



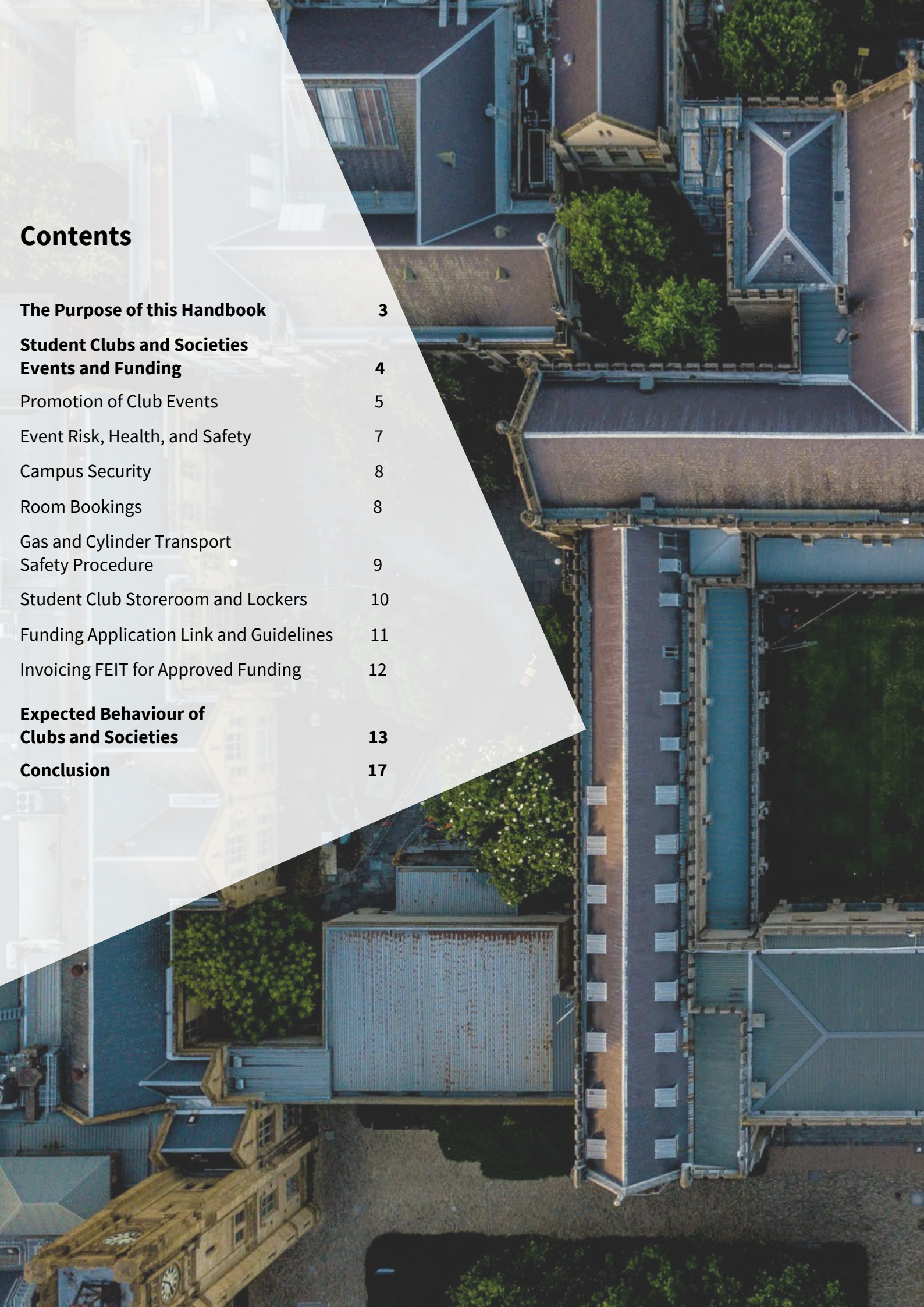
Student Clubs and Societies Handbook 2022

Faculty of
Engineering and
Information Technology



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The Purpose of this Handbook

This handbook will provide Faculty of Engineering and Information Technology (FEIT) Clubs and Societies with useful information regarding funding, room bookings, and more.

Requirements for FEIT Affiliation

Any club and society wishing to be recognised by FEIT must be registered with UMSU and be deemed an appropriate club by FEIT. Clubs must cater to a predominately Engineering and/or IT student cohort, and work to enhance the student experience of their members.

FEIT clubs and societies will be listed on the FEIT website and are eligible to apply for funding from FEIT Academic Support Office to provide financial assistance for planned club events.

For further information on clubs and societies and services provided by UMSU, please refer to their [website](#).

Contact Points for Clubs

Clubs should contact FEIT via the Student Enrichment team based within the Academic Support Office. The preferred method of contact is to email engit-studentclubs@unmelb.edu.au.

Urgent Enquiries

For all urgent and escalated issues, please contact the Student Enrichment Team Manager Elise Miller at elise.miller@unimelb.edu.au.

Student Club Events & Funding

The Student Enrichment Team can provide assistance in the following areas:

- Provide possible funding to go towards your events and workshops
- Provide access to the bulk storage area and club lockers located in the North wing of the Old Engineering Building
- Invite Clubs and Societies to meetings to provide updates and advise of any new processes
- Access to a 'Student Clubs and Societies only' room system via Venue Hire
- Assist with room bookings across campus when clubs and societies are unable to do so.
- Provide access to FEIT students during orientation and other events to allow clubs and societies to promote themselves and work alongside students on FEIT enrichment activities
- Provide marketing support to advertise your events via the Engineering and IT Student Services Facebook page, Engineering and IT Express newsletter and other channels of FEIT communication.



Events

Student Clubs and Societies are encouraged to run events throughout the year to support and engage their members and other students, and to raise awareness of Engineering and IT as a potential option for current and future students.

Students will be required to follow and comply with the following reporting and funding requirements.

Student Club Requirement	Reason	Benefit
<p>Submit an outlined plan of events for both Semester 1 and 2 of each year included in their online funding applications</p>	<p>The purpose of this planning strategy is to help FEIT better support clubs and societies, identify areas in which FEIT could offer further support, and to avoid clashes with other FEIT and university events.</p>	<p>The benefits of student clubs complying with these requirements is to ensure the student enrichment team is across all FEIT student-led events. It is also an opportunity for reflection amongst the clubs and promote success stories following events that went well. These success stories can be used across your social media platforms to boost your profiles.</p>
<p>Consistent reporting of events such as successes and areas of improvement</p>	<p>After each event, the club president will be responsible for reviewing the event and informing the Student Enrichment Team, Academic Support Office of what worked and areas of improvement for the next event. This is done as a component of the online invoice submission.</p>	
<p>Consistent reporting of attendance statistics for funded events</p>	<p>After each event, the club president will be responsible for recording the number of guests who attended on the attendance sheet and noting how many students, staff and external stakeholders were present. While this is required for Fringe Benefits Tax Reporting, it is also useful in helping you reflect on your event.</p>	



Promotion of Club Events

Student clubs and societies are strongly encouraged to promote their events via the Student Clubs and Societies Noticeboard, the FEIT Facebook page and the Engineering and IT Express Newsletter.

Student Clubs and Societies Noticeboard

A noticeboard is available on the first floor of the Old Engineering building exclusively for clubs to display upcoming events and other suitable material. It is the responsibility of the student clubs and societies to maintain this noticeboard and ensure it remains updated and clean, and that all displayed material is deemed appropriate. This will be monitored on a regular basis by the Student Enrichment, Academic Support Office.

Eng & IT Express Newsletter

The newsletter is currently sent out fortnightly. To feature an upcoming event in the newsletter, please submit a request through this Qualtrics form. Events will be featured in the most appropriate edition, not more than two weeks ahead of the event. Items can be submitted [here](#).

Faculty of Engineering and Information Technology Facebook Page

Students also have access to post their upcoming events to the FEIT Facebook page. Posts should include the following details

- Event title
- Date and Time
- Room number/Venue
- Contact person and details
- A brief outline of the event
- A link to a website (if possible)

Event Risk, Health, and Safety

Every event has elements of risk. It is our responsibility as event organisers to ensure that risks are identified, assessed, and controlled as much as possible.

What OHS issues need to be considered when planning an event?

- All events must have a designated event manager to ensure that issues can be actioned ASAP when they arise.
- The event manager must ensure that the event complies with university procedure in relation to OHS issues, i.e., alcohol policy.
- Used event spaces must be cared for and cleaned. Cleaners can be booked for a fee.
- Student clubs must provide the Student Enrichment Team with the Alcohol Management, Safety Checklist, and Risk Assessment Forms, and provide copies of at least two weeks prior to the event. Clubs should also keep copies of these documents for your club's records.

Events Involving Alcohol

Events involving alcohol must follow UMSU [Responsible Service of Alcohol Guidelines](#).

Important: Posters for events where alcohol will be served, must comply with the following statement from the University's Alcohol Management & Safety Checklist.



Event Support Staff

The University of Melbourne offer dedicated event support to all student-led events for a fee of service. Event support staff will be required if any of the following applies:

- The booking starts or finishes on a Saturday/Sunday/Public holiday or outside of university hours.
- Event will be serving alcohol
- 50% or more of the audience are external to the University of Melbourne
- Event is deemed to be of high risk with controversial topics/speakers; or
- Event is held in one of the specialised venues on campus (Wilson Hall, Union Hall etc).

For more information, please refer to the [Event Support Guide](#).

Event Equipment

Please email the Student Enrichment Team to secure additional equipment. You will be provided with a Themis account string. From here, you can submit the following [online form](#).

Temporary waste and recycling bins can be booked [here](#).

Campus Security

Contact University Security at any time by calling [8344 6666](tel:83446666) or [1800 246 066](tel:1800246066) (free call).

In any life-threatening situation, always call Victorian emergency services first via 000 (000 from a university landline). Call University Security immediately after calling emergency services.

Security staff have first aid training and can assist you until professional medical assistance arrives.

Security's first concern is that all people on campus are safe. Please do not hesitate to call them if you have any concerns.

Room Bookings

Committee members of clubs and societies affiliated with UMSU have direct access to the Venue Hire: Student Club Booking Form. You can use this to book certain rooms.

Important: Groups or clubs wishing to make a booking must nominate one member as the Event Manager. The event Manager completes the booking form, acts as representative and contact for the event, is responsible for the proper conduct of these attending, and ensures the area used is left neat and tidy following conclusion of the event.

Any damage to university property or problems during the event must be reported to Asset Services/Security. Please email venue-management@unimelb.edu.au to report any damage.

UMSU Spaces Available for Students:

Affiliated Clubs and Societies can book UMSU spaces [here](#).

Bookings for Grounds:

Venue Management offers a booking service for use of campus open space facilities including lawn areas, courtyards, and barbeques. If you require any of these spaces, click [here](#).

In the event of difficulties in booking an event space

If you are having difficulty booking a room, please contact FEIT via the engit-studentclubs@unimelb.edu.au address with details. This is only intended if you are unable to book a required space, or unable to identify an appropriate venue.

Please include the following information to assist us

- Date & Time
- Attendance
- Venue preference (1st and 2nd preference)
- Foyer/ground bookings access required (If yes, where)
- Food and drink being served: Yes/No
- Alcohol being served: Yes/No
- VIP's attending the event: Yes/No (If yes, a list is required)
- Registration fees or entry fees: Yes/No

Note: All university room bookings between the hours of 8:00am and 5:15pm weekdays are free of charge in most circumstances.

Bookings after hours and on weekend's charges will be applied, and these costs will need to be covered by the club.

Gas Cylinder Transport Safety Procedure

These rules and guidelines must be followed when working with gas cylinders (i.e., BBQ gas or helium balloon gas) on campus.

Before moving a cylinder, always check for gas leaks:

- Look for signs of leak
- Listen for a hissing sound
- Feel around the control valve

If evidence of a leak is found, do not use the cylinder. Vacate the area and report the issue via the details below.

Report any dangerous situations to Security (8344 4666) and maintenance issues to Engineering Facilities Office (8344 2400).



To download a full standard operating procedure on handling gas bottles, please click [here](#).

Transportation Do's and Don'ts

✓	Gas cylinders MUST only be transported in a specific gas cylinder trolley. This is a four-wheeled trolley that has a restraining strap to hold the cylinder securely in place during movement (see photo below). The trolley can be found in the FEIT Club Gas Cage outside the Engineering Workshop.
✓	Damaged trolleys (Broken or missing straps; Damaged wheels etc.) are to be reported to the Engineering Workshop immediately.
✓	ALWAYS secure the cylinder to the trolley by using the supplied restraint strap.
✗	Damaged trolleys are not to be used. Shopping trolleys are NOT a suitable alternative transport trolley.
✗	NEVER lay a cylinder down to transport or transport them with regulators fitted.
✗	NEVER transport a gas cylinder in the passenger compartment of a vehicle
✗	NEVER carry a gas cylinder – they can be heavy and if you drop it and break the control valve, a pressurised cylinder could take off like a missile.

Student Club Storeroom and Lockers

Lockers and a bulk storage area are available for club use. These can be found in the North Wing of the Old Engineering Building, in the graduate study area.

Lockers

Lockers are available for clubs to use. Each locker has a numerical code lock. This code can be set by the owning club. FEIT holds a master key and can assist if you have lost access to your locker.

If you believe that your locker security has been compromised, please contact the Student Enrichment team to request access. We recommend that you keep the code confidential and change it regularly. Instructions on how to do this are located on a sticker inside each locker.

Bulk Storage Room

A Bulk Storage Room is provided for items that are too large for lockers. Access is by swipe card access. This can be requested via email to the engit-studentclubs@unimelb.edu.au, who will coordinate updating of the access list with the facilities team.

Please note that this can take a few days to update. Only committee members are eligible for access to this area.

The Bulk Storage Room has CCTV watching the entry door and the swipe card system records details of persons accessing the door. If you discover damage or theft when

accessing this space, please inform the FEIT Student Enrichment team immediately. The Bulk Storage room is not to be used to store perishable food, chemicals, musical instruments, or fridges. Any breach of this may result in loss of access to this facility. Please keep this space tidy – University cleaners do not have access.

Funding Application Link and Guidelines

Engineering and IT Student Clubs and Societies will be responsible for providing some of their own funding and may consider other sources of funding such as UMSU or industry partners.

Where possible, the Faculty of Engineering and IT may provide some additional financial support.

If your club has never received reimbursement from the faculty before by bank transfer, you will need to fill out the two forms below. These forms will only need to be completed once (unless the club changes its bank details).

- New Supplier Request Form
- Statement by a Supplier Form

FEIT Club and Society Funding Application Cycles

Clubs and societies can apply for funding online twice a year and will be advised by email to the commencement of each semester when they may do so. Information on opening, closing and outcome dates will be provided at this time.

Ad-hoc applications will also be accepted in recognition of club feedback that not all events were locked in prior to the commencement of semester. Applications must be received no later than two weeks prior to the event, and preferable 3-4 weeks prior to the event. Please remember that funding is not guaranteed, and early application is recommended.

Requirements for Consideration

To be considered for funding, each club is required to:

- Complete the Funding Application Online Form by the date advised
- Outline the events that the club or society is planning to run in the coming semester
- Complete all the necessary fields of the application form

Please note: In the case of large events run collaboratively with other clubs, one club should apply on behalf of all the clubs involved. This will not impact the applying club's eligibility for funding for their own individual functions.

Funding Application Outcomes

Outcomes will be provided by the FEIT Student Enrichment Team in the days following the close of applications. Precise dates for outcome return will be specified by email when applications open.

[Funding Application Form](#)



Invoicing for Approved Funding

Funding is approved in advance and paid out after the event has taken place. Student Clubs and Societies must complete the [Invoice Submission](#) within two weeks of your event taking place.

Please submit the following as part of your claim:

- Event report
- Industry involvement (if applicable)
- Attendance numbers (Attendance list is no longer needed, but numbers required)
- Invoice
- Receipts

Please ensure you keep a copy of all invoices and receipts for your own records.

[Invoice Submission Form](#)

Notes regarding FEIT Funding

Please note that it is the responsibility of the student club or society to ensure that all invoices are submitted in a timely manner.

All invoices must be submitted prior to the end-of-year financial cut-off date (the first week of December every year). Invoices submitted after this date may not be paid out.

If you have any questions regarding invoice submission, please email engit-studentclubs@unimelb.edu.au with any concerns.

Expected Behaviour of Clubs & Societies

As representatives of the University of Melbourne, it is expected that Student Clubs and Societies follow the rules and expectations outlined in the following section. Any club or society found to be in breach of these guidelines will be held accountable and necessary action will be taken.

We encourage all committee and general members to be across this information, and report incidents in breach of these guidelines to the Student Enrichment Team.

Remember you are representing the Faculty of Engineering and IT and the University of Melbourne when running events and should always behave in a professional manner and not undertake in behaviour that puts yourself and others at danger nor damages any university property.

Expected Behaviours

- Each club or society must send communications from their club email address and not individual email
- Each club or society must advise FEIT of major leadership changes, and of new committee composition after each AGM to FEIT (engit-studentclubs@unimelb.edu.au). This should be done promptly to ensure that any communications are going to the current club leadership team
- No alcohol consumption unless organised and approved as part of the clubs and societies event.
- No smoking at events on campus.
- Clean up after yourself for each event. Ensure that common areas such as the bulk storage room are kept tidy.
- Report any dangerous situations to Security (8344 6666) and maintenance issues to Engineering Facilities Office (8344 2400).
- Report any behavioural issues to FEIT Student Enrichment Team. We can treat these confidentially if advised you wish to do so.
- Any club that misuses or contravenes the above rules will receive a written warning.
- Repeated breaches of the above rules may result in disciplinary actions at the discretion of FEIT Academic student Office and the FEIT Infrastructure/Facilities Manager.



Culture

At the University of Melbourne, we are committed to fostering an inclusive environment for all students and staff where diversity is celebrated.

Inclusion

It is expected that club events will be inclusive of all relevant students. For example, if your club or society is for 'Electrical Engineering Students' you must be inclusive of all students studying in the relevant stream who wish to become members or join in events.

Sexual Harassment, Misconduct, and Inappropriate Behaviour

Any instances of sexual harassment are in breach of the student code of conduct. The University [Safer Community Program](#) has a team available to help you if you need advice or help with any complaint or concern.

Inappropriate, concerning, or threatening behaviour should be addressed, but you the Safer Community and Counselling teams are available to help you navigate difficult conversations. Please don't hesitate to reach out to them or contact the FEIT student enrichment team to be connected to appropriate support.

If in doubt, please contact the FEIT Student Enrichment Team for Clarification.

External Relationship Management

Student clubs are welcome to invite external parties such as industry professionals, VIPS and Alumni to take part in events.

It is likely that your contact or their company is in touch with other bodies within the university. Therefore, in the interests of relationship management, please keep us informed as to your planned industry engagement. This helps us to present a united, well-informed face, and may be of assistance to you in staying informed as to how your contact or their company is otherwise involved around the University.

We would appreciate that you make us aware of planned or existing industry contacts to avoid duplication from multiple facets of the Faculty of Business and Economics. Please mention this in your funding applications or contact Elise Miller for more information, or with ad-hoc contacts.

Please ensure that their needs are catered for, and that they are aware of what is always asked of them. This can include making sure they have access to the required facilities, know their way to and from venues, and (in the case of a long event) that they have the opportunity for breaks to refresh themselves).

We ask that you conduct yourselves professionally when working with industry partners. Following any event where a guest has attended, please ensure that you contact your visitor (by email) to thank them for their participation.

Conclusion

Is there something you need to know that isn't covered in this booklet? Please send us an email, and we'll do our best to answer, or pass you on to someone who knows.

If you have any concerns or queries regarding information in this booklet, please email the student enrichment team within the Faculty of Engineering and IT.

Urgent enquiries or escalated issues can be directed to Elise Miller (Manager, Student Enrichment) at elise.miller@unimelb.edu.au.

Good luck, Student Clubs and Societies! We look forward to hearing about your successful events in the year to come!



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