

Briefing points for activity/event organisers may include:

1. Time and date of event. When they are required to be present for the event. Break times during the event.
2. Individual responsibilities of each staff member during the event.
3. Name and number of emergency contact person during the event and the procedures in place for handling emergencies
4. Run through the measures in place for minimising harm/controlling alcohol consumption/managing underage drinkers and protecting resources and how each staff member will be expected to contribute.
5. If applicable, run through any transport arrangements and inform each staff member as to their responsibility in terms of these arrangements.
6. Who has first aid kit (if applicable) and how to contact in event of an injury.
7. Sober representative declaration from to be signed.

Others

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Initial briefing to be delivered by When Where

Follow up briefing delivered by When Where

Section 4 – Risk management

Identify the hazard or risk and list any existing or proposed control mechanism or harm minimisation strategies and complete the 'Activity and event risk management' form. This **must** be completed and attached for the event to be considered.

Ensure that the risk management strategy covers any additional requirements should activity include under 18 year old college members.

Section 5 – Budget To be completed if any money is allocated to the activity/event

Resources needed	Who is going to organise?	Cost	Where from/Provider	Provider's location and/or contact details (if applicable)
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Details of donated goods (if applicable)

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Total cost of event: \$ Has the treasurer indicated that this is within the means of the RC? Yes No

Had the RC approved the expenditure indicated for this event? Yes No

Comments

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Activity Coordinator's signature

Date

.....

Decision: Approved Not Approved Approved subject to conditions below

Additional conditions set by the Head of College in order for the activity to proceed:

1.
2.
3.
4.
5.

KGBC Head of College's signature Date

BK Head of College's signature Date

Mt G Head of College's signature Date

Notes

1. The Colleges encourage the development of inclusive social, sporting, educational and cultural activities. While appreciating that it is not possible to tailor every activity to be attractive to or accessible by all members of the residential community, Residential Advisors and Residents Committees are encouraged to provide functions that do not consistently disenfranchise sections of the residential community.
2. By submitting this form the Activity Coordinator declares that the information supplied is true and accurate and the conduct of the activity will be in accordance with the information supplied and any additional conditions set by the Head of College (as outlined above).
3. The activity must not proceed until the Activity Coordinator has received a copy of this form carrying the approval of the relevant Head of College.
4. For larger activities a comprehensive event management plan will need to be completed. Professional advice may need to be obtained from the Health and Safety Coordinator, Campus Life.
5. If the Activity Coordinator declares that alcoholic beverages will not be available during the activity then it is incumbent on the Activity Coordinator to ensure that any person who seeks to bring or consume alcohol during the activity either ceases to do so or leaves the activity. Irrespective of whether it has been necessary to obtain a 'General Purpose Permit' or not, the Activity Coordinator will not permit underage drinking and will endeavour to provide a responsible service of alcohol. For larger functions the Activity Coordinator will need to nominate a number of persons who have agreed not to consume alcohol to supervise the patrons. (Sober rep ratio is 1 rep to 25 college members)
6. The Activity Coordinator is responsible for any after activity clean up that may be required.

Office use only

Photocopy of form made and sent to Activity coordinator Date

Copy of form to be sent to relevant RAs Date

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