsibility for damage: The venue/equipment hired must be left clean and undamaged at the end of the Hire period. Any damage to the venue/ equipment (or other University or Student Guild property) must be reported to the Student Guild and is the Hirer's liability. If cleaning of or repair of damage to, the venue/equipment (or other university or Student Guild property) is required, such cleaning or

repair will be undertaken by the Student Guild and the cost of such cleaning or repair will be charged to and recoverable as a debt due to the Student Guild by, the Hirer.

7. Venue set up: The Hirer will, in setting up the venue/equipment for the Hire:-

- (a) comply with all instruction and directions given by the University and the Student Guild;
- (b) ensure limited noise occurs and limited disturbance to usual University and Student Guild activities;
- (c) engage only appropriately qualified and licensed subcontractors;
- (d) not use tape or other adhesives upon the floors, walls or other surfaces of the venue/equipment; and
- (e) ensure that all trip and other hazards are covered and/or appropriately protected.
- (f) comply with USC parking regulations at all times.

8. Services: The Hire includes reasonable use of public utility supplied electricity (for light and power) and water, for the purposes of the Hire during the Hire period. Additional electricity or water requirements of the Hire must be provided by the Hirer at the Hirer's cost. The University and the Student Guild will not be liable in the case of services shut down out of our control.

9. Audio visual: If the Hire includes audio visual equipment, an operator of that equipment may incur an additional charge. The Hirer will supply and set up and dismantle, all other necessary audio visual equipment. All electrical equipment supplied by the Hirer (or its subcontractors) must be electrically tested and tagged prior to its use during or for the purpose of, the Hire.

10. Advertising material: No advertising or promotional material will be displayed on University grounds without prior written approval of the University and the Student Guild. The Student Guild or the University's name must not be used in advertising or promotional material produced or disseminated by the Hirer, without the prior written approval of the University or the Student Guild.

11. Work health and safety: The Hirer will for the purpose of the Hire and during the Hire period:-

- (a) comply with all laws and regulations (particularly the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*) and any direction given by a competent Authority arising from such laws and regulations;
- (b) apply for and pay all fees in respect of, any permit required by the Hire;
- (c) engage only appropriately qualified staff in any restrictive occupation;
- (d) ensure that all volunteers and contractors involved in the Hire, successfully complete the relevant Work Health and Safety Induction training at www.usc.edu.au/hsw

12. Cancellation: Any cancellation of the Hire (in whole or in part) must be advised to the Student Guild in writing. If cancellation is notified not less than 4 weeks before the start of the Hire, any Hire charges paid and the security deposit (less a \$50 booking fee) will be refunded

to the Hirer. If cancellation is notified less than 4 weeks but not less than 7 days before the start of the Hire, the Hirer will pay one half of the Total Hire charges or \$500 (whichever is greater). If cancellation is notified less than 7 days before the start of the Hire, the Hirer will pay the whole of the Total Hire charges or \$1000 (whichever is the greater). The Student Guild may cancel the Hire at any time without liability if circumstances arise which the University or Student Guild considers (in its absolute discretion) make the Hire impractical or inappropriate or not in the best interests of the University or the Student Guild.

13. Consumption of alcohol: Alcohol must not be sold and/or consumed on University grounds without the prior written approval of the University and the appropriate liquor licence. If the Hire includes the sale and/or consumption of alcohol, the Student Guild will ensure that the appropriate liquor licence is obtained. The Hirer will ensure that all alcohol is consumed within the venue and during the times nominated by the University and required by the liquor licence. The University's approval may be withdrawn or the provision of alcohol for sale and/or consumption may be stopped, at any time during the Hire period without liability if circumstances arise which the University considers (in its absolute discretion) make the sale and/or consumption of alcohol impractical or inappropriate or not in the best interest of the University. BYO alcohol is not permitted.

14. Security: The attendance of University security staff is compulsory at events where alcohol is sold and/or consumed. The Hirer will engage University security staff to attend the event the subject of the Hire. The number of security staff required will be determined by the University. The cost of attendance of University Security staff at the event will be charged to and recoverable as a debt due to the Student Guild by the Hirer.

15. Evacuation: The Hirer will comply with any direction given by University security staff and/or Emergency Services personnel. Any cost or expense incurred by the University or the Student Guild as a result of heat or smoke used by the Hirer activating a fire alarm and/or requiring the attendance of Emergency Services personnel, will be charged to and recoverable as a debt due to the Student Guild by the Hirer.

16. Regulated parking: The University is a regulated, paid parking environment. The Hirer, its officers, servants, agents, contractors and invitees and persons attending the Hire, will comply strictly with the University Conditions of Parking.

17. Smoking: Smoking is not permitted. USC has adopted a smoke free policy on all campuses.

18. Animals: The animals on University grounds are wild and are not to be fed in any circumstances. Extreme care must be taken when near the animals. Domestic animals are not permitted on University grounds.

19. Recycling: The University promotes the use of recyclable products and consumables. The Hirer is requested to use recyclable products.

20. Copyright and Licensing: The Hirer will not at the venue or during the Hire, reproduce, perform, broadcast or communicate or cause to be reproduced, performed, broadcast or communicated, any music, film or video without a licence to do so or written permission of the copyright owner. The Hirer will provide a copy of the licence or permission to the Student Guild. For assistance contact:-

- (a) musical works – performance or communication
APRA 1800 882 772 or www.apra.com.au
- (b) sound recordings – playing
PPCA 02 9267 7877 or www.pcca.com.au

PLEASE NOTE: DOMESTIC ANIMALS ARE PROHIBITED ON UNIVERSITY GROUNDS

KEY HOLDER (SHIPPING CONTAINER) AGREEMENT

Key Holder Details

Key Holder Name: _____ Date: _____
Club or organisation: _____ Position held: _____
Email Address: _____ Phone Number: _____
Key: Access to Shipping Container

Agreement (*Maximum 1 year*)

That _____, on behalf of _____, be provided with a key to access the USC Student Guild shipping container until they leave the position held, or (whichever is later). The terms of this agreement will be reviewed prior to the aforementioned date.

Conditions

It is the responsibility of the signer to whom a key is issued, to ensure its safety at all times. I hereby understand and agree that:

All keys issued to me by the University of the Sunshine Coast Student Guild remain the property of the Student Guild and are to be returned immediately on completion of the agreement for which the keys were issued, unless the agreement is renewed for a further term;

- I will not loan, duplicate, or use the key/s issued to me in any unauthorised manner;
- I will ensure the Shipping Container contents of other users are kept secure by ensuring the proper lockup of the shipping container;
- I will ensure the key is either in my possession or appropriately secured at all times;
- I accept responsibility for the cost of replacement key, rekeying locks and any associated damage or losses should I lose the key or should the key be lost, stolen, or misused for the terms of this agreement; and
- The storage of items in the Shipping Container is at the Club or Society's own risk, and thus the Student Guild is not liable for any missing items.

I understand that my failure to adhere to the terms of this key agreement may result in being denied future access to the University of the Sunshine Coast Student Guild property, resources, or programs in the future.

Signed by parties involved

Responsible Keyholder 1

Student Guild Staff Member

(full name)

(full name)

(signature)

(signature)

Date: / /

Date: / /

SHIPPING CONTAINER STORAGE AGREEMENT

Club Details

Club Name: _____

Club Representatives (2):

Name: _____ Name: _____

Phone Number: _____ Phone Number: _____

Email Address: _____ Email Address: _____

Terms & Conditions

I hereby understand and agree that:

1. The storage of items in the shipping container is at the Club or Society's own risk, and thus, the Student Guild is not liable for any missing or damaged items.
2. Only an affiliated Club or Society of the Student Guild may store items in the shipping container.
3. Should the Club or Society disband, become obsolete, or de-affiliate with the Student Guild at any time, the representatives named in this agreement have four (4) weeks from the date of de-affiliation to remove any and all items associated with their club.
4. Any items that are kept in the shipping container must be stored in plastic storage tubs, with the name of the club or society clearly labelled on the outside of the tub. Items that are too large to fit inside a plastic storage tub will be clearly labelled or tagged with the name of the club or society.
5. All items will be kept within the club or society's designated storage area.
6. The Student Guild may request a current inventory of all items stored in the shipping container at any time. It is the responsibility of individual clubs and societies to maintain an up-to-date inventory of stock.
7. Illegal, flammable, poisonous, dangerous or alcohol-related items will not be stored in the shipping container.
8. As this is a shared storage space, clubs and societies will show respect to others' belongings. Should any club damage an item belonging to another club or society, they shall accept full responsibility and will immediately contact the Student Guild to replace or repair the damaged item/s.
9. Two (2) keys will be provided to clubs annually. Keys should be returned in original condition within two (2) weeks of the end of Semester.
10. Should the representatives listed in this agreement be no longer associated with their club or society, the terms and conditions listed above still apply to the representative until another member signs an updated storage agreement.

Agreement

_____ & _____, representatives acting on behalf of _____ agree to the terms and conditions set forth above. I understand that failure to adhere to the terms and conditions of this agreement may result in being denied future access to the University of the Student Guild property, resources, or programs in the future. This agreement starts on _____ and ends on _____.

Signatures

Student Guild Executive Member

Signed: _____

Name: _____

Date: _____

Student Guild Operations Manager

Signed: _____

Name: _____

Date: _____

Club Representative 1

Signed: _____

Name: _____

Date: _____

Club Representative 2

Signed: _____

Name: _____

Date: _____

CLUBS AND SOCIETIES FINANCIAL AUDIT

SEMESTER 2 2018

You are required to provide a financial audit of your spending each semester.

Complete the attached Financial Audit Form and email the completed document to ClubsStudentGuild@usc.edu.au by midnight on the **2nd November 2018**.

What documentation do we need?

You must have appropriate documentation for every transaction on your bank statement.

Your documentation must show where the money went and what it was used for.

You need to supply:

- Bank Statements (starting at the beginning of the last funding agreement and ending within the last 7 days)
- Receipts (where applicable)
- Invoices (where applicable)
- Any other documentation

Submission Requirements

- Your club must be affiliated with the University of the Sunshine Coast Student Guild;
- Bank statements must be issued within the last 7 days and show all financial activity for the funding period.
- The amount on the receipt or invoice must correlate exactly to the amount of the transaction on your bank statement.
- All receipts and invoices must be scanned or photographed, numbered, and attached to the end of this document.
- An invoice must contain the supplier's name, contact details, ABN, description of the goods / services, date and total amount. An EFTPOS receipt alone is not enough.
- It is recommended that you make digital copies of the original receipts for your records. Sales receipts fade quickly.
- The information included in this audit may be used to determine future funding for your club.

Questions?

If you have any questions regarding this information, or need assistance filling out the financial audit form, please do not hesitate to contact the Student Guild through ClubsStudentGuild@usc.edu.au.

Guild Funding Items

Using your Semester2 Funding Agreement with the Student Guild, please balance your Guild funding with your expenditure.

All expenditure should be accompanied by receipts or invoices, attached at the end of this document.

| ITEM / EVENT | DATE | GUILD FUNDING PROVIDED | EXPENDITURE | REMAINING FUNDS |
|--------------|------|------------------------|-------------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

I confirm that

All details listed in this Financial Audit Form are true and correct at the time of submission;

I agree to provide any further information as requested by the USC Student Guild to assist in determining the allocation of future funding;

I understand that the completion of this form does not guarantee future funding;

| Confirmation | |
|--------------|--|
| Name | |
| Position | |
| Signature | |
| Date | |

| OFFICE USE ONLY | |
|-----------------------------|-----------|
| Date Received | |
| Date Considered | |
| Accepted by Selection Panel | Yes No |

Attachments

Please attach all financial evidence here. A checklist has been provided to assist.

- Bank statements (starting when you received the last round of student guild funding and ending within the last 7 days)
- Receipts and invoices for each individual transaction.
- Any other documentation that may assist.

Market Day Stallholder - Expression of Interest

Market Day Information

The University of the Sunshine Coast Student Guild hosts regular markets days at the Sippy Downs campus during semester. Held eight times per year, USC Market Days aim to bring in external retailers that provide complementary products and services to the University community alongside our permanent tenants. Student clubs and associations, as well as external organisation information booths, are also welcome to recruit new members or offer free advice.

At the request of the student body, live music is also performed on the Brasserie Courtyard stage during Market operational hours. If you are interested in performing and would like more information please email eventsstudentguild@usc.edu.au

If you would like to hold a stall on campus but cannot make one of the scheduled Market Day dates, please fill out the form below and specify your preferred date for consideration.

Semester 2, 2018 dates are:

- 19 July (Guild Day)
- 9 August
- 30 August
- 20 September
- 18 October

Time: 10am-2pm

Cost

Hire charges for a stall per market day are:

- Student club or not-for-profit organisation — free
- External business information stand — A\$10
- Student commercial enterprise — A\$10
- Commercial stall holder (not serviced) — A\$30
- Commercial stall holder (serviced) — A\$40

All stall holders are required to pay for their own daily parking permit.

Location

For Guild Day, the market area is located in and around the Uni Club and Student Guild Office. For regular market days, the market area is located around the Brasserie building and under the Building I façade. Sites are determined by requirements e.g. need for water or power. Free stalls are not guaranteed a prime position.

Insurances and Licences

All commercial stall holders require their own public liability insurance and must meet relevant Australian standards and qualifications for their goods and services. Copies of which must be provided to USC Student Guild with your application.

An application does not constitute acceptance by USC Student Guild. The Student Guild reserves the right to accept or decline application. If your application is accepted, all stall holders will need to complete the University's workplace health and safety [online induction for Volunteers and Low Risk Contractors](#).

Hirer

| | | | |
|--|--|---------------|--|
| Organisation | | | |
| ABN | | | |
| Nominated Person | | | |
| Postal Address | | | |
| Telephone Number | | Email Address | |
| PLI Number | | | |
| Blue Card Number | | | |
| Product or service provided | | | |
| Please state any other markets or locations at which you operate | | | |

Market Day Information

Dates

Please select which USC Market Days in 2018 you would like to have a stall:

Semester 2

19 July (Guild Day)

9 August

30 August

20 September

18 October

Other Dates _____

Requirements

Please indicate if you require the following: *

Hand washing facilities

Power

Marquee

Table

Other requirements? _____

| | | |
|---|-----|----|
| Will you be serving food? | Yes | No |
| Will you be serving alcohol? | Yes | No |
| Will you be making sales of any kind? | Yes | No |
| Do you intend on playing / performing live or recorded music? | Yes | No |
| Do you intend on screening film, TV or video clips? | Yes | No |
| Will you generate heat or smoke in the venue? | Yes | No |
| Are you engaging subcontractors? | Yes | No |

Attachments & Documentation

Please check and attach copies of your documentation:

Public Liability Insurance

Blue Card

Relevant service qualification

Relevant licences

Application

I, _____ ('Responsible Person') apply on behalf of the Hirer to hire the venue described above from the University of the Sunshine Coast Student Guild. The Hirer agrees to comply with all statutes, rules and policies and the Conditions of Hire.

I have read the Conditions of Hire Yes

| | | | |
|--|--|-----------------|--|
| Signature of Responsible Person | | Date | |
| Organisation | | Position | |
| Signature of Guild Staff | | Date | |
| Organisation | | Position | |

CONDITIONS OF HIRE

1. Venue: The Hirer may use the venue/the subject of this Application ('the Hire') on the dates and during the times specified ('the Hire period'). The Hirer will comply with all instructions given by the University and Student Guild including instructions in relation to the use of the venue/equipment and conduct or parking on University grounds. If the venue/equipment is not vacated at the end of the Hire period, an additional charge of one half day hire charge will be payable by the Hirer, for each additional four hours (or part thereof) of use.

2. Indemnity: The Hirer is liable for and indemnifies the University and the Student Guild (its officers, servants and agents) against:-

- (a) all claims, actions or demands and any loss or damage, costs or expense (including full indemnity legal costs) suffered by the University or the Student Guild, as a result of or arising out of or in connection with the Hire; and
- (b) any injury to any person entering upon University grounds for the purpose of or damage to, any University or Student Guild property as a result of or arising out of or in connection with, the use of the venue/equipment by the Hirer or persons present at the invitation of the Hirer.

3. Insurance: The Hirer will during the Hire period, effect and maintain the following insurances in respect of the Hire:-

- (a) public liability insurance of \$10,000,000 which notes the interest of the University and Student Guild for any vicarious liability it may have through the conduct of the Hirer (its officers, servants, agents and invitees) or the Hire;
- (b) workers compensation insurance for an unlimited amount.

4. Guarantee: The Responsible Person guarantees to the Student Guild the payment by the Hirer of all Hire charges and the performance by the Hirer of all of the Hirer's obligations pursuant to the Application and these Conditions of Hire and indemnifies the University and the Student Guild against any liability or loss suffered by the University or the Student Guild as a result of or arising out of or in connection with the use of the venue/equipment by the Hirer or persons present at the invitation of the Hirer and/or the Hirer's failure to comply with these Conditions of Hire.

5. Public nuisance: The Hirer's use of the venue/equipment must not create a public nuisance. The University or the Student Guild may specify a time by which and the level to which, the noise level of any live or pre-recorded sound, must be reduced. The Student Guild may terminate the Hire if it considers that a public nuisance is created.

6. Hire charges: The Hirer will pay the Hire charges to the Student Guild as follows:-

- (a) the deposit, by not later than 7 days before the start of the Hire or 7 days from the deposit invoice date, whichever is sooner;
- (b) the balance Hire charges, by not later than the three days prior to the Hire unless advised otherwise. If the deposit or the balance Hire charges are not paid strictly in accordance with this Clause, the Student Guild may cancel the Hire, without liability.

7. Responsibility for damage: The venue/equipment hired must be left clean and undamaged at the end of the Hire period. Any damage to the venue/ equipment (or other University or Student Guild property) must be reported to the Student Guild and is the Hirer's liability. If cleaning of or repair of damage to, the venue/equipment (or other university or Student Guild property) is required, such cleaning or repair will be undertaken by the Student Guild and the cost of such cleaning or repair will be charged to and recoverable as a debt due to the Student Guild by, the Hirer.

8. Security deposit: The Hirer will pay the security deposit determined by the Student Guild by not later than 7 days before the commencement of the Hire period or 7 days from the issue of the deposit invoice, whichever is sooner. The security deposit will be held by the Student Guild and may be used by the Student Guild to pay for cleaning of or repair of damage to, the venue/equipment (or other University or Student Guild property). The security deposit (or any balance) will be refunded to the Hirer when the venue/equipment (or other University or Student Guild property) is returned to its pre-hire condition. Any costs incurred by the Student Guild in excess of the security deposit will be charged to and recoverable as a debt due to the Student Guild by, the Hirer.

9. Venue set up: The Hirer will, in setting up the venue/equipment for the Hire:-

- (a) comply with all instruction and directions given by the University and the Student Guild;
- (b) ensure limited noise occurs and limited disturbance to usual University and Student Guild activities;
- (c) engage only appropriately qualified and licensed subcontractors;
- (d) not use tape or other adhesives upon the floors, walls or other surfaces of the venue/equipment; and
- (e) ensure that all trip and other hazards are covered and/or appropriately protected.
- (f) comply with USC parking regulations at all times.

10. Services: The Hire includes reasonable use of public utility supplied electricity (for light and power) and water, for the purposes of the Hire during the Hire period. Additional electricity or water requirements of the Hire must be provided by the Hirer at the Hirer's cost. The University and the Student Guild will not be liable in the case of services shut down out of our control.

11. Audio visual: If the Hire includes audio visual equipment, an operator of that equipment will incur an additional charge. The Hirer will supply and set up and dismantle, all other necessary audio visual equipment. All electrical equipment supplied by the Hirer (or its subcontractors) must be electrically tested and tagged prior to its use during or for the purpose of, the Hire.

12. Advertising material: No advertising or promotional material will be displayed on University grounds without prior written approval of the University and the Student Guild. The Student Guild or the University's name must not be used in advertising or promotional

material produced or disseminated by the Hirer, without the prior written approval of the University or the Student Guild.

13. Work health and safety: The Hirer will for the purpose of the Hire and during the Hire period:-

- (a) comply with all laws and regulations (particularly the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011*) and any direction given by a competent Authority arising from such laws and regulations;
- (b) apply for and pay all fees in respect of, any permit required by the Hire;
- (c) engage only appropriately qualified staff in any restrictive occupation;
- (d) ensure that all volunteers and contractors involved in the Hire, successfully complete the relevant Work Health and Safety Induction training at <http://www.elearn.com.au/usc/lowriskcontractor/>

14. Cancellation: Any cancellation of the Hire (in whole or in part) must be advised to the Student Guild in writing. If cancellation is notified not less than 4 weeks before the start of the Hire, any Hire charges paid and the security deposit (less a \$50 booking fee) will be refunded to the Hirer. If cancellation is notified less than 4 weeks but not less than 7 days before the start of the Hire, the Hirer will pay one half of the Total Hire charges or \$500 (whichever is greater). If cancellation is notified less than 7 days before the start of the Hire, the Hirer will pay the whole of the Total Hire charges or \$1000 (whichever is the greater). The Student Guild may cancel the Hire at any time without liability if circumstances arise which the University or Student Guild considers (in its absolute discretion) make the Hire impractical or inappropriate or not in the best interests of the University or the Student Guild.

15. Consumption of alcohol: Alcohol must not be sold and/or consumed on University grounds without the prior written approval of the University and the appropriate liquor licence. If the Hire includes the sale and/or consumption of alcohol, the Student Guild will ensure that the appropriate liquor licence is obtained. The Hirer will ensure that all alcohol is consumed within the venue and during the times nominated by the University and required by the liquor licence. The University's approval may be withdrawn or the provision of alcohol for sale and/or consumption may be stopped, at any time during the Hire period without liability if circumstances arise which the University considers (in its absolute discretion) make the sale and/or consumption of alcohol impractical or inappropriate or not in the best interest of the University. BYO alcohol is not permitted.

16. Security: The attendance of University security staff is compulsory at events where alcohol is sold and/or consumed. The Hirer will engage University security staff to attend the event the subject of the Hire. The number of security staff required will be determined by the University. The cost of attendance of University Security staff at the event will be charged to and recoverable as a debt due to the Student Guild by the Hirer.

17. Evacuation: The Hirer will comply with any direction given by University security staff and/or Emergency Services personnel. Any cost or expense incurred by the University or the Student Guild as a result of heat or smoke used by the Hirer activating a fire alarm and/or requiring the attendance of Emergency Services personnel, will be charged to and recoverable as a debt due to the Student Guild by the Hirer.

18. Regulated parking: The University is a regulated, paid parking environment. The Hirer, its officers, servants, agents, contractors and invitees and persons attending the Hire, will comply strictly with the University Conditions of Parking.

19. Catering: Where an event requires additional cleaning such as for catering supplied by anyone other than USC Venues, a cleaning fee will apply.

20. Smoking: Smoking is not permitted. USC has adopted a smoke free policy on all campuses.

21. Animals: The animals on University grounds are wild and are not to be fed in any circumstances. Extreme care must be taken when near the animals. Domestic animals are not permitted on University grounds.

22. Recycling: The University promotes the use of recyclable products and consumables. The Hirer is requested to use recyclable products.

23. Copyright and Licensing: The Hirer will not at the venue or during the Hire, reproduce, perform, broadcast or communicate or cause to be reproduced, performed, broadcast or communicated, any music, film or video without a licence to do so or written permission of the copyright owner. The Hirer will provide a copy of the licence or permission to the Student Guild. For assistance contact:-

- (a) musical works – performance or communication
APRA 1800 882 772 or www.apra.com.au
- (b) sound recordings – playing
PPCA 02 9267 7877 or www.pcca.com.au

PLEASE NOTE: DOMESTIC ANIMALS ARE PROHIBITED ON UNIVERSITY GROUNDS