



Club Activity/Trip Intention Plan

This information must be collated by clubs prior to commencement of any activity and:

- Carried by activity leaders
- Copy given to RMIT Creative at least 3 days before departure.

Important

RMIT Club and Collective activities that go ahead without submission and approval of this Club Activity Intention Plan to RMIT Creative at least 3 days before departure will be deemed non-sanctioned activities and participants, club members, volunteers and leaders will not be covered by RMIT University Insurance.

Club Activity/Trip is defined as any function, event or trip being run by a club or collective, not previously recorded with RMIT Creative.

Please forward completed form to:
RMIT Creative
Building 28 Level 4 Room 1
Phone: 9925 1945
E-mail: collectives@rmit.edu.au

SECTION A - All clubs must complete this section.			
Club or Collective name			
Name/type of activity			
Location		Date	
Activity organiser		Mobile	
I, the activity organiser will conduct this trip/activity to the best of my ability, taking into account all safety measures and working to minimise all known risks. <input type="checkbox"/> YES <input type="checkbox"/> NO			
Leader ¹ names & mobile contact numbers	Name:	Mobile	
	Name:	Mobile	
Departure location & time		Return location & Time:	
Number of participants	Club Members:	Non club Members	
Are all members attending registered on the RMIT Creative database?	<input type="checkbox"/> YES <input type="checkbox"/> NO, Why not _____ NB. People not registered on RMIT Creative database are not covered by RMIT's insurance policy. Have they been informed of this? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Please tick all relevant boxes:			
Participant list attached <input type="checkbox"/>			
First Aid Kit fully stocked <input type="checkbox"/>		Copy of Accident Planning Procedure on hand <input type="checkbox"/>	
Is there a suitably qualified first aid officer present on trip?		<input type="checkbox"/> NO <input type="checkbox"/> YES	
On campus activities may require a permit. Has RMIT University issued a permit? ²		<input type="checkbox"/> NO <input type="checkbox"/> NO, not required <input type="checkbox"/> YES Permit No. _____	
Description of what activity will entail/include? (Please specify details if "Other" is ticked.)		<input type="checkbox"/> BBQ <input type="checkbox"/> Alcohol/drinks <input type="checkbox"/> Promotions <input type="checkbox"/> Music <input type="checkbox"/> Other: _____	
Is alcohol being served? If selling alcohol, whoever is serving must have completed an RSA (Responsible Service of Alcohol) certificate		<input type="checkbox"/> NO <input type="checkbox"/> YES, free <input type="checkbox"/> YES, for a charge <input type="checkbox"/> NO <input type="checkbox"/> YES	
Who is the designated person to stay under .05 in the event of an emergency		<input type="checkbox"/> N/A Name: _____	
Has a limited liquor licence been obtained? ³		<input type="checkbox"/> NO <input type="checkbox"/> NO, not required <input type="checkbox"/> YES Permit No. _____	
Is food being served?		<input type="checkbox"/> NO <input type="checkbox"/> YES, free <input type="checkbox"/> YES, for a charge	
Are food handling requirements being met? ⁴	Current Food Handling Certificate held by person/s serving food <input type="checkbox"/> NO <input type="checkbox"/> YES Staff Supervisor present with Food Handling Certification <input type="checkbox"/> NO <input type="checkbox"/> YES		
Promotions to be used for & during activity ⁵	<input type="checkbox"/> Email News <input type="checkbox"/> Posters <input type="checkbox"/> Banner <input type="checkbox"/> Signage <input type="checkbox"/> Other Details: _____ All clubs must identify exactly what/who is being promoted (i.e. RMIT club, club sponsor, external sponsor, etc) The activity will involve: <input type="checkbox"/> Giveaways <input type="checkbox"/> Discount offers <input type="checkbox"/> Event promotions <input type="checkbox"/> Other Details: _____		

¹ Leaders of a club activity are any individual/s considered as being in charge of or supervising the activity.

² All clubs must complete the RMIT University "Facilities Booking Form" & have it approved through Property Services, whereby an official permit will be provided to the club & RMIT security to ensure the activity is authorised to go ahead. To obtain a form contact 9925 1945..

³ It is the club's responsibility to determine if this requirement is being/needs to be met. For more information, visit <http://www.consumer.vic.gov.au> then follow the link "apply for a temporary limited liquor licence"

⁴ It is the club's responsibility to determine if this requirement is being/needs to be met. For more information, visit <http://www.foodsafety.asn.au/publications/factsheets/index.cfm>

⁵ All clubs promotional material MUST be approved by the RMIT Creative before distribution.

SECTION B - All off-campus activities to complete this section.		
Participants & leaders medical information	<input type="checkbox"/> (Please tick) <i>NB. Clubs are to obtain their own medical information for trip participants, as relevant to each trip. It is necessary for trip leader/s to carry information with them.</i>	
Detailed itinerary (Copy may be attached)		
Equipment list (Copy may be attached)	▪	▪
	▪	▪
	▪	▪
	▪	▪
Mode of transport (eg mini bus, cars etc)	Are there enough cars for all trip attendees to be transported safely? <input type="checkbox"/> YES <input type="checkbox"/> No	
Private vehicle information (include type & registration number)	Does RMIT Link have a copy of all licences for cars and boats? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Proposed travel route <i>Eg major roads/highways</i>		
Accommodation details (Include name, address & phone)		
IMPORTANT – APPROVAL INFORMATION – Required for Section A, B & C		
Name of person Completing Form	Signature	
Club or Program Position	Date	
RMIT Link Staff Approval	Staff Signature Date Submitted	
	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>	

SECTION C - Only HIGH RISK and/or REMOTE AREA activities to complete this section.

Methods for communicating with group on activity	<input type="checkbox"/> Mobile phone (List numbers) <hr/> <input type="checkbox"/> Two way radio Other (Please list) <hr/>	
Emergency vehicle information		
Route information (Emergency exit points and evacuation routes)		
Name & phone number for <u>local</u> authorities notified (eg Ranger, police, SES)	Authority Name	Ph:
	Authority Name	Ph:
	Authority Name	Ph:
Map showing location of closest hospital & emergency vehicle	<input type="checkbox"/> (Please tick) NB: Necessary to carry document with you. Copy to be attached to this form.	
Local emergency contact numbers (24 hours)		
Police		
Ambulance/ hospital		
SES		
Fire brigade		
Safe Work Method Statement attached	<input type="checkbox"/> YES <input type="checkbox"/> NO	