Welcome

Hello,

Welcome to the Clubs and Societies Handbook. The Clubs Department is pleased to provide you with this field guide to running a RUSU Affiliated Club or Society. We think we have included just about everything you could possibly need, and a few things you won’t have even realised that you may need to know.

We want every RUSU Affiliated Club and Society to have a truly successful year, so don’t be afraid to contact the Department: myself, Jacqueline and Candice are here to help and happy to answer questions you may have. We also welcome your feedback, so please let us know how the Handbook could be improved for next year.

Cheers and Good Luck,

Cameron Petrie  
RUSU Clubs and Societies Elected Officer 2015
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WHO ARE WE?

WHO ARE YOU?
The RMIT University Student Union (RUSU) strives to provide all RMIT students with access to fun events, representation and support. RUSU is the only 100 per cent independent student organisation at RMIT, and is run FOR students BY students. RUSU is also here to support all RMIT students who need our help: whether you’ve failed a subject and need student rights advice, are struggling to afford food or rent, or need a safe space as a female or queer student. It is thanks to the team of annually-elected Student Officer Bearers, Volunteers and Staff that we are able to provide the services we do.

To ensure that your university experience is more than just lectures and assignments, we work hard to create an active student life on campus. Our annual calendar is packed with both weekly and one-off events, catering for anywhere from a small handful up to hundreds of students at any one time. RUSU-affiliated Clubs and Societies (clubs) support the needs of a diverse spectrum of the RMIT community, from the Gold and Silver Smithing Society, to the RMIT Buddhist Society or the RMIT Chinese Debating Group.

Our Clubs

RUSU is proud to represent the needs of a unique, varied and ever-changing student body at RMIT. Our Clubs and Societies Department (C&S Dept.) is dedicated to helping students explore their social, professional, political, spiritual and cultural identities. In 2014 we supported and funded over 90 different Clubs. Each club is run for RMIT students by RMIT students and are open for membership to all RMIT students!

RUSU-affiliated Clubs & Societies are not-for-profit, unincorporated, constitutionally established democratic student groups with clear and stated aims, annually elected office bearers and annual activity programs. Our clubs are categorised as either academic, spiritual, political, social/special interest or cultural, though we understand an individual club and its’ activities may span a few different categories.

While RUSU is the largest supporter of student run groups at RMIT, sports and arts (dance, drama, etc.) based clubs are run by RMIT Link for the University. You can find more information about their clubs and programs at www.rmit.edu.au/link
RUSU Clubs and Societies are open to all RMIT Students. Full Membership to any RUSU-affiliated Club or Society is open to all currently enrolled RMIT students. Deferred or graduated students (Alumni), RMIT staff and general community members are able to join RUSU clubs as Associate Members. Associate Members are entitled to all the same benefits as full club members, except they may not hold Club Executive Officer positions or vote. This is to maintain the RUSU Clubs philosophy of supporting student leadership and control.

RUSU supports a safe environment for all RMIT students. All Clubs must adhere to a strict policy of non-engagement in activities, promotion of or affiliation to any ideals that are militaristic, sexist, racist, homophobic, or discriminatory against freedom to faith, in any form.
AFFILIATION
Why Affiliate?

All student groups that affiliate as a RUSU Club or Society become part of a special cohort of represented and supported students who have access to a range of exclusive privileges. These include;

• Financial support through the Clubs and Societies Grants Program.
• C&S Department Staff members, ready to provide support, advice and guidance.
• A dedicated page within the C&S Department section of the RUSU website.
• Access to the use of a range of practical events equipment and professional event management advice and support.
• Promotional support including, printing, photocopying, access to a professional graphic designer, creation of a high resolution club logo, use of club notice boards, cross promotion on RUSU social media and more.
• A presence at major events such as Orientation, Re-Orientation, World week, etc.
• Free training and accreditation programs that support club activities including Food Handling, Responsible Service of Alcohol (RSA), community first aid and basic events and financial management training.
• Insurance coverage for on-campus club activities under the RMIT Student Insurance and Public Liability scheme.

And

• Clubs Elected Executive Officers can have their efforts recognised on their Academic Transcripts and in official RMIT Certificates through the RMIT LEAD Program by signing up for and completing our RASCAL Program (RUSU-affiliated Societies and Clubs Accredited Leadership).

Affiliation is an annual process clubs must complete in order to maintain their status as a RUSU Club and Society. Only Affiliated Clubs and Societies are recognised and supported by the Student Union and RMIT University. Affiliation is an important tool for the C&S Dept. to maintain a level of accountability amongst our supported clubs and so is taken seriously. Brand new or lapsed clubs must initially seek Provisional Affiliation and once this is granted, the Club will have a set amount of time to complete the steps towards Full Affiliation.

Provisional applications for new or lapsed Clubs generally close the end of week 5 of each semester. Full Affiliation for all clubs generally closes end of week 5 of each Higher Education (HE) semester.

Deadlines apply for both full and provisional affiliation. Contact your C&S Department for all current deadlines.
Starting a Club:  

**The Why, What and Who?**

Firstly there are three questions you need to ask?

- Does your new club idea replicate the aims of a RUSU Department or existing Club?
- Is your Club idea the result of expressed RMIT student needs or are you seeking to set up a club for an external organisation?
- Is the purpose of your club to support an academic assessment or other required activities?

These questions are important as all clubs need to be unique, run by students and separate from academic assessments. The easiest thing to do is to email the C&S Dept. about your ideas for a new club. We can provide guidance about whether your suggestion will be approved and if not what other avenues you could consider.

If you’re given the go ahead to lodge Provisional Affiliation the process is as follows.

**Provisional Affiliation**

If your idea for a new club has passed the test set out above and you have spoken with the C&S Dept., then you’re ready for the next steps:

1. Find another three (3) enrolled RMIT students who are willing to help establish the club, decide on the club name, club aims and a plan of what the club’s activities would be.
2. Email the C&S Dept., who will send you a provisional affiliation form to complete with details of your proposed club.
3. Your application will then be reviewed by the C&S Department and a response given within 14 days as to whether you can proceed to Full Affiliation. Once granted you will generally have until the end of week 5 of the current semester to complete the Full Affiliation process.

**What is a constitution?**

A constitution is the document that provides the framework for your club. It sets out the parameters of whom you are (your aims), what your structure is (who are your Exec. and members) and how you operate (meetings, elections, etc.)

There is a RUSU Club Model Constitution your Club can use but if you choose to write your own or make changes to the model, then the C&S Dept. must first approve it. This is to ensure all clubs adhere to the overarching principals of RUSU.
1. Upon approval of your application, you need to find another 16 enrolled RMIT students who are willing to sign on as the founding members of your club. This is in addition to the original 4 students and will mean that the requirement of a minimum of 20 currently enrolled RMIT students for full affiliation is met.

All Clubs must have at least 20 enrolled RMIT students as members.

2. Call a meeting of the founding members and other interested people; this will be your Inaugural General Meeting (IGM). Make sure someone takes minutes (a written record) of the IGM as these are required as part of the affiliation paperwork.

The purpose of the IGM is to:
- Formally adopt the club’s name
- Formally adopt the club’s aims
- Formally adopt a club Constitution.
- To elect the Club Executive Committee (a minimum of four to fulfil the traditional duties of President, Vice President, Secretary and Treasurer)
- Formally approve an Annual Activity Plan (what the club is going to do over the following year)
- And complete all Affiliation paperwork; which will have been supplied when the group gained Provisional Affiliation.

3. After the IGM you need to book an appointment with the C&S Dept. to complete the process. All four of the elected executive officers (Exec) must attend. The meeting should take about an hour; including setting up the clubs bank account and the sign off on all documents. You will need to bring:

- IGM minutes
- Completed RUSU Full Affiliation paperwork
- The approved Club Constitution
- Any additional membership lists. This is in addition to the founding list of 20 from the affiliation paperwork and should include each individual’s name, RMIT student numbers (or state they are an associate member), and the date they became a member.

- Each Exec’s photo identification:
  - your current RMIT Student Card, and either;
  - a Commonwealth Bank Card OR a Passport OR a Victorian driver’s licence.

The successful completion of all of these steps will see the creation of your newly supported and fully affiliated Club or Society at RMIT. Congratulations!
Annual Re-affiliation:

A step-by-step guide

All clubs need to re-affiliate every year.

Step One

Hold an Annual General Meeting (AGM).

The AGM should occur during the academic semester. There are specific requirements about notification, voting and attendance outlined in each club's constitution. The AGM is where reports from the previous Executive are presented, the annual financial report is presented, the following year’s club Executive is elected and the following year Annual Activity Plan is approved. Remember all Exec must be enrolled RMIT students during their term of office. AGM minutes and an attendance list must be taken as these are required as part of the affiliation paperwork. Fear not! There is an AGM template and AGM training available on the C&S website.

Step Two

Book an appointment with C&S Dept. Staff.

At the meeting you will formally complete the re-affiliation process by;

- Supplying completed affiliation paperwork
- Submitting AGM minutes and attendance list
- Current membership list
- Providing the clubs annual financial statement
- Officially transferring control of the clubs bank account to the newly elected Exec.

All new Exec must attend the meeting and should bring with them photo identification (passport or Australian driver's license) and their RMIT Student Card for the bank. This meeting includes training in grants processes and other basic clubs functions.

Remember clubs that fail to finalise their annual Full Re-affiliation by the semester deadline, will have their bank account frozen until they re-affiliate the following semester; and all clubs that fail to re-affiliate for two consecutive years will be annulled. If this happens, RUSU will close down the club account and reabsorb any remaining funds.
RUNNING YOUR CLUB
DAILY
The Exec

The role of a club Exec, or the President, Vice President, Treasurer and Secretary, is to coordinate the smooth day-to-day running of the club. This includes keeping membership lists updated, attending RUSU training, holding meetings, signing club cheques, posting on the clubs Facebook page and any other required administrative tasks.

While some club constitutions may specifically outline the roles of each Exec, the general consideration is that the Exec is the face and inner workings of any club. This however does not mean that they have total control over a club. The ultimate decision as to the direction, events and spending of a club is something that needs to be decided by all club members at full club meetings to which all members are invited. Good communication and transparency both between all the members of the club Exec team, and the Exec and club members is a key to a successful club.

Meetings

RUSU expects all clubs and societies to hold a minimum of six meetings per year (including your AGM). The reason for this is that meetings are the best and fairest forum for club members to plan and decide on activities, spending and direction. While meetings do not always have to be formal affairs, aside from AGMs or Special General Meetings (SGM), it is a good idea to have an understanding and follow a basic and accepted meeting format. If nothing else, doing so prepares both those running the meeting and those attending, for how meetings are conducted in professional “real world” setting.

Each meeting, no matter how informal should have an agenda and minutes and attendance taken. An agenda provides the structure or road map for any meeting. An agenda is written jointly by the chairperson and club secretary, based on items for discussion put forward by club members and any upcoming issues and activities. The agenda sets the order that topics should be covered in a meeting, unless the Chairperson and those attending direct otherwise. The club Secretary is responsible for ensuring that the agenda is circulated in a reasonable time frame (often dictated by the constitution).

What is a Chairperson?

A Chairperson is the person chosen to run a meeting. Their job is to manage the meeting, through accepting motions and amendments, reach decisions or rule on points of order, maintaining order and allowing equal speaking rights and ensuring that the meeting procedures are carried out properly and efficiently.

What is Quorum?

Quorum is the required minimum number of present club members at a meeting for proceedings to be considered valid. Quorum must be reached in order for a meeting to start, and must be maintained during the meeting for decisions to be considered valid.
Each club constitution will outline the time frame for notification of different meeting types, the frequency they should be held, what is set as minimum attendance (quorum), who can chair (aka the chairperson) and voting procedures. However, a rough guide to holding a general meeting is provided below to clarify the overall process.

### Club Meetings: A step-by-step guide

<table>
<thead>
<tr>
<th>Running Order</th>
<th>The Chairperson</th>
<th>The Secretary</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Welcome and start of the meeting</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Open meeting</td>
<td>You should have advised members of the meeting start time and date well in advance</td>
<td>Make sure to check emails/club correspondence to know when meetings are being held and show up promptly</td>
</tr>
<tr>
<td>2</td>
<td>Upon reaching quorum, declare the meeting officially open</td>
<td>Make a note of the time and date</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>State the name and type of meeting; “I declare that this is the monthly meeting of Club x”</td>
<td>Record this</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ask if there are any apologies</td>
<td>Note attendance and any apologies</td>
<td>If you cannot attend a meeting let someone know and send your apologies</td>
</tr>
<tr>
<td>5</td>
<td>Introduce and welcome any visitors (non-club members)</td>
<td>Note the attendance of these people</td>
<td>If you are not a club member you should ask in advance if you can attend the meeting</td>
</tr>
<tr>
<td>6</td>
<td>Confirm previous meeting minutes accuracy</td>
<td>You don’t need to read out the minutes, as this will be boring, all club members should have already been sent a copy.</td>
<td>State if you believe the minutes from a previous meeting are not a correct and accurate representation of what occurred</td>
</tr>
<tr>
<td>7</td>
<td>Raise a motion; “It is the wish of the meeting that I sign these minutes (as corrected, if they were amended) as a true and accurate record of the previous (monthly) meeting held on (date)”</td>
<td>Record this and list if any matters that have arisen from the previous minutes</td>
<td>Vote</td>
</tr>
</tbody>
</table>
### Getting down to business

<table>
<thead>
<tr>
<th>Order</th>
<th>The Chairperson</th>
<th>The Secretary</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Ask meeting members for reports; Generally these will come from the Club Exec., especially the treasurer.</td>
<td>Hopefully people will have submitted reports beforehand in writing, otherwise record all that is said</td>
<td>Giving a report? Make sure to cover the:: What, Why, Who, Where, When, How, How much, and any recommendations But remember to do so succinctly, aka be brief!</td>
</tr>
</tbody>
</table>

### Motions

<table>
<thead>
<tr>
<th>Value</th>
<th>Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Follow the agenda order. Call the items up for discussion and vote, one by one. It is important to control discussion, give everyone an equal and fair opportunity to speak and prevent conversation trailing into other areas or going on for too long.</td>
<td>If during the discussion the original parameters (i.e. the amount of money, timeframe, responsibilities) of the motion change; you will need to alter the motion to reflect this. List these as Amendments to the motion. If you submitted a motion, you are considered THE MOVER. This means you need to talk to the meeting about your motion; explain why it has been put forward and why people should vote for it.</td>
</tr>
<tr>
<td>10</td>
<td>Ask for a mover of the motion, when discussion seems to have reached a natural conclusion and any changes/issues ironed out.</td>
<td>Record the name of the mover. THE MOVER now states “That I move that the motion X be voted on”</td>
</tr>
<tr>
<td>11</td>
<td>Ask: “Who will Second this Motion”</td>
<td>Write down the name of THE SECONDER. A SECONDER is now required to stand up and “Second” the motion; or in other words put their name to agreeing to support that the motion is moved for a vote If no one seconds the motion is considered lapsed and so not voted on or passed</td>
</tr>
<tr>
<td>Running Order</td>
<td>The Chairperson</td>
<td>The Secretary</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------</td>
<td>---------------</td>
</tr>
<tr>
<td>12</td>
<td>Advise the meeting that; “a vote will now be held on motion x” Votes can be conducted by a round of hands in the air, a call for ‘Yay’ or ‘Nay’ or in secret in the form of a paper ballot. Decisions are generally considered by Majority, check your constitution for any specific requirements</td>
<td>Record the overall verdict of the vote, the number of people who voted yes, and the number who voted no. Do not record who has voted yes or no, but do list the abstentions</td>
</tr>
<tr>
<td>13</td>
<td>If it’s Yes, State: • “Motion carried (insert unanimously if all agree)” If it’s NO, State; • “Motion rejected”</td>
<td>Record decision and any follow up actions Record decision and any recommendation or reasons</td>
</tr>
</tbody>
</table>

**Repeat until all motions are voted on**

**Other business**

| 14 | Ask meeting for any “General/Other Business” These are items that were not listed on the agenda, and are normally things that don’t require voting, as these should either have been submitted as motions before the meeting, or left until the next one. That said, things can be moved and voted on here; it’s just not considered “good form”. | Record any items raised and who raises them | This is the final opportunity to raise issues this meeting. |
| 15 | Discuss the time and date for the Next Meeting | Record this | Write it in your diary |
| 16 | Close the meeting when all discussion has ended by stating; “If there is no further business to attend to, I declare this (monthly, Quarterly, etc.) meeting of (Club x) now closed” | Record the end time of the meeting. | |
Some meetings have agenda items you must include. This includes Inaugural General Meetings and Annual General Meetings. Refer to the Clubs Model Constitution.

Key meeting terms to familiarise yourself using Wikipedia: Chairperson, Mover, Seconder, Amendment, Abstention, Agenda, Quorum, Returning Officer

Finance

Managing club finances is an important part of running your club or society. The following outlines a few key things every club should know. RUSU also provides finance record templates, Treasurer training and is there to assist.

Clubs Financial records

As a club you need two types of financial records – budgets and reports.

The Club Treasurer has primary responsibility for making sure these finance records and related financial processes are managed properly, but the entire Exec must make sure Club finances are under control. RUSU receives the Club bank statements and can take control of Club bank accounts if there are concerns about club funds not being properly managed.

Remember, clubs are not for profit and are not big businesses. You generally won’t have a lot of money to manage, and whatever money you do get is usually spent paying for your events. Club Treasurers receive training in basic finance processes and finance records templates and advice about process are available from C&S.

Budgets

Clubs will use two types of budget – an annual budget and budgets for individual events and activities.

The club annual budget is a statement of how much money the club has in its’ bank account at the start of the reporting period (opening balance), what your club plans to spend (expenditure), what it plans to receive (income) and what it should have at the end of the reporting period (closing balance). This is linked to the Annual Activity Plan you vote on at your IGM or AGM. Annual budgets can be a bit of a wish list as your Club may not get the sponsorship it was hoping for, so be realistic (over estimate spending and underestimate income!).

Income can come from membership fees, sponsorship, RUSU Grants, gifts, profit from ticket sales for events or other types of sales such as Club merchandise, BBQs, etc.
**Event/activity budgets** are worked out for each event your club decides to hold, whether that is a party, an industry night, a BBQ, etc., and for any additional expenditures your club wishes to make, such as printing club-branded jumpers or merchandise. You plan how much it is going to cost, where this money is going to come from (from funds in your bank account, from sales, from sponsorship) and calculate if you are going to make a profit or a loss. Your club needs to research all the activity costs before the Executive approves the event budget (which needs to be done before you actually start organising the event or activity). The event budget helps you decide if your club can afford to run the activity, and if it is worth the effort, financially. It then guides those organising the event or activity as to what they can spend (or if they need to go back to the Executive to get more spending approved).

**IMPORTANT:** If your club wants to apply for a Grant to help fund or reimburse your event or activity, you must provide RUSU with the minutes of your club meeting approving the club event or activity budget and a copy of the Executive meeting minutes approving activity spending/activity budget.

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**Financial Reports**

Again, there are two types of financial reports a club must keep records of: an Annual Financial Report and Financial Reports for each activity or event. Better managed clubs will require their Treasurers to present a Finance Report at each meeting, and will track the Club’s finances as it goes along. But as long as your Club does what it has to do (by law, according to RUSU rules and according to your Club Constitution), you are free to use any system that works for your club.

**The Annual Financial Report** is presented to, and must be approved at, the Club AGM. This Report states the starting balance in the club bank account and then lists all of the clubs’ spending and income for the year. Not every single bit of spending or income has to be listed individually – it can be categorised and grouped together. The Report ends with the balance of the bank account at the end of the reporting period and whether a profit or loss was made.

**Event/Activity Financial Reports** should be presented to the club after each activity or event to show exactly what was spent, any income made, and indications of profit or loss. Clubs can use this record to reflect on how the event was planned and managed, whether the event budget was adequate, how the activity can be improved, and whether or not the club could or should hold similar events in future.

The Australian Tax Office requires financial records to be kept for 7 years, so Clubs must pass on these reports and other relevant records to the next year’s Executive. If your Club is going to wind up, or you don’t know who the Executive is going to be yet, you must give the records to the C&S Dept.

A running record of the Club’s financial state can look a little like the sample table below, or you can use the template in the Resources Section on the RUSU clubs web page. Alternatively, feel free to use any one of the million templates available on the web.
### Sample Club Current Income/Expenditure 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Account Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/15</td>
<td>Starting balance on account January 2015</td>
<td>–</td>
<td>$1000.00</td>
</tr>
<tr>
<td>10/02/15</td>
<td>Bar tab at John Curtin – collective meeting 10/02/15 (approved meeting minutes 01/02/15)</td>
<td>–$200.00 –</td>
<td>$800.00</td>
</tr>
<tr>
<td>20/03/15</td>
<td>From RUSU AAG medium club +35</td>
<td>–</td>
<td>+$500.00 $1300.00</td>
</tr>
<tr>
<td>Est. Date</td>
<td>Suggested club trivia night: • Pizza $50 • Bar Tab $200</td>
<td>–$250.00 –</td>
<td>$1050.00</td>
</tr>
<tr>
<td>30/03/15</td>
<td>From RUSU APS medium club +35</td>
<td>–</td>
<td>Up to +$750.00</td>
</tr>
</tbody>
</table>

The other type of record – the one you’ll use for every event/activity you are planning – can be structured like this:

### Proposed Budget for Club BBQ on the: 12/05/15 Submitted to club meeting for approval on: 10/04/15

**Spending**

<table>
<thead>
<tr>
<th>Food</th>
<th>Cost per unit</th>
<th>Total expense</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>3kg sausages (from Safeway)</td>
<td>$25 per kg</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>50 Vege burgers (from Bob’s Burgers)</td>
<td>$2 per burger</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>1kg Mixed lettuce (from Safeway)</td>
<td>$13 per kg</td>
<td>$13.00</td>
<td></td>
</tr>
</tbody>
</table>

**Drinks**

| Slabs beer (from Dan Murphy’s) | $40 per slab | $200.00       |
| Soft drinks 10 x 2L (from Safeway) | $2.50 per bottle | $25.00 |

**Misc**

| Napkins, paper towel, oil, sauce, etc. (from Safeway) | $50.00 |
| BBQ Hire - Booked through RMIT | FREE |

**Total Spending**

| –$463.00 |
**Income**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations</td>
<td>$50.00</td>
</tr>
<tr>
<td>RUSU Annual Program Subsidy 75% x $463</td>
<td>$347.25</td>
</tr>
<tr>
<td>New Memberships 20 x $2</td>
<td>$40.00</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>$437.25</strong></td>
</tr>
<tr>
<td><strong>Expected Total Profit or Loss</strong></td>
<td><strong>–$25.75</strong></td>
</tr>
</tbody>
</table>

Remember it’s a good idea to include as much information as possible, as your budget is the guide to your event.

### Funding

**RUSU Grants**

RUSU affiliated academic, cultural, social and spiritual clubs & societies are funded through the Student Services and Amenities Fee (SSAF) collected by RMIT. RUSU therefore needs to ensure its clubs and societies are complaint with the legislative requirements surrounding the use of SSAF. This means that a Clubs fund cannot be used to fund tuition costs, or to support academically assessed or required activities, nor for use in relation to the purchasing or provision of required or otherwise necessary practical course/program materials. Additionally, funds gained through SSAF cannot be used to support political parties, or to support the election of a person to a Commonwealth, State or Territory Parliament, or to a local Government body. This is why we support student political clubs on campus through a different revenue source, as well as providing advice on the activities and on-campus presence that is allowable under law.

The proportion of the SSAF funds RUSU receives towards its Club’ Grants Program is allocated according to the **RUSU Clubs Grant Schedule**. Under the RUSU Clubs Grant Schedule, some grant allocations are determined by the size of the club.

The three defined club sizes are:

- **Large** – one hundred (100) or more currently enrolled RMIT students as members
- **Medium** – between thirty-five (35) and ninety-nine (99) currently enrolled RMIT students as members
- **Small** – a minimum of twenty (20) and up to thirty-four (34) currently enrolled RMIT students as members

Note: Associate members do not count towards defining a clubs size.

The RUSU Clubs Grants Program is reviewed annually. Below is an outline of financial support available to affiliated club through the RUSU Clubs Grants Program and more
details can be found in the *RUSU Clubs Grant Schedule*, located on the RUSU website.

### Grant types

There are 4 types of grants RUSU fully affiliated clubs and societies can access throughout the year;

- Annual Administration Grant (AAG)
- Annual Program Subsidy (APS)
- Special Event Grant (SEG)
- Special Incentive Grant (SIG)

### Deadlines for grant submissions

**SEG** – All documentation must be submitted at least two months prior to the event date.

**AAG, APS and SIG** – deadlines for these grants is linked to the clubs affiliation period.
- For calendar year clubs (Jan–Dec), all grant applications must be submitted no later than November 30th of the same year.
- For mid-year clubs (Jul-Jun), all grant applications must be submitted no later than June 30th of the same year.

If you are unsure what your Club is entitled to or want some advice about submitting a grant application, please speak to a C&S Dept. staff member before you submit your application.

<table>
<thead>
<tr>
<th>Grant</th>
<th>What</th>
<th>Amount</th>
<th>How To Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AAG</strong></td>
<td>Annual payment based on number of enrolled RMIT student club members. This grant covers the cost of a clubs standard operational costs, administration and small activities</td>
<td>Small – $250 Medium – $500 Large – $750</td>
<td>All RUSU clubs receive this grant No application/form required as automatically distributed by C&amp;S staff when clubs finalise Full Affiliation A complete membership is required to confirm your clubs size status. List should have each members name, RMIT student number and date they joined club.</td>
</tr>
<tr>
<td></td>
<td><strong>Paid directly to club bank account</strong></td>
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<tr>
<td>Grant</td>
<td>What</td>
<td>Amount</td>
<td>How To Apply</td>
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<tr>
<td><strong>APS</strong></td>
<td>This grant covers the costs of clubs achieving their stated aims for the benefits of all RMIT Students by subsidising the up to 75% of the costs of club activities, events, supplies, equipment and services. <strong>Paid directly to club bank account.</strong></td>
<td>Complete an APS Grant coversheet Submit completed APS Grant coversheet with: • a copy of the Club meeting minutes approving the activity/event • approved budget • the originals of any related receipts or invoices An online version of the form is available at: su.rmit.edu.au/assets/Downloads/CS-FOLDER/Annual-Programme-Subsidy-Application.pdf</td>
<td></td>
</tr>
<tr>
<td><strong>SEG</strong></td>
<td>This grant has two purposes: To support the costs of special activities or events, excluding costs provided for by the AAG or APS To support costs where the Student Union identifies a particular club initiative as being of particular benefit to the student community and pursuant to RUSU’s aims and objectives <strong>This grant is paid to suppliers, not clubs.</strong></td>
<td>Up to $2000 per annum per club This grant is not set based on club size</td>
<td>There is an online form Clubs must complete and submit along with the minutes of the Club meeting approving the event, a detailed budget and quotes from vendors/suppliers. Applications should be submitted at least two months prior to the activity. There is a limited amount of funds available and time is needed to organise the payments to the vendors/suppliers. Apply at: su.rmit.edu.au/clubs/club-resources/special-funding-grant-application</td>
</tr>
<tr>
<td><strong>SIG</strong></td>
<td>Sometimes RUSU will offer additional funds to reward RUSU clubs for participating in RUSU events; such as orientation or world week. <strong>Paid directly to club bank account.</strong></td>
<td>No set amount.</td>
<td>Clubs will be informed via email when RUSU is releasing an extra once-off grant.</td>
</tr>
</tbody>
</table>
A guide to funding for political clubs and clubs with political interests

A 2011 change to the The Higher Education Support Act 2003, in relation to use of Student Services and Amendments Fees (SSAF), state that funds cannot ‘be used to support political parties, or to support the election of a person to a Commonwealth or State or Territory Parliament or local Government body.’ The section “to support political parties” was the 2011 addition to this clause.

As this change to the legislation is fairly new and has not been legally tested, how it relates to Clubs and Societies (C&S) and politically based activities, publications and formation is in practice very vague. RUSU has sought advice from the Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education (DIICCSRTE), the NUS and RMIT on this matter. As best can be determined, all activities, publications etc., should be clearly those of the RMIT Clubs and for the primary benefit of RMIT Students specifically and if in doubt, that a ‘Reasonable Test’ should be applied.

What do we mean by a ‘Reasonable Test’?

While RUSU don’t expect its’ C&S to have a full understanding of the legal concept of ‘a reasonable person’, it does hope that you approach club activities in a way a stranger will know that what you’re spruiking, running or handing out relates to an RMIT Student Club and not to a Political Party. For example if someone walks past a campus political club table/activity, would it be reasonable for them to conclude it is a campus club stall or a political party stall? As SSAF cannot be used to fund political parties or campaigns it is VERY IMPORTANT that all RUSU Clubs ensure they identify themselves as an RMIT student organisation and not an arm of a political branch party. This also applies for non-political clubs that may engage with political organisations in a more irregular basis.

The things to remember are:

• All publications, signs, banners, communications etc. must contain the RMIT club name, logo and the ‘RUSU Affiliated C&S’ logo
• Make sure you prominently display your club signs and banners over any political party materials – all materials should be RMIT club specific
• All Membership information and sign-up sheets should be specifically for the RMIT club not for use by another organisation.
• Any petitions must clearly state where the information (names, signatures, etc.) is being sent and who will have access to it. All affiliations must be indicated clearly on your petitions.
• Club funded events cannot include any participation in campaigning, letter drops, phone canvassing, door knocking, leafleting and similar activities. If you are going to hand out materials at your local supermarket for your local candidate, do not wear your RMIT (insert political affiliation) Club T-Shirt!
RUSU recommends that clubs charge a membership fee; even if it is only a token (gold coin) amount. Apart from providing an additional revenue source, by paying a fee to join your clubs, members are likely to be more engaged and committed. It is also a good way to help you keep track of the number of members you have, as you can use the opportunity to get your members to provide their details. Remember that a membership list including name, student number (if applicable), email address and date they joined is required by the C&S Department staff to verify whether you are a large, medium or small club.

An example of a membership form is:

<table>
<thead>
<tr>
<th>CLUB</th>
<th>Membership Form 2015</th>
</tr>
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<tbody>
<tr>
<td>(All information collected will be used by the Club or provided as proof of membership to the RMIT University Student Union ONLY. No information will be given to other associated or external parties)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME</th>
<th>RMIT Student Number</th>
<th>Email</th>
<th>Signature</th>
<th>Date</th>
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Sponsorship is brilliant, but only if it is worth the effort of chasing up and managing, and if the sponsors don’t ask too much of your club in return. There is a lot of information online about securing sponsors however here are some useful things to consider about sponsorship:

- Sponsorship isn’t free money
- Don’t rely on automatically getting the same sponsors your Club had last year – maybe they were too much trouble or didn’t give you what they promised anyway – speak to the Exec from last year for advice
- Work out who you are as a club and what you want out of sponsorship
- Sponsorship can be a time-consuming process – be prepared to commit the time and organise a group of people to work on it together
- Being involved in your relevant community and networks is a great way to find sponsors
- Start early – don’t try a get a sponsor the week before your event! It’s a good idea to try and build a relationship with your sponsors – and, like all good relationships – this will take time
- Create a list of target companies/organisations that will fit with your club aims and objectives
- Make sure your pitches are specifically targeted – find out as much as you can about your sponsors, what they do and what they like
- Design creative sponsorship opportunities – it’s not all about a company getting its’ logo on your merchandise/newsletter/posters
- Get everything in writing – for your sake and theirs
- Make sure that the club relationship with the sponsor is ongoing. Keep them up-to-date with what is happening in the club or event, provide free tickets to attend and ALWAYS remember to send thankyou letters! This will make them more likely to continue sponsoring you in the future
- Sponsors do not get the right to use the RMIT or RUSU logos and they are not considered RMIT or RUSU sponsors or partners
- Sponsors are generally not given access to campus, or on campus events
- By sponsoring a Club, sponsors can potentially reach 60,000 RMIT students – that is worth something!
- Aim high with what you want out of a deal; remember if you don’t ask you’ll never know

Below is a guide to writing a sponsorship proposal.

Sponsorship will not be suitable for every club or society. But for those that need the extra financial support or industry connections, it is a great way to both grow your club and to develop some valuable skills. Perhaps the best thing to do is to look at the RUSU clubs around you or at similar groups from other Universities, and ask them how they gained sponsors.
### How to write a proposal

Use these headings as a starting point to writing the proposal.

| **Overview of the club offering or event** | One or two sentences describing the sponsorship deal |
| **Background of the club** | Information on the organisation and its history |
| **Details about the event or the club offering** | Dates, times and locationDemographics – How many people will attend the event? Where are they from? How old are they?Who will manage the sponsorship?Current and past sponsors |
| **Sponsor benefits** | How will the event or offering help improve the sponsor's bottom line?Possible headings include:Promotional or Media coverage – Social media, press, signage, etc.Networking opportunitiesEnhancement of sponsor’s imageClient entertainment |
| **Sponsor investment** | Cost or description of goods and/or services |
| **Brief background on the rights holder** | Mission statementExperienceLong term goals – i.e. your clubs aims |
| **Evaluation** | How will you measure the success of the event and delivery of promised benefits? |
| **Other considerations** | Make the length of the document proportional to the value of the sponsorship.Try to keep it under 10 pagesEnsure headings are clearImages are well worthwhile to include, but don’t include any items you might want returned (e.g. photos, videotapes, certificates) Use statistical information - helps the reader identify cost benefit and demographic fit in relation to their own target audiences |

If your club does secure sponsorship it is important to keep an accurate record of all funds. This involves recording all the details in your club's annual budget and reporting in financial reports.

If you need RUSU to invoice your sponsor we have a form to complete available on the RUSU website.

Fundraising

Fundraising is a brilliant way to create a little extra revenue for your club or cause you are passionate about. If you are fundraising for an external organisation there a couple of rules that apply;

• Remember to research any organisation you plan to donate to carefully and ensure that you have gotten approval from your membership base – there should be a corresponding meeting motion.

• Remember, all Club spending must be part of a all club approved activity and executive approved budget. These approvals must be evident in the minutes of your meetings.

• You must clearly state where any money raised will go. Make sure you list the organisation(s) you are donating to and any specific projects, campaigns or causes.

• If you use club funds used to cover the cost of the event must be approved at a club meeting; i.e. the cost for the sausage sizzle, cakes for your bake sale.

• Club money received from RUSU cannot be donated. All grant funding from RUSU is tied to specific purposes, so for example if you submit an APS grant to cover the cost of the event, the reimbursement IS NOT allowed to go towards the total of the funds you donate.

• Donations cannot be made to political parties, candidates or campaigns.

• Remember misappropriation of club funds is a cause for dis-affiliation.

If you're not sure about anything to do with fundraising, please contact RUSU C&S for advice.
EVENTS
So, you want to run an event?

A step-by-step guide

First steps

- Choosing your venue
- Make a checklist
- Promotion
- Event day
- After the event

As part of your AGM, all Clubs are required to decide on an annual activity plan, this outlines the basic idea of what they want to do during the year. How you can then go about planning your events is outlined here.

First steps

1. The first major decision will be about who is going to organise your event or activity.
   - Can one person coordinate it or is a committee needed?
   - What authority will they have to make decisions such as develop the budget, decide on themes, entertainment, venues, sign contracts etc.?
   - If you can’t get enough people to volunteer to organise your event, move onto your next planned event or rethink your Activity Plan and try again.

2. If you’ve got the people and you know what the event is, decide on the day, date, start and finish times.

3. Check the RUSU events calendar for any clashes with other major events (and put your events on the calendar so other clubs don’t plan competing events).

4. You need at least 6 weeks to promote a large event and the academic calendar will play a large part in whether people can attend so plan your date carefully.

5. Then you need to work out how you’re going to pay for it. Work out a detailed budget, including all expected income and expenditure.
Choosing your venue

What’s your venue? Depending on your event the type of venue and its requirements are going to be significantly different. The things to consider are:

- What can you afford? How much have you budgeted for a venue? There is no point considering hiring a space at Etihad Stadium if you have a budget of $200.
- How many people are you expecting? Be realistic, think of a likely range of attendees and then start with the smaller number. Unfortunately a Facebook invite yes these days just isn’t worth what it used to be!
- What geographic area do you want to hold your event in? Close to the city or in the suburbs? The closer to the CBD, the more expensive the venue, but public transport for your guests will be easier. Think about how your guests are going to get to your event and home again, as this is an additional cost to attendees and is also an important safety issue.
- Do you want the event to be held inside or out, and what is the weather likely to be around the event date? (hint: if you are planning an outdoor event, remember that Melbourne is known for having “four seasons in one day”)
- Are you serving alcohol or food? Does your venue have licensing requirements? Does it provide catering or allow you to bring food?
- Will the venue provide security or will you have to provide this as an added cost?
- Is this a low-key event or your annual spectacular? What are your guests expecting for the cost of their ticket?
- What are the terms and conditions of the space; i.e. deposits, cancellation fees, security bonds – can you afford the costs if something goes wrong and you have to cancel?

When you think you’ve considered and answered all the questions and potential problems, get all the venue booking terms and conditions, read them (twice) then book your venue! During peak times some venues are booked years ahead. Speak with RUSU about our favourite club venues or sources of info about venues or booking contracts.

Make a checklist

- Make a checklist of everything you need, how to get it, who will get it and who you need to contact.
- Share the list with all the members involved in running the event. If you use something like Google docs, everyone can see what’s been done and what still needs to be done, in real time.
- It’s a good idea to also prepare a running sheet (chronological list of what’s happening and when) and allocate jobs as required.
Things to check off at this point include:

- Venue hire contracts signed and deposits paid.
- Security organised (if necessary).
- Do you need to print tickets or get entry wristbands? Will you use an online ticketing service such as Eventbrite or Stickytickets? Make a decision and book or order! You’ll also need to work out how, where and when you’re going to sell tickets.
- Order food and drinks – check your licencing requirements, as in all likelihood you will need staff or volunteers with Responsible Service of Alcohol (RSA) or Food Handling certificates as well.
- Who’s going to take pictures? Are you hiring a photographer or will camera phones be adequate?
- Complete and send the hire and performance contracts for suppliers and performers – include event location/delivery maps.
- Book/organise event equipment such as trestle tables, marquees, sound equipment, stages etc. Make sure to arrange access for equipment loading.
- Recruit enough volunteers to help with all the little practical event duties: picking up equipment, organising decorations or food, setting up the event, staffing the event and packing and cleaning up afterwards.
- Make sure you’ve paid everyone – ask for receipts and keep an eye on your budget.

### Promotion

**Promote, Promote, Promote!** Word of mouth really is the best way to promote an event, so get your Club members excited about your event and telling all their friends.

Find out if anyone in the club (or a friend, or another club) has graphic design skills to design to your posters and flyers, or speak to RUSU C&S to connect you with our in house graphic designer to help with promotional material (allow six weeks for this, especially during busy periods).

Don’t forget to use all available promotion options – posters, social media, texts, free press like Beat Magazine and Broadsheet, RMITV, Syn radio station, and RUSU publications and communications.

Why not try to think up a hash tag and see if you can get people using it before, during and after your event. Every little bit of chatter about your event will help it to become a success.
**Event Day**

It’s a good idea to have a check list with all of the last minute things that need to be organised. There are some things that must be done at the last minute, such as getting ice or buying pizza for volunteers, but do plan to get as much done before the event day as possible.

It’s a good idea to have a group meeting or discussion a few hours before all the fun starts to do a last minute double check that everyone knows what’s happening and what they need to do. It is not however a good idea to be throwing new ideas or suggestions or tasks into the mix.

**A Running Sheet**

A running sheet is a good idea for big events – it’s a written time line of when everything is to happen (such as the time you have to arrive at the venue to set up, when food arrives or is to be served, time entertainers are arriving, sound check, when doors open/close, volunteer shifts and change overs, playing times of bands etc.). Have this ready and distributed to the venue and all volunteers and workers before the day of the event and have it blu-tacked up in important places at the event (e.g. at the ticket booth, back stage, in the volunteer area).

**Important**

In the week leading up to your event you should confirm everything; check that external parties know where to go, that volunteers can still help out, that the food will be delivered, etc. Try not to leave anything until the last minute (because that’s when you’ll have to deal with any disasters!)

**After The Event**

There is still a few things that you may need to do:

- Clean up and pack up
- Pay any outstanding invoices
- Write thankyou letters to all volunteers, sponsors, venue, performers etc.
- Post photos online (and ask any attendees who took pictures to submit them)
- If you have time, write a report to submit to the next club meeting – this is especially a good idea for large events as a list of what worked and what didn’t is likely to be really helpful for future events.

**And Financially...**

- Prepare a financial report or get the main organiser to work with the Treasurer to hand over all receipts and work out the report. Try to do as much of this as you can before the event, and complete it as soon as possible after the event has finished.
# How to book a room on campus?

<table>
<thead>
<tr>
<th>Who</th>
<th>What Space</th>
<th>Location</th>
<th>Capacity</th>
<th>How to book</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUSU spaces</td>
<td>Due to the New Academic Street Development, the old RUSU spaces ) Student and post graduate meeting rooms) have been lost. As soon as spaces are provided to replace these, RUSU will update clubs.</td>
<td></td>
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</tr>
<tr>
<td>RMIT Spaces</td>
<td>Academic spaces</td>
<td>Classrooms, lecture theatres and meeting rooms various.</td>
<td>Various</td>
<td>To book and for information or enquiries, email: <a href="mailto:roombookings@rmit.edu.au">roombookings@rmit.edu.au</a></td>
</tr>
<tr>
<td>Non-academic spaces</td>
<td>Fixed BBQs, O’Grady Place, Cafeteria, Bowen Street, Fig Tree Courtyard, Kaleide Theatre, Capitol Theatre, Storey Hall, Uni Function Room, Alumni Courtyard</td>
<td>50 to 1000</td>
<td></td>
<td>These spaces are booked through an online booking form: <a href="http://www.rmit.edu.au/browse;ID=m7fws90u0wdj">www.rmit.edu.au/browse;ID=m7fws90u0wdj</a> For information or enquiries, email: <a href="mailto:venues@rmit.edu.au">venues@rmit.edu.au</a></td>
</tr>
<tr>
<td>Sport spaces</td>
<td>A’Beckett Square and other courts</td>
<td>Various</td>
<td></td>
<td>To book the entire A’Beckett Square space, email <a href="mailto:sportbookings@rmit.edu.au">sportbookings@rmit.edu.au</a> or call (03) 9925 9626 To just book BBQs or courts (and a range of library and SAB meeting rooms) use <a href="https://bookit.rmit.edu.au/cire/login.aspx">https://bookit.rmit.edu.au/cire/login.aspx</a> Note the A’Beckett Square BBQs are not bookable and the whole area is an alcohol free zone.</td>
</tr>
<tr>
<td>Chaplaincy spaces</td>
<td>Spiritual Centre, Building 13 or Building 46</td>
<td>Various</td>
<td></td>
<td>To enquire or book, email <a href="mailto:chaplaincy@rmit.edu.au">chaplaincy@rmit.edu.au</a> or phone (03) 9925 2317.</td>
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</table>
**Things to remember:**

- Make sure to book a **minimum** of 4 weeks ahead for once-only events or at the beginning of semester for repeated space bookings. The more time you leave between your booking and the event date the better!

- You must print out your room booking confirmation for security on the day and to submit to RUSU if applying for funding.

- Student bookings for most RMIT spaces should now have no booking fee; however there will most likely be costs for security, cleaning services, AV, catering, etc. It is important to find out what these cost will be.

- Security is required at all events that are outside standard University hours (9-5 Monday to Friday) and those that will have alcohol. The cost of security will have to be covered by the club.

- Only affiliated RUSU Club events intended primarily for attendance by the RMIT community will receive free or reduced hire fee access to campus spaces. Clubs will be charged commercial rates if the event is for external organisations including clubs at other Unis, your state level or organisations peak body.

- Audio visual (AV) facilities need to be booked separately to spaces on campus. To inquire and book AV equipment, visit the AV loans desk in Building 8, Level 7, Room 92 or email avloans@rmit.edu.au or phone 9925 8888.

**Food and beverages on campus**

**Responsible service of alcohol (RSA)**

If you are serving alcohol at an event, even if you are giving it away for free, you are required to have a responsible (a.k.a. stone cold sober) person with a valid RSA in charge. RSA certification is a requirement of the Victorian State Government and aims to ensure that safe, responsible, legal and considered service of alcohol is provided at all times, to all patrons, at all venues.

Any event with alcohol on campus must have security guards present – this cost will be charged to the club. The numbers of guards required and cost are calculated as part of your booking.
### Event On Campus

<table>
<thead>
<tr>
<th>Event part of an approved university space/room booking</th>
<th>Clubs <strong>are not permitted to sell alcohol on campus</strong>. Assuming that alcohol is being given away free, clubs are not required to seek a liquor licence; though anyone serving alcohol <strong>must</strong> have a valid RSA.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event not part of an approved space or room booking</td>
<td>All events on campus must be booked – you will not be covered by insurance or licencing otherwise. <strong>So book your event in and read the above information!</strong></td>
</tr>
</tbody>
</table>

### Event Off Campus

<table>
<thead>
<tr>
<th>Non licenced venue – Scout halls, camp grounds, parks, someone’s house, …</th>
<th>If you are planning to sell, or supply alcohol (which includes providing alcohol for free) in a public space or unlicensed venue, you will require a liquor licence. <strong>It is an offence not to have a licence and fines apply.</strong> You will need to:</th>
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<tr>
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<td>• Decided what type of licence you need</td>
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<td>• Nominate a licensee (and possibly attend training)</td>
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<td>• Receive licence and read conditions</td>
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<td>• Notify local police/council of event and complete relevant forms</td>
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<td></td>
<td>• Print and display signage (see Appendix 4)</td>
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<td></td>
<td>• Practice RSA</td>
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<tr>
<td></td>
<td>There is a lot required to hold an event with alcohol in a public area. For more information check out; (<a href="http://www.pilch.org.au/legal_info/events_alcohol/">www.pilch.org.au/legal_info/events_alcohol/</a>)</td>
</tr>
</tbody>
</table>

| In licenced venue – Bar, function venue, … | Make sure to check with the venue about their Liquor Licence – this will set conditions on the number of people, time a function can run to, etc. You are well within your rights to ask to see their licence. |
Food Safety

Clubs are permitted to sell or give away food on campus under two conditions:

1. That the space for the event is officially booked through RMIT and that it was advised that food is being sold or provided
2. At least two members of the club who are cooking or handing out food, must hold valid Food Handling Certification and this information has been provided to the C&S Department staff

Our clubs have traditionally stuck to either BBQs or cake stalls. However some clubs will branch out from this and in these cases it is crucial that safe food handling is practiced and standard restrictions followed. For example, any cake stall must have a list of the ingredients in each item for patrons to see, the cakes must be cooked through and contain no fresh cream, unpasteurised dairy or raw eggs in their final form (i.e. un-cooked meringue on top of a pie) and all servers must wear gloves. You should also have a small sign that warns about the possibility of nuts, eggs, wheat and other possible food allergens, especially if the food is made at home. Items that require refrigeration, especially raw meats or dairy products, should stay in a fridge until they are just about to be cooked or served. Frozen items must be defrosted safely if they are to be used.

A full and comprehensive guide to safe food provision for community groups and events can be found at; www.docs.health.vic.gov.au/docs/doc/Food-safety-guide-for-community-groups-Class-3--October-2011

We have also included guides to safe food fundraisers, sausage sizzles and cake stalls for your reference (see Appendixes 2, 3 and 4).

RUSU also provides regular access to RSA and Food Handling training and certification for Exec and sometimes for general club members. Contact us to find out about the next training session.

BBQs and Gas bottles

If you are holding a BBQ on campus, it is a good idea to ensure that it doesn’t clash with one of RUSU’s weekly free food events.

RMIT has built in standalone BBQs at the City and Bundoora Campuses that Clubs can book through RMIT Venues. The locations of these BBQs are:

- City Campus - Bowen street BBQ
- City Campus - O’Grady’s place BBQ (outside bld. 57)
- City Campus - A’Beckett Square. To book the A’Beckett Square BBQs, go to Bookit
- Bundoora West Campus - Library Courtyard BBQ
- Bundoora West Campus - Lakeside BBQ
These can be booked the same way you would book any other non-academic space through RMIT (see How to book a room on campus?). If you are a Brunswick Club, RUSU can loan one of its BBQs, provided that it is not needed by RUSU at the time you require it. To find out about borrowing an Activities Department BBQ at Brunswick, email rusu.activities@rmit.edu.au or rusu.clubs@rmit.edu.au or visit the RUSU front counter at Brunswick (514.2.08). City Campus Clubs may also be able to borrow and Activities Department BBQ if the Club provides the gas bottle. Contact the City C&S Office about this.

The C&S Dept. has BBQ tools and some basic supplies that clubs can borrow for on campus BBQs. You will need to email rusu.clubs@rmit.edu.au to book these supplies at least 2 weeks in advance.

The fixed BBQs at RMIT don’t require separate gas bottles; however as a club you may at times run a BBQ outside of campus (or at Brunswick) and should know how to handle gas bottles. A super handy Gas safety sheet is available which contains all you need to know about the storage, use and replacement of Gas Bottle (see Appendix 8). Make sure to read it before your next BBQ.

**Annual events**

Every year, RUSU Clubs are offered the opportunity to participate in a variety of large annual events at RMIT. These include Orientation, Clubs Days, and more. These events are a great way for RUSU to show off the variety and breadth of our clubs program. It is really important for clubs to be involved, to illustrate their importance to the university and for the opportunity to present their wares to a large number of RMIT students in one space.

**Legal considerations**

**RMIT Security and campus access**

If your event or activity on campus is to be held outside of standard business hours (i.e. before 9am and after 5pm), on the weekend, will have alcohol or likely to involve a large number of people, you MUST alert security. As well you may need to pay for additional security on campus to cover your event. The easiest way to do this is to email them the booking confirmation you will have received from RMIT Property Services.

You will also need to contact and/or pay RMIT Security if you are having alcohol, stages, sound systems, jumping castles, hired marquees, food trucks, performers etc. on campus for your event or if you need the security gates lowered to access Bowen Lane. It is also a good idea to let the C&S Department staff know of your event, as we can help as a liaison point with RMIT Security. Their email is security@rmit.edu.au
**Insurance**

All fully affiliated clubs and their activities are covered under RMIT Accident and Public Liability insurance for on-campus events and activities. At this point we are still waiting on confirmation from RMIT on whether the insurance coverage will extend to off-campus events. It is recommended that clubs ‘seek approval’ from RUSU prior to holding off-campus events.

Always check the public liability insurance of any service providers and off-campus venues that your club is thinking of booking. Any reputable business will have this insurance and the policies and procedures needed to manage risk. Seek advice from RUSU Clubs Department if they don’t.

The current RUSU insurance certificate can be found at:


**Safety**

Being covered by RMIT insurance for on-campus events does not mean Clubs can behave illegally or unsafely and still expect to be covered by insurance if something goes wrong.

Adopting a risk management approach is a wise idea. One way to do this is to develop a risk management plan.

A risk management plan identifies all the potential risks that may arise from holding an event and then lists the steps event organisers will need to take to reduce or mitigate identified risks.

Completing an event risk management form is now required in order to book an on-campus space if an event serves alcohol, so using a risk management approach from the start will be useful.

Of course many risks will be out of your control. In this case it is important that the risk management plan details who is responsible for coordinating the safety of every person should something that is out of the control of the event organiser occur. RMIT Security, first aid officers, OH&S officers and fire wardens manage the RMIT responses to these types of incidents. It is a good idea to come and speak to RUSU if you are worried about the risk of your event/activity.

A risk can mean many things, but generally for events you should consider whether your event/activity could cause harm to another person, cause damage to equipment, infrastructure or the event site, or harm the future of the event organising committee and event itself.
Films

Showing Films on Campus

Unfortunately if you want to show a movie as a club, it’s not as simple as finding a projector on campus and playing the DVD you’ve bought from home. There are 2 main legal issues that must be considered when planning to show films to the public in Australia Copyright and Classification.

Copyright (Public performance right)

It is illegal to publicly show a film that is intended for home use only. That means if you are showing a movie to a large group of people, charging for entry or simply showing it in a public place you must have the Public Performance Rights to screen the film. The solution for this is either to:

1. Hire a film from a distributor, applying for Non-Theatrical Performance Rights (community groups & non-profit organisations).
2. Get approval to screen a film directly from the film’s producer.

Classification

All films shown to the public in Australia must be classified by the Australian Government Classifications Board. If the film you want to show has not already been classified in Australia, you will need to seek classification or an exemption. Below is an excerpt from the Australian Classifications web page about film classification - from www.classification.gov.au

We have created a handy guide to navigating showing films, it can be found on the RUSU website or speak to the C&S Dept. for further assistance in completing either of these steps.

Very Important Peoples (VIPs) and Major Events on campus

If your club is holding an event or activity on campus that is likely to attract media attention or involves a person of note then it is required that University Events is notified. They are likely to want to be involved in the planning of your event and will determine if the Chancellor, Vice Chancellor or others should be invited or involved.

Specifically a Major event is one that involves:

- VIPs
- Functions likely to attract significant media/public interest or generate controversy
- Functions likely to pose a security risk, including events which may generate large audiences

The University considers VIPs to be:

- Government (members of parliament, including Victorian state government ministers, federal government ministers, shadow ministers, local government and international politicians)
- Diplomats and senior public servants
• Royalty, vice-regal representatives and international dignitaries
• Chairpersons/chief executive officers of major companies and organisations
• High profile and notable academics (Nobel Prize winners, presidents, chancellors, vice-chancellors or equivalent of other universities)
• Religious leaders/heads of church

In the case that your event or activity is likely to meet any of the criteria set above it is best that you come and speak with a C&S Dept. staff member, as an Event Request form and Event Proposal needs to be submitted to University Events.
RUSU wants every event its Clubs hold to be successful, and as such, it’s really important that Clubs know how to promote themselves well. Clever promotional material will extend past posters or fliers to cards, web pages, stickers, badges and paid or free promotions in print media, on radio or TV. Below are some tips, hints and guides to selling your club at RMIT.

**Branding**

**The only rule: make sure people know who you are!**

Promotional material should always clearly identify that it is for a RUSU-affiliated club event or activity. The best way to do this is to include the RUSU Affiliate logo on all RUSU-affiliated Club promotional material and the club’s full name. The logo can be found on the RUSU web page www.su.rmit.edu.au/clubs/club-resources/

![RUSU Logo](image)

**Make sure you have a logo!**

The other important aspect of this is having a great club logo. A logo will help people to easily identify which publications are connected to your club and can be used in branding badges, stickers, clothing and much, much more. RUSU can help out with creating an eye-catching logo for your club; simply email rusu.clubs@rmit.edu.au so we can book you into see our publications staff (please allow up to 6 weeks for design services, especially during peak periods).
Where to poster at RMIT

<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Campus</td>
<td>The bollards in the cafeteria, outside in Bowen Street and a range of campus notice boards are free for anyone to use. As well RUSU has a dedicated Clubs wall for fliers about your club or upcoming events. You can also speak with our front counter staff about putting posters up around our office or notice boards. The back of toilet doors is always a good place, but often posters will be removed by cleaners.</td>
</tr>
<tr>
<td>Swanston Academic Building</td>
<td>You aren’t permitted to poster the walls in SAB. However there are electronic notice boards that clubs can apply to use (see RMIT Electronic Signage)</td>
</tr>
<tr>
<td>Brunswick</td>
<td>There are notice boards dotted around campus that can be used. Do not put posters on doors or windows as these will be removed by the cleaners. Also only use pins on notice boards or blu-tac – no sticky tape!</td>
</tr>
<tr>
<td>Bundoora (East and West)</td>
<td>Make full use of the wall and noticeboard spaces in the buildings you find RUSU in (204 and 254). There are also various notice boards dotted around both campuses to use. Speak with the Café and Library staff though to get approval to put posters up in these areas.</td>
</tr>
</tbody>
</table>

Some basic rules

- Do not use sticky-tape or gaffa-tape at all – it ruins painted surfaces and is really hard to clean off. Your Club will receive a bill for damage caused by sticky tape.
- Don’t put posters up on glass doors as can be a safety risk and the cleaners will take them down straight away.
- Do not post club promotional material around the City streets except on notice boards and poster bollards, clearly identified as being for use by the general public. Posting material on light poles, building walls etc. is considered littering & may result in your club having to pay a fine. If in doubt, please contact the relevant City Council to identify where you may post promotional materials.
- If a notice board is clearly identified as “belonging” to someone/a Department (e.g. The HUB, a faculty, a service, RUSU), seek permission before putting your posters on that board.
- If you post something that is reasonably considered to be offensive or in breach of RMIT or RUSU policy, it will get removed.
- Have respect for other users – please do not place your club material over another clubs or a RMIT department’s material if it is clear that material is still relevant.
Electronic, Online and External Promotion

RMIT Electronic Signage and SUC Signage

Speak to the C&S Department about contacting RMIT to access electronic signs.

Club Webpage

Every RUSU club is provided with its own page on the RUSU website. It is expected that clubs keep this page up to date so interested students can easily contact you and find out what your club is all about. New Clubs are provided with their login after affiliation. Outgoing executives must pass on these details to new Exec.

Step by Step guide to your page

2. Enter club login details as provided to you by RUSU C&S after the Club’s first affiliation and click ‘Log in’
3. Browse to club’s page using the navigation menu (via “site map”)
4. At the top right of club’s page, click ‘Edit this page’
5. Scroll to the bottom of the page and edit as necessary
6. Click ‘Save and Exit’ or ‘Cancel’ as appropriate
7. Remember to click ‘Logout’ at the bottom of the page

Please note

- Each login is unique to a page and can only edit that club’s page. The logins do not give access to any other area of the website
- There is one login per club and if you need to change a password you must request a password change by emailing RUSU. RUSU will only communicate passwords to club Exec.
- The ‘link with’/’access to’ the club page will not change if the username or club page name is altered, for example to rectify a typo or name change (i.e. RPSA to RAPS)

RUSU Mail out

The Student Union sends out an electronic newsletter to all of its current members. If you have a major event coming up, this is a great way to let hundreds of students know. For submissions and enquires email rusu.media@rmit.edu.au
RMITV

RMITV is RMIT University’s very own television production house, funded generously by the University in conjunction with RUSU. RMITV is dedicated to providing hands-on television experience to students. They produce content to be broadcast on Channel 31 Melbourne and have helped many students find their way to careers in the television industry. They are also one of the founding members of the Melbourne Community Television Consortium; the not-for-profit consortium that operates the community access channel, Channel 31 in Melbourne. They also work to provide opportunities to members of the local community wanting to get involved in television production.

Enquiries about working with RMITV should be directed to; info@rmitv.org

Facebook, Twitter, Instagram, Pinterest, etc.

Social Media is obviously a great way to promote your club. There are numerous online tutorials that will give you the tips and skills to become a social media master, but here are a few key dos and don’ts:

DO

• have a strong password
• use privacy settings
• use HTTPS to connect if using a public hotspot or library computer
• organize contacts into categories – remember that potential sponsors and employers check Facebook etc. so be careful about what is posted or made public
• verify friend/follower/group requests – don’t let everyone become your buddy
• verify links, attachments, downloads, emails, etc. – have a good virus program
• check what other people can see of your clubs profile

DO NOT

• give away your password or use the same one for every different website’s login
• put any more information up than you need to
• post anything that is homophobic, sexist, racist, militaristic or discriminatory in anyway – this is against the RMIT student conduct code and general decency
• upload anything you don’t want everyone to see or that you think the person in the photo probably doesn’t want everyone to see.

RUSU has its own social media accounts and clubs are welcome to contact us to have promotional material included. Email enquiries to rusu.media@rmit.edu.au
If your event is going to be a big one or something that you want to attract a larger crowd than just your members to, it is a good idea to try and include it on someone else’s events calendar. Here’s a list:

<table>
<thead>
<tr>
<th>Who</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>RMIT Events calendar</td>
<td><a href="http://www.rmit.edu.au/events">www.rmit.edu.au/events</a></td>
</tr>
<tr>
<td>City of Whittlesea events</td>
<td><a href="mailto:events@whittlesea.vic.gov.au">events@whittlesea.vic.gov.au</a></td>
</tr>
</tbody>
</table>

In addition to getting your event listed on an event calendar, it can be a good idea to promote yourself through radio and free press.

Some local radio stations to contact are:

- SYN FM youth radio station, email: info@syn.org.au

Some print media options are:

| Catalyst – A RUSU student-produced magazine         | E: rmitcatalyst@gmail.com                                             |
| Beat Magazine – a free street press listing performance based events | gigguide@beat.com.au |
General Contacts

RUSU Postal address: PO Box 12387 Franklin Street Melbourne Vic 8006

Office Locations/contacts

City
360 Swanston Street, Melbourne, Building 8 Level 3 Room 08
T: (03) 9925 5004
F: (03) 9925 3705

Carlton
115 Queensberry Street, South Carlton, Building 57 Level 4
T: (03) 9925 4769
F: (03) 9925 1305

Bundoora
 Plenty Road Bundoora, Building 204 Level 1
T: (03) 9925 7226
F: (03) 9467 7176

Brunswick
25 Dawson Street, Brunswick, Building 514 Level 2
T: (03) 9925 9478
F: (03) 9925 9475

Departments

C&S Department

City Campus Clubs (except political clubs)
Jacqueline Out
City Campus Clubs & Societies Officer
E: jacqueline.out@rmit.edu.au
T: (03) 9925 3706
Bundoora or Brunswick Campus Clubs and ALL political clubs
Candice Worsteling
Brunswick & Bundoora Campuses Clubs & Student Engagement Officer
E: candice.worsteling@rmit.edu.au
T: (Brunswick Mon & Tues) (03) 9925 9277 or (Bundoora Thurs & Fri) (03) 9925 7130

Compass Drop in centre
Location 8.3.9 (opposite the gym)
T: 9925 2785
F: 9925 3971
E: compass@rmit.edu.au

Realfoods
Location 8.4. food court
T: (03) 9925 9791
E: rusu.realfoods@rmit.edu.au

RMIT Student Media
Catalyst magazine
Postal address: PO Box 12387 Franklin Street Melbourne 8006
T: (03) 9925 2884
F: (03) 9925 3705
Catalyst Editors 2015:
Finbar O’Mallon finbar.omallon@rmit.edu.au
Richard Ferguson richard.ferguson@rmit.edu.au
Rushani Epa rushani.epa@rmit.edu.au

RMITV
Location 12.4
Postal address: PO Box 12566 Franklin Street Melbourne 8006
Phone: (03) 9925 3416
FAX: (03) 9925 1750
Email: info@rmitv.org
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Himasha Fonseka</td>
<td>SUC President</td>
<td><a href="mailto:himasha.fonseka@rmit.edu.au">himasha.fonseka@rmit.edu.au</a></td>
</tr>
<tr>
<td>Ariel Zohar</td>
<td>SUC Gen Sec</td>
<td><a href="mailto:ariel.zohar@rmit.edu.au">ariel.zohar@rmit.edu.au</a></td>
</tr>
<tr>
<td>Tracey Tran</td>
<td>Activities Officer</td>
<td><a href="mailto:tracey.tran@rmit.edu.au">tracey.tran@rmit.edu.au</a></td>
</tr>
<tr>
<td>Cameron Petrie</td>
<td>Clubs and Societies Officer</td>
<td><a href="mailto:cameron.petrie@rmit.edu.au">cameron.petrie@rmit.edu.au</a></td>
</tr>
<tr>
<td>Laura McMahon</td>
<td>Education Officer</td>
<td><a href="mailto:laura.mcmohan@rmit.edu.au">laura.mcmohan@rmit.edu.au</a></td>
</tr>
<tr>
<td>Gabriel Brady</td>
<td>Environment Officer</td>
<td><a href="mailto:gabriel.brady@rmit.edu.au">gabriel.brady@rmit.edu.au</a></td>
</tr>
<tr>
<td>Jing Yi Rong</td>
<td>International Students Officer</td>
<td><a href="mailto:jingyi.rong@rmit.edu.au">jingyi.rong@rmit.edu.au</a></td>
</tr>
<tr>
<td>Clinton Elliott</td>
<td>Media Officer</td>
<td><a href="mailto:clinton.elliot@rmit.edu.au">clinton.elliot@rmit.edu.au</a></td>
</tr>
<tr>
<td>Paul Hoac</td>
<td>Post Graduate Officer</td>
<td><a href="mailto:paul.hoac@rmit.edu.au">paul.hoac@rmit.edu.au</a></td>
</tr>
<tr>
<td>Romy Cecil</td>
<td>Queer Officer</td>
<td><a href="mailto:romy.cecil@rmit.edu.au">romy.cecil@rmit.edu.au</a></td>
</tr>
<tr>
<td>Ai Goh</td>
<td>Queer Officer</td>
<td><a href="mailto:ai.goh@rmit.edu.au">ai.goh@rmit.edu.au</a></td>
</tr>
<tr>
<td>Mohammad Taha</td>
<td>Queer Officer</td>
<td><a href="mailto:mohammad.taha@rmit.edu.au">mohammad.taha@rmit.edu.au</a></td>
</tr>
<tr>
<td>Marco Portman</td>
<td>Welfare Officer</td>
<td><a href="mailto:marco.portman@rmit.edu.au">marco.portman@rmit.edu.au</a></td>
</tr>
<tr>
<td>Abena Dove</td>
<td>Womyn's Officer</td>
<td><a href="mailto:abena.dove@rmit.edu.au">abena.dove@rmit.edu.au</a></td>
</tr>
<tr>
<td>Umer Tahir</td>
<td>General Representative</td>
<td><a href="mailto:umertahir@rmit.edu.au">umertahir@rmit.edu.au</a></td>
</tr>
<tr>
<td>Jack Todaro</td>
<td>General Representative</td>
<td><a href="mailto:jack.todaro@rmit.edu.au">jack.todaro@rmit.edu.au</a></td>
</tr>
<tr>
<td>James Michelmore</td>
<td>General Representative</td>
<td><a href="mailto:james.michelmore@rmit.edu.au">james.michelmore@rmit.edu.au</a></td>
</tr>
<tr>
<td>Taylor Mather</td>
<td>General Representative</td>
<td><a href="mailto:taylor.mather@rmit.edu.au">taylor.mather@rmit.edu.au</a></td>
</tr>
<tr>
<td>Yang Liu</td>
<td>General Representative</td>
<td><a href="mailto:yang.liu@rmit.edu.au">yang.liu@rmit.edu.au</a></td>
</tr>
<tr>
<td>Aman Choudhry</td>
<td>City Campus Coordinator</td>
<td><a href="mailto:aman.choudhry@rmit.edu.au">aman.choudhry@rmit.edu.au</a></td>
</tr>
<tr>
<td>Paulvinder Sangha</td>
<td>City Rep.</td>
<td><a href="mailto:paulvinder.sangha@rmit.edu">paulvinder.sangha@rmit.edu</a></td>
</tr>
<tr>
<td>Carl Melkonian</td>
<td>TAFE Officer</td>
<td><a href="mailto:carl.melkonian@rmit.edu.au">carl.melkonian@rmit.edu.au</a></td>
</tr>
<tr>
<td>Stephenie Kelley</td>
<td>Bundoora Coordinator</td>
<td><a href="mailto:stephenie.kelley@rmit.edu.au">stephenie.kelley@rmit.edu.au</a></td>
</tr>
<tr>
<td>Samuel Weston</td>
<td>Bundoora East Rep.</td>
<td><a href="mailto:samuel.weston@rmit.edu.au">samuel.weston@rmit.edu.au</a></td>
</tr>
<tr>
<td>Yasmine Lintvelt</td>
<td>Bundoora West Rep.</td>
<td><a href="mailto:yasmine.lintvelt@rmit.edu.au">yasmine.lintvelt@rmit.edu.au</a></td>
</tr>
<tr>
<td>Sarah Pizzonia</td>
<td>Brunswick Coordinator</td>
<td><a href="mailto:sarah.pizzonia@rmit.edu.au">sarah.pizzonia@rmit.edu.au</a></td>
</tr>
<tr>
<td>Felicity Webster</td>
<td>Brunswick Rep.</td>
<td><a href="mailto:felicity.webster@rmit.edu.au">felicity.webster@rmit.edu.au</a></td>
</tr>
</tbody>
</table>
External parties

Relevant Local Councils

City Campus
City of Melbourne (www.melbourne.vic.gov.au)

Brunswick Campus
Moreland City Council (www.moreland.vic.gov.au)

Bundoora Campus
Whittlesea City Council (www.whittlesea.vic.gov.au)

Suppliers
The list below is a brief overview of suppliers that RUSU has used in the past, a detailed guide can be found on the RUSU website.

Food

Catering
• ASRC (Asylum Seeker Resource Centre) Catering (www.catering.asrc.org.au)
• Sorgum Sisters (www.sorghumsisters.com.au)
• Free Burma Café Catering (www.freeburmacafe.com.au)
• Streat (www.streat.com.au)
• Refuel Catering aka Bundoora & Brunswick cafeterias (www.refuelcatering.com.au)

Catering Trucks/Vans
Urbanspoon now lists most of the food trucks in Melbourne - to see the list go to www.urbanspoon.com/Melbourne, and select ‘food truck’ from the features list.
Otherwise here’s some RUSU has used in the past.
• Jerry’s Vegie Burgers (www.facebook.com/Jerrys-Vegiburgers)
• Mama’s Gozleme (www.mamasgozleme.com.au)
• Daveys Baked Potatoes (www.facebook.com: Daveys-Baked-Potatoes)
• Shanes BarbieXPRESS (www.barbiexpress.com.au)
• Harry Hoo’s Dim sims & Spring rolls (www.harryhoo.com.au)
• Senor BBQ, Argentinian BBQ (www.SenorBBQ.com)
• Beatbox Kitchen (www.facebook.com: Beatbox-Kitchen)
• Taco Truck (www.tacotruck.com.au)
• Mr Burger (www.mrburger.com.au)
• Cornutopia Tacos and Corn (www.cornutopia.com.au)
• White Guy Cooks Thai (www.whiteguycooksthai.com.au)
• Les Crepes De Marion (www.lescrepesdemarion.com.au)
• Yogurddiction (www.yogurddiction.com.au)

**Wholesale**
• Vegetable Creations (www.vegetablecreations.com)
• Mister Nice Guy Bakery (www.misterniceguy.com.au)
• Organic Empire (www.organicempire.com.au)
• Larder Fresh (www.larderfresh.com.au)
• CWB Meats (www.cwb.com.au)
• Chefs Pantry (www.chefspantry.com.au)

**Drinks and Alcohol**
• Sunzest Organic (www.sunzestorganic.com.au)
• Daylesford and Hepburn Mineral Springs Co (www.dhmsco.com.au)
• Thunder Road Brewery (www.thunderroadbrewing.com)

**Packaging**
• BioPak Compostable/Biodegradable Packaging (www.biopak.com.au)
• Going Green Solutions Eco Serviettes (www.goinggreensolutions.com.au)

**Printing**
Posters, flyers, etc.
• Southern Colour (www.southerncolour.com.au)
• Doculink Australia (www.doculink.com.au)
• Black Rainbow Printing (www.blackrainbow.com.au)
• Finsbury Green (www.finsbury.com.au)
• Fishprint (www.fishprint.com.au)

**T-Shirts and Promotional Materials**
• Aridzone (www.aridzone.com.au)
Events Equipment and Planning

- Greenseed Entertainment (www.green-seed.com.au)
- BigTop Shades (marquee for sale) (www.bigtopshades.com.au)
- All Australian Party Hire Pty Ltd (event equipment for hire) (www.AllAustralianPartyHire.com.au)
- Supagas (gas bottle replacement) (www.supagas.net.au)

Transport

- Dee Decker (www.deedecker.com.au)
- Victoria Coaches (www.victoriacoaches.com.au)
It is important that licensees and the community are aware of Victorian liquor laws relating to underage drinking, drunkenness and public safety issues. Signage is made available by the Victorian Commission for Gambling and Liquor Regulation (VCGLR) to assist in this regard.

The VCGLR, pursuant to Section 102 of the Liquor Control Reform Act 1998, requires licensees to display the signs as outlined below:

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>General, including late night (general)</td>
<td>●</td>
<td></td>
<td>●</td>
<td></td>
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</tr>
<tr>
<td>On-premises, including late night (on-premises)</td>
<td>●</td>
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</tr>
<tr>
<td>On-premises (with restaurant conditions)</td>
<td>●</td>
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<tr>
<td>Restaurant and cafe</td>
<td>●</td>
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<tr>
<td>Club (full and restricted)</td>
<td>●</td>
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<tr>
<td>Packaged liquor, including late night (packaged liquor)</td>
<td>●</td>
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<tr>
<td>Wine and beer producer’s</td>
<td>●</td>
<td>●</td>
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<tr>
<td>Renewable limited</td>
<td>●</td>
<td>●</td>
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<tr>
<td>BYO Permit</td>
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<table>
<thead>
<tr>
<th>BYO Permit (party buses)</th>
<th>Unruly behaviour</th>
<th>Under 18? No supply</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>●</td>
<td>●</td>
</tr>
</tbody>
</table>

1. Original signs supplied by the VCGLR are to be displayed. Photocopies are not acceptable.
2. Signs are to be displayed in view of the public.
3. The maximum penalty for non-display of signs exceeds $700 under Section 102 of the Liquor Control Reform Act 1998.
4. Under the Code of Conduct for packaged liquor licensees, holders of these licences must display the free call number for Directline (counselling, information and referral line for people with alcohol and drug problems - 1800 888 236). This sign is available from the VCGLR.
5. In addition to the minimum requirements, licensees may choose to display any of the available signs.
This publication avoids the use of legal language. Information about the law may have been summarised or expressed in general statements. This information should not be relied upon as a substitute for professional legal advice or reference to the actual legislation. Authorised by the Victorian Government.
Food fundraisers

There is no better feeling than knowing you’ve made a positive impact on other people’s lives. Community service strengthens communities and connects people. Most community groups also raise much needed funds for a wide variety of causes.

This leaflet is for community groups organising fundraising activities that involve the sale of food. It explains ‘food premises classification’ under Victoria’s Food Act 1984, and your role in keeping food safe.

It covers your group if you sell food solely for the purposes of raising funds for charity, or are a not-for-profit body — where those handling the food are mostly volunteers.

If a volunteer makes food at home and donates it for sale at a community fundraiser, that person is not selling the food.

Whilst everyone is encouraged to handle food safely, volunteers do not need to register their homes as food premises with the council.

If most people working at your fundraiser are paid — not volunteers — contact your council for advice.

Safe food handling

Certain foods (known as high-risk, or potentially hazardous foods) need to be handled carefully to keep them safe.

If something goes wrong during the food handling process, harmful bacteria grow and multiply and food can quickly become unsafe to eat.

How the Food Act works

The main purpose of the Food Act is to control the sale of food in Victoria and protect people from food borne illnesses.

All food premises must ensure that the food they sell is safe to eat.

The Act covers what is done at a food premises — whether it is a market stall, a community hall with kitchen facilities, a food van, or a permanent site.

It groups food premises into separate ‘classes’, and sets out different food safety requirements for each class based on its food safety risks. There are four classes — from highest risk (class 1) to lowest risk (class 4).

Appendix 2: Safe Food Functions

As you’d expect, premises carrying out only low-risk food handling activities must follow simpler safety rules than those handling foods that are more likely to make people sick.

Community food premises classes

Community groups can hold fairs, fêtes, dinners, cake stalls, sausage sizzles, and a range of other activities to raise funds.

At these activities, the risk of food becoming unsafe depends on the type of food, and how and where it is stored, prepared, handled and transported by volunteers and staff members. Because these activities involve different levels of risk, community food activities may fall within class 2, 3 or 4 under the Food Act.

Your group’s classification will depend on the food safety risks involved in handling the type of foods you plan to sell. For example, selling pre-packaged foods that don’t need refrigeration, such as packaged biscuits (class 4), is less risky than selling packaged cakes with cream fillings which need refrigeration (class 3), or preparing and serving casseroles or chicken salad (class 2) which need correct temperature control at all times to keep them safe.

Of course, your group is free to run any kind of food activity, as long as you meet the food safety requirements that apply to that food premises class.
What class is our community group?

The Food Act covers what is done at a “food premises”. Whether your group operates from a permanent site, a temporary premises (such as a market stall), or a mobile premises (such as a food van), it is considered a food premises under the Act.

Your local council will classify your food premises after considering the following questions:

• Who is the food being served to?
• Is the food packaged or unpackaged?
• Is the food high-risk (potentially hazardous)?
• Will the food be cooked on site and served immediately?
• Are most people involved in handling the food volunteers?
• Over how many days will the food activities take place?

Council will then advise your group of its food premises classification.

In the meantime, see page 5 for an idea of the types of food handling activities that each class of food premises may run.

Class 2 food activities

Ready-to-eat foods — class 2

Community groups which prepare and sell ready-to-eat foods on site at a food premises fall into class 2. This includes making sandwiches containing cheese, smallgoods, sliced vegetables or salad at the venue at which they are sold — or handling any other potentially hazardous foods at that venue.

‘Cook and hold before serving’ activities — class 2

Community groups selling unpackaged, high-risk foods are generally operating a class 2 food premises at a venue if the process involves:

• cooking the food at the venue, holding it (e.g. in a bain marie) and then serving it hot, or
• cooking the food beforehand and storing it under refrigeration, and then reheating and serving it later at the venue.

For example, curries or other meals prepared the night before, stored in the refrigerator, and reheated later at the venue are class 2.

The general rule is that these activities require a food safety program. You can use:

• the existing Food safety program template: food events to develop a food safety program, or the Community group temporary and mobile food premises template, class 2 (2011), or
• any other suitable registered food safety program template.

Community groups running these activities as fundraisers are exempt from the need to have a food safety supervisor if:

• those handling the food are mostly volunteers
• the food activity takes place at the site for a maximum of two consecutive days at any one time.

If your class 2 food handling activities do not meet these two requirements, you must have a food safety supervisor.

You must obtain approval to run these activities.

See the Department of Health Food Safety website for more information.

‘Cook and serve’ activities – class 3

Community stalls selling ready-to-eat, high-risk foods that are cooked on site and served immediately are class 3, as long as:

• all of the food is cooked on site and served immediately
• those handling the food are mostly volunteers
• the food activity takes place at the site for a maximum of two consecutive days at any one time.
An example of a class 3 ‘cook and serve’ activity is a barbeque over one or two days serving hamburgers, or other meat or eggs, which are cooked and served to be eaten immediately.

However, if the only cooking on site is a simple sausage sizzle as described below, the activity will be class 4 instead, as the risk is lower.

Other class 3 activities are listed on page 5.

You must obtain approval to run this type of food activity. Council will advise how to obtain the relevant form.

Community groups operating class 3 food premises may use the easy-to-complete minimum records in the Food safety guide for community groups which is available on the Department of Health website. Your council can help with further advice if needed.

Sausage sizzles — class 4

Due to the low food safety risks involved, if you are running sausage sizzles (sausages, onions, sauce and bread only) as a fundraiser, you need to inform council by completing a short notification form. Contact your council to obtain this form.

Community cake stalls — class 4

To sell packaged or covered cakes, which do not contain fillings made from fresh cream or uncooked eggs, you need to inform council by completing a short notification form. Contact your council to obtain this form.

A note about uncooked eggs

Some eggs can be contaminated with bacteria. The department recommends that community groups do not serve desserts or any other foods that contain uncooked eggs in the finished product — such as tiramisu, mousse, mayonnaise or aioli — at community fundraisers or stalls. There is a higher risk of such foods causing food poisoning. For further information, go to: www.health.vic.gov.au/eggs/downloads/eggs_serviceindustry.pdf.

This advice does not apply to cakes which — as is usually the case — contain cooked eggs, as thorough cooking will kill the bacteria.

Food vans and stalls - which council do I contact to obtain permission to operate?

If your community group operates a mobile food premises (such as a van or trailer) or a temporary food premises (such as a stall), from which it sells food, you are required under the Food Act to register with, or notify, your ‘principal council’ as part of a state-wide system.

This is the council in whose district your group routinely prepares or stores food sold for the stall or van. If you do not have such a place (eg because food is prepared by volunteers at home and donated to the group or is purchased beforehand), it is the group usually stores the equipment for the stall, or garages the van. If none of these apply to your group, it is the council in which your group’s contact address is located. (Your principal council may — or may not — be the district in which you trade.)

Whether you operate at a single site or have multiple food vans, stalls or vending machines at different locations, the registration certificate granted by your principal council will allow you to operate on one or more occasions any time within a 12 month period (class 2 and 3), unless you choose to apply for a shorter period. The registration is typically not for a specific event.

If your stall or van is a class 4, you can operate anywhere in Victoria on an ongoing basis once your principal council acknowledges your once-off notification. The notification does not need to be resubmitted annually, or whenever you operate.

The state-wide single scheme means that your organisation can then operate your class 2, 3 or 4 food premises in any council district in Victoria under the Food Act, provided that you lodge a statement of trade advising that council about where and when you will be operating. Contact your principal council to obtain the statement of trade form, or download it from www.health.vic.gov.au/foodsafety.

The same arrangements apply if you occasionally use a building that you do not own or lease (such as a community hall). This is also a temporary food premises.

Register class 2 and 3 activities annually with your principal council. For class 4 activities, you need only notify your principal council once.

Your state-wide single registration can include all your temporary or mobile food premises, and an associated fixed site if you use one.
To find out which is your principal council, what you need to do, and the forms you need to complete see Food vans and stalls — Single approval to operate anywhere in Victoria at [www.health.vic.gov.au/foodsafety/bus/mobile.htm](http://www.health.vic.gov.au/foodsafety/bus/mobile.htm), or ring your council environmental health officer for advice.

If your group conducts food fundraisers or sells food only from permanent premises (such as the group’s canteen or kiosk that operates regularly, or which it owns or leases) this state-wide system does not apply to your activities. You do not need to complete a ‘statement of trade’. However, a class 2 or 3 permanent premises must be registered with the council in which it is located, usually for a 12 month period. It is notified with that council if it is class 4.

For more help contact

Council environmental health officers are your best source of advice on running a safe community food fundraiser or stall.

To find your local council (for permanent premises) or your ‘principal’ council (for food vans and stalls) contact:

**Council Health Unit**
www.dvc.vic.gov.au

**Department of Health**
email: foodsafety@health.vic.gov.au
phone: 1300 364 352

**Free food safety resources**


Food safety guide for community groups — class 3

Community group food event notification form — class 4
Available on your council website or by phoning council.

Food safety supervisor requirements

Food vans and stalls — Single approval to operate in Victoria
Community food premises classes

Under Victoria’s *Food Act 1984*, local councils are responsible for classifying every food premises according to their food safety risks. Your council will notify your community group of its classification.

This table gives an idea of the types of food handling activities that each class of food premises may run. As the arrows show, class 3 food premises may also run class 4 activities, as these are lower risk. Class 2 premises may also run class 3 and 4 activities.

### Food premises classes under the Food Act

#### Class 2 High-risk foods which need correct temperature control at all times to keep them safe

<table>
<thead>
<tr>
<th>Food premises type</th>
<th>Market stalls, food vans, community halls, sporting group kiosks, or permanent premises</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food handling activities</td>
<td>May conduct all class 2 activities below (and all class 3 and class 4 activities below)</td>
</tr>
<tr>
<td>• Handling and selling <em>cooked, refrigerated and reheated</em> foods such as ...</td>
<td>✓ Burgers</td>
</tr>
<tr>
<td>• Making, handling and selling <em>high-risk</em> foods containing <em>uncooked ingredients</em> such as ...</td>
<td>✓ Homemade mayonnaise or aioli</td>
</tr>
<tr>
<td>• Selling <em>unpackaged high-risk</em> foods removed from package such as ...</td>
<td>✓ Fruit juice, fresh</td>
</tr>
</tbody>
</table>

#### Class 3 Unpackaged low-risk foods, or pre-packaged high-risk foods, or ‘cook and serve’ foods

<table>
<thead>
<tr>
<th>Food premises type</th>
<th>Market stalls, food vans, community halls, sporting group kiosks, or permanent premises</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food handling activities</td>
<td>May conduct all class 3 activities below (and all class 4 activities below)</td>
</tr>
<tr>
<td>• Handling and selling <em>unpackaged low-risk</em> foods — including removed from package/bottle such as ...</td>
<td>✓ Biscuits</td>
</tr>
<tr>
<td>• Selling <em>pre-packaged high-risk foods</em> such as ...</td>
<td>✓ Cakes with cream fillings</td>
</tr>
<tr>
<td>• Selling <em>re-heated packaged foods</em> such as ...</td>
<td>✓ Pies heated in original packaging</td>
</tr>
<tr>
<td>• Selling <em>high-risk foods cooked and served</em> for immediate consumption ...</td>
<td>Selling high-risk foods for <em>no more than 2 days</em> at any one time:</td>
</tr>
<tr>
<td></td>
<td>✓ Barbecues including hamburgers, sausages, other meats, or eggs — all cooked</td>
</tr>
<tr>
<td></td>
<td>and served immediately</td>
</tr>
</tbody>
</table>

#### Class 4 Low-risk activities

<table>
<thead>
<tr>
<th>Food premises type</th>
<th>Market stalls, food vans, community halls, sporting group kiosks, some sessional kindergartens, or permanent food premises</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food handling activities</td>
<td>May conduct all class 4 activities below</td>
</tr>
<tr>
<td>• Handling and selling <em>low-risk</em> foods such as ...</td>
<td>✓ Biscuits, tea or coffee, with or without milk or soymilk</td>
</tr>
<tr>
<td>• Simple sausage sizzles involving ...</td>
<td>✓ Sausages, onions, sauce and bread only, cooked and served straight away</td>
</tr>
<tr>
<td>• Sessional kindergartens supplying <em>low-risk snacks</em> such as ...</td>
<td>✓ Cut fruit, milk, breads, or cereals</td>
</tr>
</tbody>
</table>

To receive this document in an accessible format phone Health Protection Branch on 1300 364 352.
Safety is everyone’s responsibility

Food safety tips – class 4 premises

Sausage sizzles

Sausages, onions, sauce and bread only

Cleaning and hygiene
- Clean all your equipment and food preparation areas before and after you use them.
- Make sure there’s somewhere for food handlers to wash their hands, otherwise have suitable hand sanitisers available.
- Remove waste and clean the barbeque.

Transport
- Use an insulated cooler with plenty of ice or cool packs around the meat when transporting sausages.

Storage
- Keep sausages in an insulated cooler.
- Only remove sausages from the cooler when you’re ready to cook them.
- Never leave meat sitting around at room temperature.
- Protect bread and onions from insects and dust by keeping them wrapped, or in sealed containers.
- Do not refreeze sausages that have been thawed.
- Throw out any sausages left over at the end of the fundraiser.

Cooking
- Always cook sausages thoroughly.
- Always use clean utensils.
- Never use the same plate or tongs for raw and cooked foods.

Allergies and intolerances
Make sure foods containing ingredients that can cause reactions (such as eggs, gluten, sesame, nuts, milk and soybeans) are identifiable. You should be able to provide accurate information about ingredients in foods to customers.

Contacts


Department of Health
email: foodsafety@health.vic.gov.au
phone: 1300 364 352
dofoodsafely — is a free online learning program for food handlers http://dofoodsafely.health.vic.gov.au
**Notify council**

As a community group raising funds for charity or a not for profit body, you must notify council about your fundraiser sausage sizzle. It will advise you about your responsibilities under the *Food Act 1984*.

**Inform your local council** if you run sausage sizzles at a permanent building (such as a kiosk or club rooms that you use regularly, or own or lease).

**Inform your ‘principal council’** if you use a food van or stall.

This is usually the council in whose district your organisation routinely prepares or stores the food. If you do not have such a place (eg if the food is stored at home by volunteers, or if it is purchased beforehand), contact the council in whose district the organisation usually stores its equipment, or garages its van. If you do not have such a place, contact the council where your contact address is located.

Before the event

Site details
• Ask the event organisers or site owners:
  – whether water at the site is safe to drink
  – where and how your cakes, biscuits or slices will be stored.
• Make sure there is somewhere for food handlers to wash their hands, otherwise have suitable hand sanitisers available.

Preparing food
• Make sure all volunteers know how to handle food safely (access the dofoodsafely program — details below).
• Ensure all cakes are packaged, or placed in clean containers with close fitting lids.
• Label cakes with the list of ingredients used to make them.

Transport
• Ensure the cakes are packaged or covered and transported in clean containers.

Record
• In case of any enquiries following the event, keep a record of who made the cakes, or where they were purchased.

At the event

Storage
• Store cakes and packaging supplies in safe and clean conditions.
• Do not use damaged packaging, and throw away any cakes in damaged packaging.

Hygiene
• Keep hands clean.
• Use only clean, dry cutting boards, equipment and utensils.
• Use tongs or other utensils to serve cakes.

Display
• Cover cakes to protect them from insects and dust.

Allergies and intolerances
Make sure cakes containing ingredients that can cause reactions are identifiable. You should be able to provide accurate information about ingredients to customers at the event.

Foods that commonly cause reactions include:
• eggs and egg products
• gluten (especially wheat-based flours)
• milk and milk products
• peanuts and peanut products
• other nut and nut products
• sesame seeds and sesame seed products
• soy beans and soy bean products.

Contacts


Department of Health
email: foodsafety@health.vic.gov.au
phone: 1300 364 352
dofoodsafely — is a free online learning program for food handlers http://dofoodsafely.health.vic.gov.au
Notify council

As a community group raising funds for charity or a not for profit body, you must notify your principal council about your cake stall. It will advise you about your responsibilities under the Food Act 1984 when you sell food from temporary food premises.

You must notify the council in whose district your organisation routinely prepares or stores the food. If you do not have such a place, or if the cakes are made at home by volunteers and donated to the group or purchased beforehand, contact the council in whose district the organisation usually stores its equipment used at the stall. If you do not have such a place, contact the council where your contact address is located.

Find councils at www.dpcd.vic.gov.au/localgovernment/find-your-local-council
Information about gas bbq bottles from the Elgas web site

www.elgas.com.au

BBQ Safety Tips - LPG Gas Bottles

About LPG Safety

Liquid Petroleum Gas (LPG) is stored in your gas bottle as a liquid. When the cylinder valve is opened some of the liquid boils off as a vapour.

- A strong, distinctive odourant is added to help detect minor leaks quickly.
- LPG is non-toxic, non-corrosive and clean burning, but if you inhale it in sufficient volumes it will cause suffocation.
- LPG is heavier than air, so any leaking gas will flow downwards and collect in low spaces. Without ample ventilation and air movement, it will dissipate very slowly.
- BBQ gas is different from automotive LPG. Never use automotive LPG for BBQ cooking.

Safe Storage of Your Gas Bottle

- It is best to store gas bottles outdoors in a well ventilated space.
- Gas bottles should never be stored indoors.
- Gas bottles should always be stored upright.
- Do not store gas bottles near an ignition source.
- If you store your BBQ or patio heater indoors, when not in use, you should always detach the gas bottle first and store it separately outdoors

Where to Place Your BBQ for Use

- Adequate ventilation is essential when using a BBQ to allow the gas to burn and burnt gases to dissipate.
- BBQs should never be used near flammable objects.
- BBQs should **NEVER** be used indoors because of the risk of toxic fumes, smoke or even fire.
- Children should be kept safely away from BBQs and gas bottles.

Transporting Gas Bottles Safely

- Avoid transport inside passenger compartment
- **DO NOT** transport loose or laying down
- Always keep cool and away from flames, sparks & heat
- **DO NOT** leave LPG bottles in enclose vehicle unnecessarily
- Ensure valves are turned off firmly when not in use. Do not over tighten
- Maximum two bottles in enclosed vehicles
Checking Your BBQ

The leading cause of BBQ fires is equipment failure, leaks or breaks – these cause over 60% of outdoor fires*

- Use the correct type of hose. Do not make temporary connections. Keep hose gently curved to prevent kinks and damage.
- Cracked or damaged hoses and/or gas regulators should be replaced before use.
- Check hoses to make sure they have not perished by brushing or spraying on soapy water and checking for bubbles.
- Check hoses for blockages, such as spiders, which might have nested inside during winter.
- Check connections to make sure that they are clean and fitting snugly

* Source NFPA Journal 2003

Operating Your Gas Bottle

- Always read the BBQ manufacturer’s operating instructions.
- Keep the gas bottle upright and on a stable base.
- When done using your BBQ, turn off at the gas bottle first and then at the BBQ controls.
- Always turn off the gas bottle valve when you’re not using your BBQ.
- Remember, adequate ventilation is essential.
- Be sure to shut off the bottle valve before disconnecting the bottle from the BBQ, even if you think the bottle is empty.
- A safety valve is fitted to the vapour space to allow automatic relief of any excess pressure due to overfilling, or in the event of a fire.
- Never tamper with the safety valve or other gas bottle fittings. Do not use undue force to open or close the main cylinder valve. If in doubt, consult the supplier.

Emergency Procedures

- If any leakage from the valve of a small cylinder is detected or suspected move the cylinder to a safe location at least 20 metres from any possible source of ignition.
- Keep flames and sparks away.
- Check valve is turned off. Hose with water.
- If it is not possible to stop the leak, keep the leak uppermost so that only gas and not liquid escapes. Keep hands and face clear of any escaping liquid.
- Call SWAP’n’GO® for further advice on 1300 652 003

In an emergency dial 000 for Fire Brigade or Police

How to Swap LPG Gas Bottles

Swap any brand of BBQ gas bottle at any SWAP’n’GO outlet

How it works:

1. Take your empty gas bottle to the cashier for checking and payment and grab the key for the storage cage.
2. Swap your empty gas bottle for a full one from the SWAP’n’GO® storage cage. Make sure the full bottle you take has the yellow SWAP’n’GO seal around the neck so you know that it has been checked for safety.
3. Return the key to the cashier.

What can be swapped?

- You can swap any brand of gas bottle.
- If you don’t have a bottle, you can buy one.
- You can swap a gas bottle which is overdue for testing.
- You can upgrade your smaller bottle to a larger one.
All gas bottles must meet certain safety standards, otherwise you will be required to purchase a replacement bottle. Refer to the Bottle Checklist below to see if your gas bottle is acceptable.

Are you swapping the right bottle?
Check you have swapped the bottle with one of the same type valve:

A. POL valve (standard)
B. CAMPER valve
C. Primus External
D. Primus Internal

Primus valve types are not supplied as SWAP’n’GO bottles. You will need an adapter to connect your Primus equipment to a SWAP’n’GO valve. Swapping this valve type attracts the purchase charge.

Charge at the bottle sale rate (regardless of brand):
- Protective Collar: Bottles with a deformed or missing collar
- Excessive Dents: Bottles with dents or gouges
- Foot Ring: Bottles with a missing or badly damaged foot ring
- Excessive Rust: Bottles with flaking rust pimples, flaking rust sheets or rust pitting
- Gas Valve: Bottles with a bent, missing or damaged gas valve
- Primus: Bottles with gas valve type C or D (Primus)
PLACES YOU CAN PURCHASE OR SWAP GAS BOTTLES CLOSE TO RMIT
Check the Elgas website for more locations; elgas.com.au

“Swap and go” gas bbq bottle suppliers:

City campus

CONCORDE GPO PTY LTD
CNR ELIZABETH & BOURKE STS
MELBOURNE VIC 3000

SIGNATURE COFFEE PTY LTD
1 COLLINS ST MELBOURNE VIC 3000

7-ELEVEN MELBOURNE
29 VICTORIA ST
MELBOURNE VIC 3000

7-ELEVEN ROYAL MELBOURNE
45 FLEMINGTON RD
NORTH MELBOURNE VIC 3051

SAFETY PETROL NEWMARKET PLAZA
CNR DRYBURGH & ARDEN STS
NTH MELBOURNE VIC 3051

OZ FUELS
235 FLEMINGTON RD
NTH MELBOURNE VIC 3051

MOBIL NORTH MELBOURNE
CNR RACECOURSE & FLEMINGTON RDS
NTH MELBOURNE/FLEMINGTON VIC 3051

7-ELEVEN RICHMOND
94 CHURCH ST
RICHMOND VIC 3121

ARNOLD INOUTDOOR PTY LTD
112 CUBITT ST
RICHMOND VIC 3121

7-ELEVEN PT MELBOURNE
CNR CROCKFORD & PICKLES ST
PORT MELBOURNE VIC 3207

CAFÉ VUE
401 ST KILDA RD
MELBOURNE VIC 3004

SAFETY PETROL ABBOTSFORD
286 JOHNSTON ST
ABBOTSFORD VIC 3067

LIBERTY FITZROY
151 VICTORIA PDE
FITZROY VIC 3065

FOOD FUEL STOP
CNR WELLINGTON RD & KEELE ST

Collingwood

7-ELEVEN BRUNSWICK
CNR SYDNEY & BRUNSWICK RDS
BRUNSWICK VIC 3056

BP BRUNSWICK
142 DAWSON ST
BRUNSWICK VIC 3056

MITRE 10 HANDY BRUNSWICK
460 SYDNEY RD
BRUNSWICK VIC 3056

7-ELEVEN BRUNSWICK WEST
CNR MELVILLE RD HUNTER ST
BRUNSWICK WEST VIC 3055

INNER CITY GARDEN SUPPLIES P/L
6 KIRKDALE ST
BRUNSWICK VIC 3056

LOMOND HOTEL
225 NICHOLSON ST
BRUNSWICK EAST VIC 3057

Brunswick Campus

7-ELEVEN BRUNSWICK
CNR SYDNEY & BRUNSWICK RDS
BRUNSWICK VIC 3056

BP BRUNSWICK
142 DAWSON ST
BRUNSWICK VIC 3056

MITRE 10 HANDY BRUNSWICK
460 SYDNEY RD
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CNR MELVILLE RD HUNTER ST
BRUNSWICK WEST VIC 3055

INNER CITY GARDEN SUPPLIES P/L
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BRUNSWICK VIC 3056

LOMOND HOTEL
225 NICHOLSON ST
BRUNSWICK EAST VIC 3057

Bundoora Campus

PEOPLE’S CONVENIENCE
41 TASMAN DR
BUNDOORA VIC 3083

CARBEEN DRIVE MILK BAR
1 CARBEEN DR
BUNDOORA VIC 3083

NEILSON MINI MART
2 NEILSEN CR
BUNDOORA VIC 3083

SAFETY PETROL ST HELENA
307 DIAMOND CK RD
GREENSBOROUGH VIC 3088

BP EXPRESS WATSONIA
47 WATSONIA RD
WATSONIA VIC 3087

GARDEN GROVE MILK BAR
2 GARDEN GV
MILL PARK VIC 3082

80