



**University of Melbourne Student Union  
Meeting of the Southbank Committee  
Minutes  
Tuesday 28 November, 1pm  
Meeting 16(23)  
Location: Zoom/UMSU Southbank Office**

Zoom link:  
<https://unimelb.zoom.us/j/88307196126?pwd=d0NoaUhkU2tPVWJ6R0p6bmQ4aFMrUT09>  
Password: 032277

**Meeting opened at 1:07**

**1. Procedural Matters**

**1.1. Election of Facilitator (motion)**

Jackie moves to elect herself as facilitator. Seconded: Amy

**CWD**

**1.2. Appointment of Minute-taker (motion)**

Jackie moves to appoint Annalyce as facilitator.

**CWD**

**1.3. Acknowledgement of Indigenous Owners**

So acknowledged. "Decolonisation is a praxis, not a vibe. Pay the rent or dismantle the state." - Jackie

**1.4. Attendance**

Annalyce Wiebenga	Southbank Coordinator	Present
Jack/Jackie Doughty	Southbank Coordinator	Present
Helen Shen	Southbank Activities	Present
Zodie Bolic	Southbank Education	Present
Lachlan Spencer	Committee	Present
Leyland Jones	Committee	Apology/Proxied
Amy Rogers	Committee	Present

Todd Bennett	Committee	Apology
Savier D'Arsie-Marquez	Creative Arts Office Bearer (non-voting member of committee)	No, lol
Ariel Teo	Proxy/Incoming 2024 Coordinator/Proxy for Leyland	Present

### 1.5. Apologies

1.5.1. Todd Bennett

1.5.2. Leyland Jones

### 1.6. Proxies

1.6.1. Leyland Jones to Ariel Teo

### 1.7. Membership

N/A

### 1.8. Adoption of Agenda (motion)

Jackie moves to adopt agenda as presented.

CWD

## 2. Confirmation of Previous Minutes (motion)

Jackie moves to confirm previous minutes.

CWD

## 3. Conflicts of Interest Declaration

N/A

## 4. Matters Arising from the Minutes

None

## 5. Correspondence

Just telling everyone we're yeeting at the end of the month lol

## 6. Office Bearer Reports (Appendix 2) (motion)

Jackie likes the exam support donuts, as photographed in Annalyce's report.

Tells everyone to definitely read the annual reports for advice

Jackie moves to accept Office Bearer reports.

**CWD** (everyone likes them)

## **7. Other Reports**

Meeting with student experience was cool, has been recorded. Ditto for handover, also recorded.

## **8. Discussions**

Jackie made “some sick fkn lentils”, Spencer seconds this

## **9. Motions On Notice**

### **9.1. December Breadbin Restock**

#### **Preamble:**

To give students who can get to campus a chance at free food, we are requesting one last cash injection into the Breadbin for the 2024 OBs to use in December.

#### **Action:**

That the committee approves the expenditure of \$2000 from the Programs > General budget line to restock the Breadbin (natural acct no: 03-60-690-3839)

**Mover: Annalyce**

**Secunder: Amy**

#### **Discussion/result:**

Jackie judges Annalyce for the wording of the motion (“cash injection”)

**CWD**

### **9.2. Reimburse Jackie for BBQs**

**Preamble:**

Jack is yet to be reimbursed for all of her BBQ expenditures from the second semester and needs to send a few reimbursement requests through before the end of her term. This is reimbursement for the Woolworths Expenditure on ingredients (such as bread, lettuce, tomatoes) and supplies (such as cleaning liquid, steel wool) for the Southbank BBQs.

**Action:**

That the committee approves the expenditure of up to \$1000 from the Events > Food & Beverages budget line for any additional expenses related to reimbursement of Jack's out of pocket costs for the BBQs throughout the semester (natural acct no: 03-60-690-3840)

**Mover: Amy**

**Secunder: Annalyce**

**Discussion/result:**

Jackie is owed lots of money, pls help

We pretend not to move it but we do move it, just to tease Jackie :D

**CWD**

**9.3. 2024 UMSU Southbank Merch**

**Preamble:**

We are in talks with the 2024 Coordinators/Officers about what kind of merchandise they might like to distribute next year. Some options include: stationery such as pens, mugs or keep cups, or other giveaways such as iPhone stands.

Rationale: turnover to purchase 100 or more items, especially with branding/design elements, can be a little challenging at the start of the year. The 2023 Coordinators and Officers were discouraged from giving away branded merchandise at Summerfest for this reason. However, the keep cups distributed at our exam support stalls were wildly popular. So, we want to give the 2024 team a head start as they are unlikely to have access to their own budget until January, and thus might struggle with turnaround.

We are likely to bring a better description of what we've settled on by committee and will hopefully have secured some quotes. It is possible this motion will need to be amended to change the monetary amount.

**Action:**

That the committee approves the expenditure of \$2000 from the Programs > General budget line to purchase merchandise for use in 2024 (natural acct no: 03-60-690-3839)

**Mover: Amy**

**Seconder: Annalyce**

**Discussion/result:**

**Note/Update:** This expenditure is likely only usable if the 2024 OBs rely on pre-existing designs such as the keep cups.

**CWD**

#### **9.4. 2023 VCA Art Graduation Show Purchase**

**Preamble:**

The VCA Art Graduation Show opened on Thursday the 23rd. As a department, we have spare funding, and have in the past used union funds to purchase student artwork to decorate the Southbank office. Should the committee approve, and there are still suitable pieces available to purchase, the 2023 OBs would like to purchase a piece of art from the 2023 VCA Art Graduation Show.

**Action:**

That the committee approves the expenditure of up to \$2000 from the Programs > General budget line for the purchase of a piece of artwork from the 2023 VCA Art Graduation Show (natural acct no: 03-60-690-3839).

**Mover: Annalyce**

**Seconder: Amy**

**Discussion/result:**

Annalyce and Jackie ran around with student experience and looked at art. "I hate postmodernists and liberals. There's a genocide happening and there is cake on the floor." - Jackie

This will have a quick turnaround but we will try!!

**CWD**

#### **9.5. Office Furniture/Supplies**

**Preamble:**

Some of the furniture and supplies in the office could be replaced, and considering the department has spare funding available, it makes sense to do it in these final weeks of our term. Some items flagged for replacement include the chair pillows, and probably some scissors and assorted items.

**Action:**

That the committee approves the expenditure of up to \$500 from the Programs > General budget line for the purchase of office supplies and furniture (natural acct no: 03-60-690-3839).

**Mover: Amy**

**Seconder: Zodie**

**Discussion/result:**

**Update:** We have a new microwave from the uni's Reuse program (free yay).

"Office supplies for the people" - Jackie

"Warm food is good" - Spencer

Jackie is eating cold lentils. Yikes.

**CWD**

## **10. Motions Without Notice**

## **11. Other Business**

We denounce Jackie for eating cold lentils. (This is a joke)

## **12. Next Meeting**

This is the final meeting for the 2023 committee. The 2024 committee is expected to hold their first meeting in December.

"Party party" - Zodie

Annalyce thanks her year 7 touch typing teachers for giving her the skills to be a stenographer for chaotic quotes.

"Thanks for putting up with our bullshit" - Jackie

We end with joy :)

### **13. Close**

Meeting closed at 13:22

## **Appendices**

### **Appendix 1: UMSU SOUTHBANK - Guide to Safe Meeting Practice**

1. Be here in good faith with the goal of what is in the best interests of Southbank students
2. Come with good intentions to make the meeting succeed
3. Have the intention of reaching consensus and a commitment to consensus decision-making
4. Extend goodwill to all participants and do not assume that other participants intentions are negative
5. Try not to bring previous differences, difficulties and grievances to present decision-making
6. Be honest
7. Try to listen without preconceptions; be open to new ideas
8. Show respect for others' opinions
9. Address the issue, not the person
10. Avoid harming others by committing to avoid aggressive verbal or non-verbal interaction
11. Indicate your intention to speak without interrupting others
12. Take into consideration the skills and experiences of others when communicating; avoid overwhelming people with superior oratory skills
13. Leave the room if you do not intend to listen
14. If you need to have a private conversation, have it far enough away that it does not interrupt the meeting or disturb participants; ask the meeting for a recess if the situation warrants it
15. Attempt to be brief in your contributions and avoid wasting time
16. Be willing to take responsibility for your actions and apologise when you have harmed others



## **Appendix 2: Office Bearer Reports**

### Jackie Doughty: Southbank Campus Coordinator

This is my last committee as an Office Bearer! I'll see you all next year as a diligent committee member, but this is the last OB report i'll have to write ever!

Much of my UMSU work in the past month has been helping out at the exam support stalls (Huge shout-outs to Annalyce for making that happen, helped out so many students), and editing handover documents/reports.

My Annual report can be read below, has a lot of recommendations and reflections for the incoming office bearers :)

I'll be spending the final week of my term cleaning out the office, finalising handover documents and recommendations, as well as doing my best to support the new OBs in their planning for the coming year.

It has been an absolute pleasure working and collaborating with the whole OB team and committee and I look forward to seeing what the department gets up to next year!

#### **Annual report:**

This year our comrades at Southbank got up to quite a bit, but most importantly we *served the people*. We expanded our welfare programs to be more often, accessible to more students, and more consistent. More importantly, we laid the foundations for this work to continue.

Thus concludes 2 years of being an office-bearer on the Southbank campus. You can't completely get rid of me though, I'll be in the committee next year helping out the homies. With that said, the following is a list of recommendations and reflections from my past year working with Annalyce Wiebenga as a Southbank campus coordinator that will hopefully prove helpful to the department's work going forward.

#### **Orientation: Summerfest/Winterfest**

These are two of the most important times of the year for meeting new students and engaging them with the student union.

- Be sure to have events planned for soon after these events (can be small welfare events or collectives) to further engage students after meeting them at orientation and give them a practical ask for how they can get involved further
- Push to have other UMSU departments down on our campus, this is one of the few times you can get the rest of the union to consider our existence
- Work with the Student Experience team to make sure you aren't stepping on eachothers toes, honestly students don't really check or care to know that the university paid for the pizzas and noodles and you paid for the donuts- try and make any budget expenditure obvious to students (e.g. coordinate student musicians performing, brought to you by UMSU). Of course you can make your own decisions and there is leeway however I would recommend when

expending budget providing something unique to what is already being provided by the university.

## **Welfare Programs**

### **BBQ:**

This was one of main programs I was personally responsible for throughout the last year.

- Keep it vegan, keep using Give A Fork. Excellent prices, excellent people. Having an event with food completely vegan is the most inclusive and easiest and avoids you having to double check whether certain things are Halal or have dairy in them or something like that.
- Hire at least 1 UMSU events Casual staff member to take the pressure off of the OBs.
- Delegate one person (feel free to rotate this role) to talk to students, this BBQ is the best chance you get to talk to students during the semester and you will be able to talk with a similar group of students each week. Use the BBQ to help promote events, run surveys, and understand the perspective of the mass of students we hope to connect with and support/advocate for in our work.
- Continue to use the Tuesday time, it is the time that is the most accessible for most students (though of course this may change, stay diligent in investigating what the most accessible times for events/programs are)

### **Breadbin:**

This program was one I received the most comments from students on campus about. So many students really appreciate being able to grab a few staple ingredients from the student hub and save on that week's groceries, it's such a good way to help out students.

- Continue to stock the breadbin consistently, update on the social media when you do.
- Do not put out all the stock at once, when you receive a big order, put it out slowly in lots to encourage a more equal distribution of the stock
- Have fun with it, make sure to grab some fun snacks as well as beans, rice, and lentils.

### **Breakfasts:**

Introduced most consistently in the second semester, running breakfasts every Thursday was a great way for our department to engage with students that couldn't make the Tuesday BBQs.

- If funding allows try to allocate more budget towards this program, especially because any left over breakfast foods can be kept in the Student Hub fridge or Breadbin afterwards.
- Similar to the BBQ use this as an opportunity to talk and engage with students, understand their issues, what they are struggling with and use it to promote events/collectives and UMSU generally.

## **Collaborating with other departments and clubs**

This can be a great way to save some of your budget as well as introduce different groups of students to each other or to UMSU clubs/departments they can connect with.

Our biggest collaboration is the Southbank Ball with the Music Student Society (MSS). The Southbank Ball is the biggest student-run event of the year, be sure to effectively delegate budget expenditure between the clubs and our department.

As previously mentioned most departments will ignore Southbank, however Farrago and the Arts department both hosted events down here. These were well attended and a very good

way to engage students in UMSU more broadly. I would highly recommend pursuing these collaborations again.

### **Supporting Students and Student Initiatives**

Students are the lifeblood of the University and UMSU. Make sure they know that! Invite students to perform at events, invite students to contribute ideas and suggestions to the work you're currently doing, and take on suggestions and feedback sincerely.

Further, in my time as an office bearer there were a few instances of Students on campus organising to create their own student organisations and groups. One part of our job is to seek these students out and see how we can help them continue to do that work.

Use our events, programs, and initiatives not only to fulfil students needs (whether they be material or social) but also to investigate what they are up to, would like to see more of, etc. This was something we attempted this year but is largely neglected throughout UMSU. Much of the way decisions are made in UMSU is largely "vibes based" and not based on social investigation (talking to students). We should aim to rectify this!

### **Admin work**

Stay on top of your emails, it sounds easy, but dedicate times throughout the week that are exclusively for responding to emails and messages.

Try and have a good work-life balance. If you can, use Microsoft Teams for department based chat, so you can continue to use Messenger for personal discussion and don't have to think about committee the next week because you got a notification whilst you're out with friends. (Though you should continue to use messenger to communicate with your committee).

Be sure to submit reimbursement requests in good time, I very regrettably let a few of mine pile up and it became a very overwhelming task at the end of the year instead of a mildly annoying one to do throughout the year.

Something I should have done more of was dedicating time to checking in with the OBs and committee members in my department to see how they were doing and if they needed any help or wanted to delegate some of their tasks to me. We're all students and our university workload is quite demanding, being able to use our resources effectively is very important and OB's time is one of the most important resources.

### **Concluding remarks**

As many criticisms and self-criticisms I have of UMSU and the work I have done in this organisation, I can without a doubt say that It had a positive impact and effect on my life. I was able to meet some incredible friends and learnt about organising, collective action, and gain a wide breadth of experience that will continue to be relevant for many of my pursuits beyond the student union.

If I could give one piece of advice to anyone getting involved in UMSU, it would be: “Make the most of it.” Now of course, don’t burn out. Be real and honest with yourself about your capacity and workload, but besides that, don’t say no. Get involved in as many collaborations, projects, working groups as is feasible and workable with your university workload and other commitments. Not only will you be doing important work but you will also meet new people, have new experiences, and be able to represent Southbank students across the union.

For all of its issues, there is still so much good work to be done within the union. Much of which I have alluded to throughout this final report. Materially helping struggling students to get the most out of their degree is the best thing you as an office bearer can do. However you do that is up to you, but if at the end of your term, if you can reflect and honestly say you made university better for at least one student, you’ve done a good job.

Annalyce Wiebenga: Southbank Campus Coordinator

Annalyce has moved her report to the end because it's very long. Have a photo of an exam support donut that nearly made her lose her mind logistically:



Helen Shen: Southbank Activities Coordinator

**Key Activities:**

- Weekly BBQs on Tuesdays 12-2pm
- Breakfasts Thursdays from 9am
- Breadbin stock up
  - Stepped in as a panellist for the Education Assembly at Southbank
  - Printed Queer collective picnic posters
  - Accepted and provided free stationary for Southbank library and students
  - Received Food Safety Handling certificate
  - Received Mental Health First Aid Certificate
- Farrago Edition 3 launch
- Completed the Managing Information and Cybersecurity course
- Completed RSA training module
- Completed Advocacy and Legal CANVAS module and quizzes
- Filmed promo video for Summerfest 2023
- Completed Student Kitchen Induction 2023
- UMSU Southbank Winterfest Meetings
- Posted on UMSU Southbank socials for various Southbank events + other promo
- UMSU Mudfest Meetings
- Attended in-person disciplinary panels
- Emailed Fine Arts booking for Mudfest Entrée event
- Correspondence with Betwixt Café for Southbank Mudfest 17th August 2023
- Researched hot dessert food trucks for Winterfest 2023
- Confirmed hire of the vegan-friendly Hot Jam Donut Van for Winterfest 2023

- Passed \$1970 for Hot Jam Donut Van Hire and sent invoice to UMSU Admin (processed)
- Pinned up posters for Wattle Fellowship 23/24 around Southbank campus
- Attended Orientation Catch-up meeting
- Painting Student Staff strike signs
- Followed up Betwixt invoice – chased up missing \$500 (payment processed in the following week's pay round)
- Southbank Office clean-up for 2024 incoming OBs
- Upcoming disciplinary panels – Nov. 23rd, 30th Dec 4 and 5.

**Actions to be completed:**

- Upcoming disciplinary panels – Nov. 23rd, 30th Dec 4 and 5.

**Notes:**

It's been an exciting but rather quick year with UMSU so far – it's been wonderful getting to know the other OBs at the Parkville campus at events and meetings, and when you guys have come to visit us! I've learned a lot in this role – my biggest thanks to Annalyce who has been the most hardworking and dedicated coordinator and always makes sure everything is working smoothly. I'm so glad I got to meet Jackie and Zodie, my fellow Southbank OBs, who have been awesome to work with and are the best teammates one could ever ask for. The committee too has been pivotal in passing various motions and getting the ball rolling on all our events. I think the breakfasts and the BBQs worked out really well this year – lots of people turned up and the food went pretty quickly – I think we could have kept a tab on exactly how many people showed up each week (through an excel spreadsheet or something) to gauge how much food we needed or needed to order – but either way it worked out ok but we have a bit of food left over which I think can keep until next year anyway expiry-date wise. There could always be promo for our events but considering

everything, I reckon we did ok with putting posters around campus and the conservatorium building as well. The collectives were successful too – it was great that we have the Betwixt Café to help us out with those and who have always welcomed our events, including Mudfest Entrée, which went well this year in collaboration with Farrago. While Mudfest Southbank went ok, there was some miscommunication around what exactly was happening on the night – I was rather surprised when there were singers and dancers who showed up to perform, who I had no idea were on the set list. Everyone did the best job that they could in the absence of microphones (which, regardless of need or not, should be organised next time for the host if not for the performers as well). Communication may have been hard on that due to the distance of the campuses and missed communication via the Teams chats, but for next year, in a similar setting, there could be more meetings or maybe documents could be drawn up beforehand to make the time more efficient and ensure that everything is covered 😊 I hope the future OBs have an amazing year, and I look forward to hearing about their new events and ideas!



## Zodie Bolic: Southbank Education Officer

### **Key activities across the year:**

#### Guide to Student Life

I led most of the discussion and planning for the production of the 2023 Guide to Student Life. Included an introduction to the UMSU Southbank team, what life at Southbank is like and the services available at Southbank. The cover was our album cover that was used across most of our branding for the year.

#### *Evaluation*

I think the guide remains a very successful initiative that does a good job at introducing new students to the campus and to UMSU. It's super useful for students to have everything in one spot, especially when you're just starting out and there's so much information overwhelming you.

#### *Recommendations for future office-bearers*

Do it again next year, and just start as early as possible! It can take some time to get onto your fellow OBs and your committee members (if you want to) to include their information and bios in the guide. I don't think there will need to be that many updates to the guide's content but just make sure everything is current.

#### SummerFest

For SummerFest in 2023, we branded our SummerFest events as a Southbank Garden Party. We organised Terrarium making, ice-cream and music in Lionel's as well as attendance from clubs and other OBs. I organised the workshop, liaising with Laneway Learning to come in and run it for us. SummerFest was well attended and lots of fun.

#### *Evaluation*

The main issue with SummerFest was a lack of UMSU branding at all UMSU sites. Because we didn't have UMSU branded marquees or tables cloths, etc. it was hard to know what UMSU was providing which meant many assumed the university had organised which is bad for name recognition. However, this was something that we were proactive in solving for WinterFest. It just requires getting UMSU staff on board and reminding them that orientation activities at Southbank do exist and do need the same level of organisational support (if not more) that the main Parkville events and OBs receive. Getting onto this early is key.

#### *Recommendations for future office-bearers*

Get onto UMSU organisational support early! Arrange UMSU branding ASAP. Make workshops first in best dressed, or easy to run with unconfirmed numbers as ticket holders do not always show up.

#### Weekly BBQs

We ran weekly BBQs as a department again this year. These were mostly spearheaded by Jackie, who organised with Give a Fork our regular protein orders and other supplies. On occasion, we were supported by Student Experience and casual UMSU event staff to make these BBQs into bigger events.

### *Evaluation*

These went well for all I were able to attend. With my schedule it was hard to always make time to attend, so I think hiring more event staff in the future to help out each week to ease the load on OBs is a good idea. However as a whole the BBQs were very successful and being able to chat with students on a regular basis is good for understanding their issues.

### *Recommendations for future office-bearers*

Hire more event casuals! Provide other prepacked/ready to eat snacks that don't require cooking alongside BBQ affair. Keep pestering Southbank operational staff for a permanent bin in the BBQ area.

### Breadbin

The breadbin, located in the student lounge, is our answer for Parkville's union mart. We stocked the Breadbin on a semi-regular basis throughout the semester, The breadbin is probably one of the hardest initiatives to keep running with a VCA schedule.

### *Evaluation*

Most successful, but we underspent and in the latter half of the year it felt like people were all taking a whole shelf of the breadbin for themselves and not leaving much for others. As one of our key programs, I would recommend fixing this next year.

### *Recommendations for future office-bearers*

Pay more event casuals to come and give you a hand in stocking or waiting for the order. Looking at how much we underspent we would have had money for it anyway in the future, and if an event casual makes regular stocking of the Breadbin happen it's worth it. Order official signage for the Breadbin as well. The paper sign is nice but it's nothing crazy.

### Southbank Breakfasts

Went very well. The breakfast program was incredibly popular. Because we received SSAF funding for it this year, we were able to supply hot foods. Depending on how the budget shakes out I would continue to supply hot foods and supplement with some cereal and other continental breakfast items. Hot food may not be possible next year but it's a major hit so I would do what you can to ensure it happens.

### *Evaluation*

Very successful. Early morning set up time can be a lot, especially for VCA students who have class for hours afterwards. Make sure you share the load between OBs.

### *Recommendations for future office-bearers*

Make a rotating schedule or hire event casuals to help you out. Lock in the best value catering from day 1 so you don't have to organise it week to week. For other food items, order them regularly in Breadbin orders and set aside.

### Collectives

I didn't really have much to do with the collectives, but from all accounts most went well when held in visible spaces (like Betwixt). We ran Disabilities, Queer and People of Colour Collectives this year.

### *Evaluation*

Those held in less visible spaces like the office struggled to get draw in those attendees who often are just walking past. Food was catered from a mix of providers. In my opinion if budget is tight next year, I would prioritise breakfast catering over collectives catering as the breakfasts had consistent, regular attendance and I believe catering for the attendees at collectives could be cheaper.

### *Recommendations for future office-bearers*

Lock in facilitators early. Find best value catering. Book highly visible/areas with good foot traffic for collective events.

### Anti-racism Survey

I finished this off from Xiaole's work last year. We didn't have that many respondents, and while the responses we did receive is good anecdotal evidence that the university is considering, I'm not sure the survey will really make an impact. We combined promotion and the response period for this survey with the Timetable survey, as well as the reporting of results with the University.

### *Evaluation*

I think, if next year's POC officer is going to run a whole university survey again, it may just be worth asking them to include an optional Southbank section as the larger survey seems to have a wider capture and response rate across the university. I also think it would strengthen the survey to have Southbank included rather than separate.

### *Recommendations for future office-bearers*

Get on board with the POC's survey, rather than the other way around. Keep following up on conversations within the university from this year's survey, as in meetings they have tabled the results for discussion.

### Timetable Survey

Annalyce spearheaded this, but promotion and response period was combined with the anti-racism survey.

### *Evaluation*

Again, not that many responses however the University did pay attention to the fact that we did do a survey and that students are having issues, and they are now tabling those topics for discussion so it does indicate the survey as having been some kind of success.

### *Recommendations for future office-bearers*

Keep following up on conversations within the university from this year's survey, as in meetings they have tabled the results for discussion. Perhaps start a similar survey at the very beginning of semester next year and continually promote it across Semester 1 and the beginning of Semester 2, maybe then that will give students enough time to not only recognise their issues but report as well.

### Southbank Ball

A major slay! Our big event on the calendar. We collaborated with Music Students' Society for this event again! MSS handled ticket sales, venue hire and catering. We budgeted to assist with these costs to reduce ticket prices to about \$65 for MSS members and \$70 or \$75 for non-members. We also helped out with finding a band. The event featured a 3 course meal, a cocktail on arrival, table wine and other drinks, a DJ, a live band, a roving photographer and a photo booth.

### *Evaluation*

Lots of fun! I think the event went pretty well and pretty smoothly. I would sort out a better system of checking people's tickets, if they're brought through Eventbrite or similar there should be a method of scanning rather than needing to search paper rolls for people's names.

### *Recommendations for future office-bearers*

Make it happen again next year! Scan tickets! If office-bearers are expected to come they shouldn't be required to pay for tickets as no one else 'working' does.

### Exam Support Stalls

These exam support stalls were our attempt at replicating what occurs in Parkville. They ran across the entire exam period at the Ian Potter and in the Southbank library. They were stocked with snacks, tea and coffee, pencils, erasers, and giveaway items when we had them on hand.

### *Evaluation*

These were quite successful, but very time intensive. For any VCA students who are also OBs it's pretty much impossible to help out with these. Next year you should lean far more on volunteers or UMSU organisational support as Parkville gets all those things but we don't. Perhaps even event casuals if no volunteers can be sourced. It's important to have equity between the Southbank and Parkville offerings so make sure UMSU as an organisation steps in to help you out.

### *Recommendations for future office-bearers*

Make UMSU help you, don't take no for an answer. Event casuals. Pre-order food/snack items so you don't need to duck away to collective them. Put stalls on self-service as much as you need, don't feel guilty about doing it.

### Exam Care Packages

Our other major exam support idea. The original idea was to have gift bags that we could give around to each student going through a performance season, however we didn't have enough time to make that happen. What we did instead was simply set up food giveaways in the dance, theatre and FTV buildings, where we dropped off a whole bunch of snacks and small non-perishable meals that students could take to sustain themselves through their examination periods. We left any items that were not taken on the day in a safe spot for people to continue to use, and set up tea and coffee stations in the relevant lounges as well.

### *Evaluation*

In the end this was successful, but I do believe the original idea of small gift bags (while more time intensive) is a more equitable way to distribute goods. Any leftover bags could be saved for next year's SummerFest as well.

### *Recommendations for future office-bearers*

Get onto this early and do a massive order of one of each item that you want to put in the bags. Get all OBs together or find volunteers or hire event casuals to help you out in putting bags together. Distribute bags through heads of staff or connect with 3rd year production students running rehearsals and shows.

### General Reflections

Being a Southbank OB as a VCA student is practically impossible. It's really hard work and it doesn't feel like there is that much support out there. The barrier for understanding UMSU as an organisation is so crazy high that most things don't make sense. I think UMSU still has a long way to go in solving this, so just pester people and force them to explain things to you, and definitely pester UMSU organisational support and infrastructure to make its way to Southbank. You are not alone in the sea, you're meant to have a whole organisation behind you so make sure staff and your fellow Parkville OBs show up. The organisation (and the 'Parkville' (ironic) departments) are actually for all University of Melbourne students, including you and all those at Southbank, so make sure they actually live that in their work. That means equity in funding, giveaways, branding, and just general support.

Thanks to UMSU for an interesting two years! Best of luck to all my fellow OBs in the future, and thanks to the staff for their help over my time in the organisation. Finally thank you to my fellow Southbank OBs for a great year, but majorly to Annalyce, who this whole organisation and department honestly depend on. Annalyce, you've left crazy big shoes to fill, not just in terms of Southbank but across the whole organisation. You held our department together and you called out organisational

practices that saw Southbank getting left behind. You are amazing at what you do and all the best 😊

Annalyce Wiebenga: Southbank Campus Coordinator (for real this time)

Below is the annual report as presented to Students' Council, with all typos and rage intact. I will add a couple of dotpoints here before getting into that, as a general overview of tasks undertaken since the last report:

*CW: Passing reference to sexual misconduct in the TEQSA dotpoint*

- Been busy archiving and doing offboarding; annoyed that UMSU sent all that info when I was actively running support stalls and had no capacity
- Exam support stalls and care packages: well-received, nearly killed me
- Went to the Grad Show preview with Jackie, Student Experience, and some representatives from the library. Uni had a budget of \$5k and we collectively made a shortlist of artworks that would go well in the Hub (the library area where you can stay after hours). Am pleased to report the team has successfully acquired our top 3 faves. I expect installation to happen prior to semester 1 next year, so keep an eye out in the hub for new art.
  - Cursed image from the exhibition that I love and Jackie hates:



- Finalised formal handover meeting time, will have occurred prior to committee.
- Got a free ticket to the TEQSA conference thanks to being a student rep at the uni I'm actually studying at now. I didn't see any UMSU representation, but did get some insights on where unimelb is doing better than most unis

(response to sexual harm, which is frankly embarrassing for the sector) and as bad or possibly worse than the sector (dealing with AI). I'll probably write a wanky article on my insights on LinkedIn or something because I'm that person now.

- Have given UMSU multiple earfuls for not supporting us as well as they should.
- Supported 3rd(?) year Theatre cohort at a meeting with late notice.
- Probably some other things but the brain fog is LEGIT. A lot of it is covered in the annual report.

The annual report that follows was primarily written while I was sitting at the exam support stalls, which may explain the frustration in my tone and my primary focus on practicalities. However, I want to express appreciation for Jackie, Zodie and Helen for their work and efforts this year, and gratitude to our committee members Spencer, Leyland, Todd and Amy for doing their best to help us out. I'm also grateful for the 2024 OBs Amy (same Amy), Ariel, Felicity and Justine for chipping in when they could!

Also, a recommendation for the 2024 OBs that I forgot to mention in the report: GET YOUR HANDS ON THE SEMESTER CALENDAR AS SOON AS IT'S AVAILABLE. IT HELPS.

### **The Annual Report:**

*CW: Mentions of sexual assault and harassment (no explicit mention), cops on campus*

You know me. This will be a long one, partly because I'm using dotpoints but also tend to write in full sentences anyway. Recommendations will be included in the body of the report and then listed at the end for accessibility. This is written primarily with the 2024 Southbank coordinators in mind.

Overall, this year was a bit of an experiment, with an expansion of welfare programs in particular. Lots of "proof of concept" that will now need to be refined and made more sustainable so students on our campus can continue to benefit in future years.

### **Key Activities Throughout the Year**

#### **Orientation: Summerfest**

- This was a challenge, given very limited support from CME in January. We ended up doing a lot of the prep work ourselves, except things we couldn't do on our own such as marquee hire or making sure we had enough tables and chairs needed. Of course, something weird happened with CME and they didn't order chairs so we had to get those from the uni anyway.
- We had a traditional carnival-style orientation which, combined with the concurrent university carnival, went over well with students. However, not having a welcome booth in a higher-traffic area was to our detriment.
- We paid a student musician to play in Lionel's; due to a lack of timely communication from CME staff when we asked to be reminded of the process, our turnaround ended



up being too quick to pay directly, so we instead gave the student a gift card of their preference (bearing in mind the ethical register).

- Guide to student life - the other Southbank OBs gave these out in a roaming fashion which seemed to be effective, plus Hiba and Disha holding the fort for us
- Advocacy and Legal workshop: No one came. The uni had the same issue with an event in the same space (library level 1). Info sessions are not effective during carnival time.
- Terrarium workshop: went well despite most people who registered not showing up, solved by the other OBs directly inviting additional students to join on the day. Quite pricy as we contracted an external company.
- Ice cream giveaway: very popular, but a lot of students thought it was the uni instead of us.
- Host tours during orientation week were not popular since peer mentors also run tours. On the upside, one of the hosts is now one of our incoming OBs, so the volunteering aspect is still beneficial.
- **Recommendation:** Do less. Don't bother with information sessions as students are distracted. Integrate providing handouts and info into the stalls and fun activities.
- **Recommendation:** if budget is tight, consider running a self-hosted arts and crafts workshop like collages with old Farragos and old books; we have some spare canvases in the office if you'd like to use them. You will probably need help from Student Experience as the uni will often try to veto events in the Grant St Theatre Foyer/Lionel's if there's a chance of something getting dirty. Otherwise, if you can afford an external workshop facilitator to take some stress off the day, go for it!
- **Recommendation:** Make sure UMSU-provided giveaways have highly visible branding, whether it's good signage on and around the giveaway or UMSU-branded serviettes with anything food-related.
- **Recommendation:** Consider hiring the ice cream truck again and letting the university handle savoury food. We used Vanilla & Co for the second year running; they had unique flavours and catered to vegans. Price quoted was about \$1600 for 3(?) hours which was the cheapest of the vans that got back to us in a timely manner. But go with your heart if you have other ideas! If you're keen on using this company, here's their webpage: <https://vanillanco.com.au/>
- **Recommendation:** stay in open communication with Southbank Student Experience (Dove, Manda, Katie, and their boss Adam) as you're likely to be sharing space with the uni.
- **Recommendation:** when talking to Student Experience, request a welcome booth in a visible location such as on the grass opposite the library. If you can get more space in that area for stalls, I recommend doing that as well.
- **Recommendation:** get in touch with Communications, Marketing and Events ASAP to get planning underway. Stay in open communication with Hollie and Dee to ensure everybody is responding in a timely manner. Remember this is largely your event, but since it's also part of orientation which benefits UMSU as a whole, CME should be paying for infrastructure such as marquees, tables and chairs.
  - In particular, get support wrangling UMSU staff and student rep departments and clubs and make sure CME is supporting you to know which clubs and departments are coming, EXACTLY how many people they are bringing, and how to get in touch with the primary and secondary contacts. However, make

sure you and your co-OBs have direct access to this information so you don't have to rely on it being sent to you.

- Also get support working out the event footprint, i.e. who goes where. You still get a say, but make sure people help you figure out the spacing, because it wrecked my brain.
- **Recommendation:** develop and communicate a clear lateness policy for stallholders. I suggest asking UMSU departments and clubs who are in your care to complete setup 30 minutes before the event start time; clubs/departments who arrive after the commencement of the event should be turned away... for your own sanity.
- **Recommendation:** consider integrating any campus discovery initiatives into the host program to get students interested in volunteering, and stay in contact with them! (Since I'm aware the incoming OBs are interested in running a scavenger hunt, which is a great idea.)
- **Bonus recommendation:** If you'd like some branded merch to give away (e.g. more keep cups, t-shirts, etc.), we might be able to order it for you from our remaining budget. Let us know ASAP.

#### Orientation: Winterfest

- Went smoother from a planning perspective, for the most part.
- Planning commenced late in semester 1, into SWOTVAC and the exam period, can be very difficult for Southbank reps this due to courseloads and heavily-weighted assessments
- Poor uptake from other student representative departments. We're all busy, but it was pretty sad.
- Larger club involvement
- We hired a hot jam donut van. If I remember correctly, this one: <https://www.thehotjamdonutvan.com.au/>
- Better support from CME this time around, using Lionel's as home base on the day
- However, I had to fight with CME about marquee costs - if Parkville OBs don't have to pay for orientation infrastructure, neither should we. Negotiated down to paying \$1k and am trying to make it clear to CME that they need to budget for us.
- Fixed a lot of the issues that arose in Summerfest, such as branding, need for a welcome booth, musician payment, etc.
- We ordered additional copies of our booklet. Not many were given away, but we put a ton in the library and they have slowly vanished over time.
- Way more UMSU staff present this time, including Kay from info desk.
- We hired some event casuals to hang out on St Kilda Road and help with wayfinding; I manually marked up some maps with various paths depending on access needs but you can probably do that digitally.
- We gave out coffee vouchers for Lionel's, Journeys and Betwixt; what we didn't give away was taken up at our BBQs and breakfast in the first couple weeks of semester.
- Hot drink tab with Little Black on the day.
- Paper flower workshop run by Zodie, plus a small number of craft activities run by Parkville reps such as sensory bottles and mask-making.
- Paid student musicians in Lionel's again, this time more successfully as we were more familiar with the process. Recruitment was kind of weird as only a small number

of actual Southbank students applied but we filled the gap with one of our OBs (Jackie).

- Bad weather early on may have dissuaded attendance.
- **Recommendation:** You can probably be more relaxed with Winterfest than we were, since mid-year intake at Southbank is relatively low. However, it is another opportunity to catch students you might have missed, so I still recommend running stalls and having a chillout space in Lionel's.
- **Recommendation:** invite back Info Desk as they were super helpful on the day with talking to students and also helped us distribute our booklets afterwards. See if they're free for Summerfest as well.
- **Recommendation:** consider hiring event casuals for wayfinding assistance, or get volunteers to do it. Might also be useful for Summerfest.

### Weekly BBQs

- One OB in charge (Jackie), the rest of us come to help
- Division of labour: Jackie got the perishables, I prepared the space and began cooking, the other OBs and committee popped in when they were able
- Reasonably good turnout from the OBs and good communication; committee was spotty but usually pulled through when we really needed them
- Fully vegan, with positive verbal feedback - people love the schnitzels when we can get them
- We used casuals on two occasions; we could stand to use them more often
- Good staging point for collaborations with the uni - we shared the space for Respect Week and there was also some crossover with week 10 NTEU action
- **Recommendation:** hire a casual for the BBQ more regularly (weekly?) to take some strain off the OBs, flag this with CME as early as possible and budget for it
- **Recommendation:** keep it vegan; it's just easier that way and attendance is already high
- **Recommendation:** continue using BBQ as staging point for collaborations with the uni and NTEU, consider inviting the Music Students' Society or other UMSU depts along for promo or collaboration

### Southbank Breakfast

- Commenced in week 7 of semester 1, continued weekly inc SWOTVAC for both semesters
- Catering delivery - Bunji Catering/Jarrah Catering all year, Oasis semester 1, Elizabeth Andrews Semester 2
  - Jarrah and Elizabeth Andrews are both very reliable even early in the morning, Jarrah needs more advance notice
  - Oasis isn't really set up to cater breakfasts so I wouldn't recommend using them again
- Originally \$500 per breakfast, ramped up to about \$750
- SSAF Grant covered us this year, will need to be funded by UMSU allocation from now on or seek collaborations with the university or community groups

- Waking up early is hell on earth if you are not a morning person, but it's worth it to make sure students are fed - 2 of the new OBs are breakfast regulars so this should be a non-issue
- Students love it and the staff are very supportive
- **Recommendation:** continue the weekly breakfasts but explore alternative funding, partnerships and cheaper breakfast options, with maybe a special catered breakfast every few weeks - I believe Jackie has a contact with a bakery

#### Breadbin

- Switched from Woolworths to Coles due to delivery issues and also we were able to get a business account with Coles connected to the main UMSU account
- Occasionally needed to use Woolworths when UMSU had account issues
- Occasionally ordered menstrual care and safe sex supplies separately; uni is finally giving menstrual care away for free so this is less pressing
- Gradual stocking method - effective for ensuring more students have a chance, but time-consuming
- Usually \$1000 fortnightly but vulnerable to OB burnout
- Southbank Student Experience stocked the Breadbin on our behalf a few times in second semester, which was useful in giving us a break
- Jackie has a contact with a local bakery that occasionally donated baked goods
- We also stocked the hub student lounge with tea and coffee from this budget
- **Recommendation:** consider more frequent but smaller orders (e.g. 1 x \$500 order a week in semester) and stock whole order into the Breadbin at once
- **Recommendation:** stay in communication with Southbank Student Experience as they sometimes may have budget to stock

#### Southbank Exam Support Stall & Assessment Care Packages

- Stalls in Ian Potter Southbank Centre and the Southbank campus library
- Ian Potter: this is where most of the high-stakes exams occur during the exam period
- Library: good spot to catch students while studying or moving between rehearsals
- Staff and students LOVED THIS
- The keep cups were very popular! The natural husk fibre blend was a good choice as people liked the obvious sustainable element. This cup with a purple flip lid and white band with purple UMSU Southbank logo: <https://www.bgpromo.com.au/item/115581>
- Roster was set in 90-minute blocks, but in practice, Jackie and I in particular were often there for extended periods of time
- Had purple donuts in the first week but they're logistically annoying when you're short on time, so we didn't do them for the remaining weeks.
- This year was proof of concept. Concept is proven. I expect UMSU to be more proactive in future and help us way more than they did. Kiara and Arjun get points for delivering infrastructure and giveaways and Lachie gets points for the unattended stall sign. Overall, however, communication between us and staff teams wasn't great.
- University provided tables, bins and hot water runs. They also gave us some hot chocolate.

- Pre-assessment period: went into the Film & TV Building, Dance Building and Theatre Building to give out assorted snacks and quick meals - very positive feedback and high uptake from students
- These students often don't have assessments in the exam period, especially in the later years, or even if their performances are in this time, they may not be on campus much during the day
- Poonam from timetabling gave us some faculty contacts so we could figure out best times and places to support the performing arts and film students who had performance seasons outside the exam period
- Issues: a lot of work fell on me since the rest of the team had either exams or performance seasons
- Due to limited staffing, the stalls frequently had to be left on self-serve or only had one person on the stall, which is not ideal during quiet periods - I felt safe until I didn't.
- Volunteering opportunity at the Southbank stall was poorly advertised, leading to only two applicants, neither of whom followed up with Lachie about their availability
- I tried to get UMSU staff to pay for event casuals as we didn't have time for a committee meeting and prepping OpSub would have killed me; it took far too long for them to figure out the Volunteering department, which technically owns exam support stalls, didn't have funds. This was also not communicated to us properly until I asked about it multiple times. We desperately needed help in the second week in particular and were not able to anticipate low availability from LITERALLY EVERYONE well enough in advance to pass money for casuals ourselves.
- Also, we shouldn't have to. If UMSU in general actually considered Southbank as more than an afterthought, we wouldn't end up in situations where an OB works three forty-hour work weeks in a row. The Southbank stalls only existed because I made them exist through sheer force of will.
- Frankly, I feel abandoned. Not a great way to end my term, in all honesty.
- Being told what a great job I'm doing, while the people telling me that are actively NOT HELPING, frankly feels like I'm a child being patted on the head. Telling me to take breaks isn't helpful when I had no one to take over for me more than half the time.
- Thanks to everyone who took even one shift: Jackie, Zodie, Helen, Xiaole, Felicity Liston, Tirion Luff-White, Lucy Vascotto. And honourable mention to Ariel Teo, who was going to take a shift and then got sick. Also big thanks to Xiaole's friend, whose name I can never remember (sorry), for helping us pack up at the end.
- Paul Doyle from the uni helped us set up the infrastructure at Ian Potter. The library lent us a table for the library stall.
- I've raised with Jeanette (Assoc Dean in the faculty) about making this a partnership between UMSU and the Faculty of Fine Arts and Music. The staff loved it as much as the students did.
- **Recommendation:** continue exam support stalls and assessment care packages, seek support from both UMSU staff and Southbank university staff to run the stalls more sustainably

- UMSU: this needs to be integrated into the support stall program from day one while respecting the autonomy of the Southbank OBs' vision; you know your constituents best
- University staff: put feelers out with Southbank campus staff departments earlier in the semester to gauge interest in supporting the stall, whether that's by assisting with deliveries or physically staffing the stall with a more formalised roster
- **Recommendation:** prepare "care packages" earlier in advance and perhaps spread them out through week 11 or 12
- **Recommendation:** give out UMSU Southbank branded keep cups again; people really like them!

### Collectives

- POC: Became very popular thanks to Justine jumping on to facilitate in semester 2, Betwixt effective, simple table reservation and invoicing, expensive
- Queer: Picnic effective in first semester but we got VERY LUCKY with weather, moved to Betwixt in semester 2, OB burnout caused some promotional issues but we got there in the end, same benefits and issues as POC
- Disabilities: Our office is useful as an autonomous space but difficult for students to find, student attendance was spotty, support from Disabilities department really dropped off in semester 2 which made these hard to run especially when I got sick and nobody was willing/able to replace me as facilitator
- **Recommendation:** consider a cheaper location for POC and Queer collectives such as Journeys Cafe (Southbank site)
- **Recommendation:** consider online Disability collectives, maybe with an optional reading group element, consider food gift vouchers to retain food security element

### SA/SH Matters

- I sat on the Respect Reference group this year, thanks to Ngaire and Alessandra's recommendation
- Given Southbank students make up a high proportion of the SHRCs' caseload, it's essential that a Southbank representative is part of these discussions. Amy from the 2024 team came to the last meeting, with other members of the team also interested but unavailable.
- I was also part of some smaller discussions where Southbank students are uniquely impacted given our constituents are more likely to be in smaller tight-knit cohorts, receive one-on-one instruction, or be on campus alone at random times to practise
- I assisted with looking into the interconnected policies related to sexual misconduct during events run by bodies affiliated with the university. I recommended that all policies need to be updated to reflect that affiliated bodies are still related to the university and should be in scope for investigations and Student Disciplinary Committee decisions: primarily the Sexual Misconduct Prevention and Response Policy (MPF1359), the Student Conduct Policy (MPF1234) and the Vice-Chancellor Regulation
  - Good news update: The Vice-Chancellor regs have already been improved to make this happen.

- Now UMSU and other affiliated bodies need to update their policies to ensure everyone who engages with those bodies are bound by uni policy.
- I suspect members of clubs and other affiliated bodies may need to agree to terms and conditions upon commencement of their membership, which includes adhering to university regulations - so I suspect this may be an ongoing project, have given Lauren a quick rundown so she can run with it
- I also suspect this may have to be a condition of event attendance, given people outside the university community are sometimes involved.
- One of the sticking points for the university is finding ways to ensure everyone involved is contractually obligated to follow these policies, hence the above
- I secured the Association Dean of Student Wellbeing in FFAM an invite to Respect Reference Group; the more Southbank representation, the better
- Low awareness of complaints procedures was identified among music students in particular, so I worked with the Music Students' Society to put up posters with information in areas frequented by musicians. Lauren was very helpful getting those graphics sorted.
- Respect Week went well by using the Southbank BBQ as the staging point; working together with the uni on these events is important to ensure maximum visibility. Really appreciated Naomi coming down to assist.
- **Recommendation:** one or more Southbank OBs continue to sit on Respect Reference group, would recommend either whoever has the most time or the most confidence sitting in a room with university bigwigs to discuss a policy (Confidence can be faked!! It's fine!)
- **Recommendation:** use the Southbank BBQ for Respect Week again as it gets a lot of foot traffic
- **Recommendation:** have regular meetings with the Sexual Harm Response Coordinators; they're very open to a chat and are also happy to come to Southbank when schedules allow. Also stay in touch with the Women's Officers.

#### Student Welfare Matters Not Yet Discussed

- Food trucks and cafe: uni had food trucks early in the year, we had to push for them to be continued. They've dropped off to give Journeys cafe a chance to get established but there may be appetite from staff to bring back the food trucks next year
- SecondBite: Program is run out front of the library, largely implemented by Student Experience (part of the Academic Support Office (ASO))
- SWOTAC lunch: ASO/Student Experience funded a lunch for us to run in SWOTVAC semester 2, very popular, food went fast
- Hub student lounge: eternal problem with having enough cutlery, will give contact for Wendy who usually takes care of the space
  - Also plans for a hub activation working group; we didn't have the capacity to spearhead it this year, but it's on the cards to make the space a bit nicer (e.g. a mural). Jackie and I are going to Grad Show preview on the day I submit this report.
- There should be a student kitchen installed in Ian Potter, have heard it'll be done at some point next year
- **Recommendation:** continue asking about subsidised food trucks to gauge university and student interest

- **Recommendation:** pick up the student hub activation working group; interest has already been secured from Student Experience and the library staff

### Surveys

- Low response rates to our timetable and racism at Southbank surveys; students are extremely burnt out and so were we
- We did our best to make the forms simple and easy to fill out, but people are just not coping
- Didn't have much capacity to push these hard so we provided what info we could to the uni out of it
- **Recommendation:** consider having an ongoing form open for timetable issues, and maybe refer racism incidents to the POC dept's "report racism" page? Or at the very least speak to UMSU POC department and Advocacy about options.
- **Recommendation:** consider folding the Southbank racism questions into the broader Racism at Melbourne survey and related report run by the POC department, maybe as optional extra questions for Southbank students? Cross-promotion such as the Instagram collaboration feature makes this feasible.
- **Recommendation:** develop a system to note verbal feedback on issues expressed by students; people like to vent and often find it less labour-intensive than filling out a form

### Southbank Ball

- Production Society died so it was just us and the Music Students Society
- MSS helmed dealing with the venue and the ticketing, we provided most of the funding, promotion and handled the band
- Bit of a mixup with the venue regarding equipment so we had to contract AVM at late notice, hugely appreciative they pulled through us
- Grandfather Paradox were great, took some time to get the volume levels right
- People got very drunk this time thanks to a lot of table wine...
- **Recommendation:** Check venue equipment availability earlier and assume you'll need a bit over \$2k for AV Melbourne equipment hire and staffing (and also make sure they're on the working guest list so they can eat)
- **Recommendation:** ask the venue to slow down on the table wine (sorry, being in this role sometimes means being the buzzkill)
- **Recommendation:** assume you'll go over budget.

### Mudfest with Creative Arts

- Southbank was an afterthought and we had to fight to get the appetiser event
- This was especially disappointing since at the 2021 Mudfest (when I was the music liaison), we had intended to run a few Southbank events and exhibitions; there was actually a Southbank-specific member of the 2021 Mudfest team - these plans had to be scrapped due to lockdown, but the intention was there
- Having looked over some of my 2021 media, I recall there had been intent to host a Southbank Housewarming in one of the theatres (Space 28, I think?), which only fell through due to lockdown forcing the entire 2021 festival online
- So, overall disappointed in this precedent not being followed through properly



- Serious miscommunication regarding equipment: I thought I'd made it clear that Betwixt does not have AV equipment so we'd need to supply it, but apparently I'm the only person who remembers that conversation - this led to a major stressor on the day where the Southbank team had to run around trying to find equipment and also smooth ruffled feathers with the artists; we were able to find pretty much everything except microphones, but this had a negative impact on the singers in particular. This wasn't technically our event, but it became our problem.
- To reiterate, Betwixt are great to work with and conveniently located, but expensive
- Despite the hiccups, the performers did their thing and everyone had a good night
- **Recommendation:** get onto other student departments immediately to prep collaborations and expect you might need to do a lot of admin and checking to keep everyone on track.

#### GPG Workshops

- Helen was in talks with Channon to run some careers workshops for artists
- This completely dropped off and I'm frankly disappointed in Arts and Culture for dropping the ball with us despite our willingness to help

#### Relationship with UMSU Departments & Other Affiliates

- Media: Good early on, vulnerable to burnout. Had a launch at Betwixt which everyone loved, encourage doing this again (avoid Friday night; massive minimum spend). Make sure they bring copies of Farrago to Southbank and stock the magazine rack in the library. Collaborated on paying 2 featured Southbank artists for edition 5.
- Creative Arts: See Mudfest
- Queer: See collectives
- Disabilities: See collectives
- People of Colour: See collectives
- Women's: Paint n Sip at the end of the year was a good time, overall working together in the Respect Reference Group throughout the year
- Education: Assembly had low attendance, which was unsurprising, still went ahead with the event as Helen and I had some insights that were then folded into Ed dept's submission to the Universities Accord. Corresponded a bit throughout the year on getting into focus groups and referring Southbank students to us for support.
- Environment: no relationship.
- Sexual Harm Response Coordinators: Naomi and Lauren have been incredible supports this year, especially when I was new to the Respect Reference Group. I've had great conversations with both of them. Lauren was very helpful getting print and social media resources for our students and debriefing after Respect Reference Group, and Naomi was particularly supportive during the exam support stalls and Respect Week.
- Advocacy: Had some meetings early on but those fell off and we never really had contact with Nadia's replacement, finished our feedback process on racism survey, Paul gave some feedback on timetable survey, had some email correspondence about student timetable issues and a meeting about how best to support student meetings with faculty where future discipline is potentially on the cards

- TL;dr write lots of notes for the student to use later, be generally calm and supportive but you don't need to speak much in the meeting, role is not to give advice, refer student to Advocacy for anything like that
- UMSU Arts and Culture: Overall poor communication, but especially at Summerfest when I was completely misled regarding how many staff would be in attendance so we didn't have enough tables or food vouchers to accommodate. Also, I still don't understand what they said to Creative Arts, but it discouraged them from holding Mudfest events at Southbank despite our campus being the literal creative arts campus and I had to do immense damage control.
  - The team is very nice in person (for the most part), but it is such a pain to get anything organised.
- Communications, Marketing and Events: Great intentions, big ideas, often don't have the staffing to implement
  - Hollie has helped with this immensely
  - Have your own meetings with CME, as sometimes broader meetings are more applicable to Parkville departments - THIS GETS VERY ANNOYING
- Volunteering: Nice to talk to, difficult to get any followthrough on what is discussed
- Music Students Society: The only fully-Southbank student club, keep communication lines open with the president (Tirion), will likely collaborate on the Southbank Ball again
- GSA reps: There are a handful of Southbank reps, we had intended to have coffee with them at some point but they never followed up with us, might be worth trying again next year
- **Recommendation:** be wary of any staff, whether uni or UMSU, who over-promise. Expect even the most well-intentioned people to under-deliver. Accept assistance, but ensure you retain control over events happening at Southbank.

#### Relationship with the University and related staff

- Southbank Student Experience (part of the Academic Support Office): the besties, they're very supportive and we're generally on the same page, tend to have their hands in most uni events on campus
- Mailbox situation: We have a physical mailbox in the Sturt St Service Centre. We seem to have lost our key, so it's a good idea to email ahead and let them know you're coming. Also good to email them if you're getting any deliveries so they know it's coming. They'll generally go to the post office on Fridays.
- Respect Reference Group (in brief; touched on above): Closest thing to a "formal" meeting we tend to have. Show up prepared and don't be shy about asking questions or giving feedback. Most staff will respect you, and you can talk to the chair (usually Pip Nicholson) if anyone gives you grief. I only had one issue the whole year and it didn't repeat. Be polite and assertive.
- Student Support Reference Group (Southbank): meeting with lots of uni staff who handle student welfare and general infrastructure on campus, GSA also usually attends, staff sometimes use this meeting to air grievances that don't have a place in the meeting, would recommend being more assertive about avoiding that (ask Jeanette to stamp it out if needed) - this is meant to be a place for the student reps to give and receive updates and feedback about student welfare on campus

- National Tertiary Education Union: There are a handful of union delegates at Southbank especially in Production, School of Art, Musicology and Film & TV, in part thanks to the 2023 strike action. Be sure to introduce yourselves!
- Unimelb Sustainability: Brought cops onto campus and scared the hell out of Indigenous staff and students. A lot of their services don't make it down to Southbank. On the positive, ran a competition to encourage use of the green coffeen cups at Southbank. Take all interactions with a grain of salt.
- IgniteLAB: Not a huge amount of collaboration as they mostly worked with Music Students' Society, but I had semi-regular chats with Susan Eldridge, who is always happy to offer advice on basically anything; she's the reason we started using Elizabeth Andrews for catering. We also promoted their workshops.
- Stop 1: gave them our contact info, regularly chat about how things are going, good way to see how students are going beyond those you directly speak to
- Library: cool bunch of people, generally supportive of UMSU initiatives though will usually have to check with a few people before doing anything, lent us a table for the exam support stall. Chat with me and I'll give you the rundown on best contacts, will also include info in the handover doc.
- **Recommendation:** consider partnering with IgniteLAB to increase reach to the VCA side of campus, when relevant, as IgniteLAB is focused on the musicians (sorry Jazz musicians, but technically speaking you're part of the Conservatorium these days)
- **Recommendation:** Put IgniteLAB's info back in the Guide to Student Life; I've annotated a print copy with some proposed edits.
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#### Administrative Matters and Workloads

- Challenges in setting a committee meeting schedule: Southbank students have very little time, so we did our best to set a meeting schedule with the understanding that lives can change at late notice, so we made heavy use of proxies to continue the smooth operation of the department. We couldn't set a semester 1 meeting schedule, but managed it for semester 2, which made life a lot simpler.
- The budget: cursed content.
  - We under-budgeted for orientation due to a whole-org need to cut budgets; you need at least \$10,000 to have a good go at it given there is limited pre-existing infrastructure at Southbank. Fortunately, we under-spent on events in general and had extra food and bevs funding thanks to our SSAF grant, so we absorbed the extra cost without an issue.
  - Southbank Ball is likely to need about \$14,000 to keep ticket prices down. We budgeted for \$10,800 but then helped pay for the band, AV Melbourne equipment and staffing, and provided a small number of free tickets. Scrap

- the free tickets if necessary; the Southbank ball is basically the cheapest ball with a three-course dinner at the uni so, honestly, if someone whines about the cost, either remind them of this or just ignore them. We do plenty of welfare initiatives as it is; there's no need to accept complaints about what is essentially a luxury when we already do a lot to make it more affordable.
- BBQ budget was fine; Welfare paid our invoices and we paid for perishables and staffing as needed
  - Collectives budget: fine as long as collectives are moved away from Betwixt since they're expensive (as much as I love them), costs shared between us and the corresponding department
  - Breakfast: we were fine thanks to a SSAF grant, but cheaper options may need to be explored next year. I'm not sure there will be budget to spend \$750 a week, but give it a shot if you like!
- Department branding: a bit of a struggle since we didn't have a banner for most of the year, and then the banner we purchased broke the first time we seriously used it. Banner has been replaced, but often A frames with a good poster can be equally effective and should be used more often as they can be easier to operate. Biggest challenge is physically transporting them; nominate a non-injured person to carry the A frame and ONLY the A frame.
  - Unequal distribution of labour: Sometimes this can't be helped, but try to be aware of it and spread the work around. Be especially aware of response times to questions, requests for help, requests to fill out scheduling information.
    - A lot of flaws in promotion strategies, such as late or limited distribution of posters, flow back to workload distribution.
  - **Recommendation:** have a few Southbank students in mind to act as proxies for committee members if they can't attend a meeting
  - **Recommendation:** clearly define roles early on, but allow flexibility, e.g. have one person in charge of a particular event, program or administrative task but have 1-2 other OBs supporting them
  - **Recommendation:** It can be difficult for people who are struggling to ask for help, so try to be proactive in offering assistance to your teammates. It can also be difficult to hand off tasks late in a process, so offering assistance as early as possible is crucial. A tiny bit of help is better than no help!
  - **Recommendation:** Scrap the free Ball tickets; they're logistically annoying and the Southbank Ball is basically the cheapest ball with a three-course meal already.

### Overall Reflections

My personal mission this year has been to establish consistency for the Southbank department. There is little point in doing anything big if you don't have a solid foundation and a strong student base. I think we did some good work building that.

Frankly, what we did this year is right at the limits of what the Southbank department has the capacity to do: 2-3 programs a week (BBQ, Breakfast, a collective), plus the Breadbin, plus 1-2 larger events per semester (including the Ball), plus exam/assessment support, plus all the representation work done in meetings with staff and with students themselves.

**The best recommendation I can provide is:** show up on a regular basis and make sure both staff and students know who you are. This role works best when you know your constituents and they know you. You'll know you're on the right track if you can't get across campus without recognising somebody, or being recognised yourself!

### **List of Recommendations for Future Office Bearers**

Organised by category, in the order presented in the report body.

#### **Orientation**

While Summerfest and Winterfest are separate categories, recommendations for one are likely to apply to the other.

#### ***Summerfest***

- **Recommendation:** Do less. Don't bother with information sessions as students are distracted. Integrate providing handouts and info into the stalls and fun activities.
- **Recommendation:** if budget is tight, consider running a self-hosted arts and crafts workshop like collages with old Farragos and old books; we have some spare canvases in the office if you'd like to use them. You will probably need help from Student Experience as the uni will often try to veto events in the Grant St Theatre Foyer/Lionel's if there's a chance of something getting dirty. Otherwise, if you can afford an external workshop facilitator to take some stress off the day, go for it!
- **Recommendation:** Make sure UMSU-provided giveaways have highly visible branding, whether it's good signage on and around the giveaway or UMSU-branded serviettes with anything food-related.
- **Recommendation:** Consider hiring the ice cream truck again and letting the university handle savoury food. We used Vanilla & Co for the second year running; they had unique flavours and catered to vegans. Price quoted was about \$1600 for 3(?) hours which was the cheapest of the vans that got back to us in a timely manner. But go with your heart if you have other ideas! If you're keen on using this company, here's their webpage: <https://vanillanco.com.au/>
- **Recommendation:** stay in open communication with Southbank Student Experience (Dove, Manda, Katie, and their boss Adam) as you're likely to be sharing space with the uni.
- **Recommendation:** when talking to Student Experience, request a welcome booth in a visible location such as on the grass opposite the library. If you can get more space in that area for stalls, I recommend doing that as well.
- **Recommendation:** get in touch with Communications, Marketing and Events ASAP to get planning underway. Stay in open communication with Hollie and Dee to ensure everybody is responding in a timely manner. Remember this is largely your event, but since it's also part of orientation which benefits UMSU as a whole, CME should be paying for infrastructure such as marquees, tables and chairs.
  - In particular, get support wrangling UMSU staff and student rep departments and clubs and make sure CME is supporting you to know which clubs and departments are coming, EXACTLY how many people they are bringing, and how to get in touch with the primary and secondary contacts. However, make

sure you and your co-OBs have direct access to this information so you don't have to rely on it being sent to you.

- Also get support working out the event footprint, i.e. who goes where. You still get a say, but make sure people help you figure out the spacing, because it wrecked my brain.
- **Recommendation:** develop and communicate a clear lateness policy for stallholders. I suggest asking UMSU departments and clubs who are in your care to complete setup 30 minutes before the event start time; clubs/departments who arrive after the commencement of the event should be turned away... for your own sanity.
- **Recommendation:** consider integrating any campus discovery initiatives into the host program to get students interested in volunteering, and stay in contact with them! (Since I'm aware the incoming OBs are interested in running a scavenger hunt, which is a great idea.)
- **Bonus recommendation:** If you'd like some branded merch to give away (e.g. more keep cups, t-shirts, etc.), we might be able to order it for you from our remaining budget. Let us know ASAP.

### *Winterfest*

- **Recommendation:** You can probably be more relaxed with Winterfest than we were, since mid-year intake at Southbank is relatively low. However, it is another opportunity to catch students you might have missed, so I still recommend running stalls and having a chillout space in Lionel's.
- **Recommendation:** invite back Info Desk as they were super helpful on the day with talking to students and also helped us distribute our booklets afterwards. See if they're free for Summerfest as well.
- **Recommendation:** consider hiring event casuals for wayfinding assistance, or get volunteers to do it. Might also be useful for Summerfest.

### Weekly BBQs

- **Recommendation:** hire a casual for the BBQ more regularly (weekly?) to take some strain off the OBs, flag this with CME as early as possible and budget for it
- **Recommendation:** keep it vegan; it's just easier that way and attendance is already high
- **Recommendation:** continue using BBQ as staging point for collaborations with the uni and NTEU, consider inviting the Music Students' Society or other UMSU depts along for promo or collaboration

### Southbank Breakfast

- **Recommendation:** continue the weekly breakfasts but explore alternative funding, partnerships and cheaper breakfast options, with maybe a special catered breakfast every few weeks - I believe Jackie has a contact with a bakery

### Breadbin

- **Recommendation:** consider more frequent but smaller orders (e.g. 1 x \$500 order a week in semester) and stock whole order into the Breadbin at once
- **Recommendation:** stay in communication with Southbank Student Experience as they sometimes may have budget to stock

#### Exam Support Stall & Assessment Care Packages

- **Recommendation:** continue exam support stalls and assessment care packages, seek support from both UMSU staff and Southbank university staff to run the stalls more sustainably
  - UMSU: this needs to be integrated into the support stall program from day one while respecting the autonomy of the Southbank OBs' vision; you know your constituents best
  - University staff: put feelers out with Southbank campus staff departments earlier in the semester to gauge interest in supporting the stall, whether that's by assisting with deliveries or physically staffing the stall with a more formalised roster
- **Recommendation:** prepare "care packages" earlier in advance and perhaps spread them out through week 11 or 12
- **Recommendation:** give out UMSU Southbank branded keep cups again; people really like them!

#### Collectives

- **Recommendation:** consider a cheaper location for POC and Queer collectives such as Journeys Cafe (Southbank site)
- **Recommendation:** consider online Disability collectives, maybe with an optional reading group element, consider food gift vouchers to retain food security element

#### SA/SH Matters

- **Recommendation:** one or more Southbank OBs continue to sit on Respect Reference group, would recommend either whoever has the most time or the most confidence sitting in a room with university bigwigs to discuss a policy (Confidence can be faked!! It's fine!)
- **Recommendation:** use the Southbank BBQ for Respect Week again as it gets a lot of foot traffic
- **Recommendation:** have regular meetings with the Sexual Harm Response Coordinators; they're very open to a chat and are also happy to come to Southbank when schedules allow. Also stay in touch with the Women's Officers.

#### Student Welfare Matters Not Yet Discussed

- **Recommendation:** continue asking about subsidised food trucks to gauge university and student interest
- **Recommendation:** pick up the student hub activation working group; interest has already been secured from Student Experience and the library staff

### Relationship with UMSU Departments and Other Affiliates

- **Recommendation:** be wary of any staff, whether uni or UMSU, who over-promise. Expect even the most well-intentioned people to under-deliver. Accept assistance, but ensure you retain control over events happening at Southbank.

### Relationship with University and Related Staff

- **Recommendation:** consider partnering with IgniteLAB to increase reach to the VCA side of campus, when relevant, as IgniteLAB is focused on the musicians (sorry Jazz musicians, but technically speaking you're part of the Conservatorium these days)
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- **Recommendation:** Scrap the free Ball tickets; they're logistically annoying and the Southbank Ball is basically the cheapest ball with a three-course meal already. (Refer to the full section for additional budgeting advice.)

### Overall Reflections

**The best recommendation I can provide is:** show up on a regular basis and make sure both staff and students know who you are. This role works best when you know your constituents and they know you. You'll know you're on the right track if you can't get across campus without recognising somebody, or being recognised yourself!

### Signoff



That's it from me. Best of luck to the 2024 Southbank Coordinators/Officers. You're always welcome to drop me a line if you have questions or need help.