

**University of Melbourne Student Union  
Meeting of the Southbank Committee  
Agenda**

**Wednesday 15 February at 12pm  
Meeting 3(23)**

**Location: Southbank Office Level 2 Southbank Library/Zoom**

Zoom link:

<https://unimelb.zoom.us/j/83370997560?pwd=TFRQdjJGcmhTbkQ0VG56ZHJVVzJHZA09>

Password: 634486

**Meeting opened at 12:02**

**1. Procedural Matters**

**1.1. Election of Facilitator**

Zodie appointed self as Facilitator/Chair, Annalyce Seconds  
Passed without dissent

**1.2. Appointment of Minute-taker**

Zodie appointed Jack as minute taker, Spencer seconds passed without  
dissent

**1.3. Acknowledgement of Indigenous Owners**

Zodie gave a land acknowledgement

**1.4. Safe meeting practice (Appendix 1)**

*Agenda item may be omitted in future meetings, but the document will remain  
appended.*

**1.5. Attendance**

Annalyce Wiebenga	Southbank Coordinator	Present
Jack Doughty	Southbank Coordinator	Present
Helen Shen	Southbank Activities	Present
Zodie Bolic	Southbank Education	Present
Lachlan Spencer	Committee	Present
Leyland Jones	Committee	Present
Amy Rogers	Committee	Present
Todd Bennett	Committee	Apology (Proxied)

Boyi Sun (Sam)	Proxy for Todd Bennett	Present
Savier D'Arsie-Marquez/Abbey Crowley	Creative Arts Office Bearer (non-voting member of committee)	Not present

## **1.6. Apologies**

### **1.6.1. Todd Bennett**

## **1.7. Proxies**

### **1.7.1. Todd Bennett to Boyi Sun (Sam)**

Zodie moved to accept proxy, Annalyce seconds, passed without dissent

## **1.8. Membership**

### **1.8.1. Olive Cullen has resigned from Southbank Committee**

### **1.8.2. Amy Rogers has been appointed to Southbank Committee via ticket replacement procedure.**

### **1.8.3. Todd Bennett has been appointed to Southbank Committee via ticket replacement procedure.**

## **1.9. Adoption of Agenda**

Zodie moved to adopt the Agenda as presented.

Passed without dissent.

## **2. Confirmation of Previous Minutes**

Zodie moved to accept the minutes, Leyland seconded, Passed without dissent.

## **3. Conflicts of Interest Declaration**

n/a

## **4. Matters Arising from the Minutes**

Correspondence for Quick Access Grants

## **5. Correspondence**

n/a

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

Zodie moved to accept the reports, Spencer Seconded, Passed without dissent.

## 7. Other Reports

n/a

## 8. Discussions

Note.

## 9. Motions On Notice

### 9.1. Stock the Breadbin! (Semester 1 Remix)

**Preamble:** The Breadbin has seen some good uptake over the summer break, but now is the real challenge: keeping it stocked while more people are on campus! \$2000 should cover 2 grocery orders, which will occur on a fortnightly basis during semester.

**Action:** That the committee the expenditure of \$2000 from the Programs > General budget line to restock the Breadbin. (Smartsheet tag: 03-60-690-3839)

**Mover: Annalyce**

**Secunder: Amy**

**Discussion/result:**

**No Discussion**

**Passed without dissent**

### 9.2. Funding for Southbank Breakfasts

**Preamble:** Our new program this year is the Southbank Breakfast. We are still working on the specifics, as we don't yet know how many people will attend. We hope to provide simple cold food and drink such as cereals, muesli bars and juice, with the intention to reassess our offerings based on student feedback. This amount will get us started.

**Action:** That the committee approves the expenditure of \$1000 from the Events < Food & Beverages for the Southbank breakfasts. (Smartsheet tag: 03-60-690-3840)

**Mover: Annalyce**

**Secunder: Leyland**

**Discussion/result:**

Annalyce: there's plenty of opportunity for discussion when we begin organising this, like where it will be, possibly the student kitchen, or use the BBQs? Do we do hot food, start with cold food? Etc. can be discussed further at a later date.

**Passed without dissent.**

### 9.3. Funding for Queer Collective

**Preamble:** We have committed to fully catering our collectives this semester and have made an agreement with the Queer Department to split the cost. This amount should be our contribution for the whole semester. We will report on selected catering provider when determined.

**Action:** That the committee approves the expenditure of \$400 from the Programs > Collectives budget for catering and supporting the Southbank Queer Collective.  
(Smartsheet tag: 03-60-690-3839)

**Mover: Jack**

**Seconder: Spencer**

**Discussion/result:**

Annalyce: I used to run this collective, we used to cater with bagels, lots of various toppings and options, that company has gone bankrupt though 😞

Zodie: Any thoughts as to what the catering should be?

Annalyce: few good options, but we can always discuss later

**Passed without dissent.**

### 9.4. Funding for Disabilities Collective

**Preamble:** We have committed to fully catering our collectives this semester and have made an agreement with the Disabilities Department to split the cost. This amount should be our contribution for the whole semester. We will report on selected catering provider when determined.

**Action:** That the committee approves the expenditure of \$300 from the Programs > Collectives budget for catering and supporting the Southbank Disabilities Collective. (Smartsheet tag: 03-60-690-3839)

**Mover: Annalyce**

**Secunder: Spencer**

**Discussion/result:**

Annalyce: the reason the budget is smaller for this one is that the Disabilities department tends to have a smaller budget, and run smaller-scale events. We aren't expecting as much attendance.

Zodie: always the opportunity to reassess and pass more budget!

**Passed without dissent.**

## 9.5. Funding for People of Colour Collective

**Preamble:** We have committed to fully catering our collectives this semester and have made an agreement with the People of Colour Department to split the cost. This amount should be our contribution for the whole semester. We will report on selected catering provider when determined.

**Action:** That the committee approves the expenditure of \$400 from the Programs > Collectives budget for catering and supporting the Southbank People of Colour Collective. (Smartsheet tag: 03-60-690-3839)

**Mover: Annalyce**

**Secunder: Leyland**

**Discussion/result:**

**Annalyce:** last year, Xiaole (the education officer) did a lot of good work building this collective, and used it to discuss the anti-racism survey. Might have to run the collective on our own (Todd from committee may run it), will invite Mohamed from the POC department.

**Passed without Dissent.**

## 10. Motions Without Notice

### 10.1 Funding for BBQs

#### **Preamble:**

Give a fork is the sustainable, plant-based food distribution organisation we use to supply the protein for our BBQ welfare programs.

In communication with Jack, our main contact there, I was made aware of an outstanding invoice from last semester.

This invoice was for 4 Packets of Schnitzels and 10 Burgers, and must've just slipped through the cracks as we were finishing up last year.

That invoice is for \$288.10

For going ahead this semester for our BBQs, I discussed with the supplier, taking data from our previous orders, and proposed we order:

- 15 x Boerewors Sausages (600 sausages)
- 10 x Burgers (240 burgers)
- Total cost = \$596.50

This ends up being about 840 servings, and should last us the semester.

#### **Action:**

The committee endorses the expenditure of up to \$900 from the BBQs and Breakfasts budget line to cover the cost of the old invoice, and of the Burgers and Sausages for this first semester of BBQs.

**Mover: Jack**

**Secunder: Annalyce**

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

**Jack: there will be another motion for Woolworths order in next committee meeting**

**Proposed Amendment:** The committee endorses the expenditure of up to \$900 from the Events < Food & Beverages budget line to cover the cost of the old BBQs invoice, and of the Burgers and Sausages for this first semester of BBQs. (Smartsheet tag: 03-60-690-3840)

Mover: Annalyce

Secunder: Amenable to mover, Jack

No vote on amendment required as amenable to mover

Vote on amended motion:

**Passed without dissent**

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## **11. Other Business**

**11.1. Timetables! Do people have them yet?**

**11.2. Zodie begged for the committee to send her a bio for the website**

## **12. Next Meeting**

Late February or early March. We are required to have fortnightly meetings during semester. We will send out a when2meet, and also discuss the possibility of pre-scheduling the semester's meetings when everyone has their timetable.

## **13. Close**

Meeting closed at [12:38]

## **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**

### Jack Doughty: Southbank Campus Coordinator

Jack is having internet issues. Report will be circulated ASAP.

Gave a Verbal Report in the meeting.

### Annalyce Wiebenga: Southbank Campus Coordinator

Hi. Everything is happening. I will 100% forget something in this report and I am sorry.

## **Key Activities**

### **Southbank Summerfest - Garden Party Rebrand**

Because the event has organically evolved into a bit of an outdoorsy vibe, we've rebranded to the Southbank Garden Party. We also had a walkaround with unimelb Student Experience and UMSU's events team to confirm space use. We will be using parts of the Wilin Garden and the underpass near the barbecues to help keep people out of the weather.

By the time of this meeting, we should have the following confirmed:

- Stallholder numbers and contact information (UMSU departments and hopefully clubs) - I have been chasing departments across all forms of communication to make them respond to my emails
- Food for all stallholders arranged with the uni
- Loose sitemap
- Equipment hire contract with AV Melbourne
- Promotional materials for the overall event, and the Advocacy & Legal Talk at 1pm in the library
- Polaroid camera and film ordered for pickup after this meeting (the camera case is proving elusive)
- Shortlist of musicians - Jack and Helen helming this

Also, the terrarium workshop is all booked out!

It's going to be a big day, but it's coming together! We will also be attending the Commencement "Ceremony" the day after.

## **Meeting with SHRCs**

*CW: sexual assault and harassment, no explicit detail*

We met with the UMSU Sexual Harm Response Coordinators to go over our shared approach in the coming year, along with clarifying some confusing information we had gotten from the university. We will likely have a poster campaign later in the year, look into which

departments within the faculty are open to workshops and support, and get help from Naomi and Lauren to handle structural issues higher up in the uni.

*End content warning*

### **Student Lounge Meeting**

We had a brief chat with Wendy who is taking care of the student lounge. We discussed fridge cleanout schedule, "clean up after yourself" signage, and getting a freezer in the space. She also gave us some disposable items such as cutlery and cups that had been lying around, which we'll easily use up for the BBQs or collectives.

### **RATS and Masks**

The uni has taken away free RATS and masks and now the vending machines charge a few dollars a pop. I've previously raised this with Disabilities and Education departments but I haven't heard anything for a while. We should discuss further after Summerfest. In the meantime, we've promoted the free RAT programs a lot of local councils are now doing.

### **Misc tasks**

Completed RSA training. Continued stocking Breadbin.

### **Progress on assigned actions from last report**

- Meet with Sexual Harm Response Coordinators - done
- Confirm student rep attendance at Southbank Summerfest - done
- Confirm club attendance at Southbank Summerfest - will be done as of the meeting
- Confirm Advocacy & Legal presence at Southbank Summerfest - done
- Confirm collective timings - in progress
- Meet with Advocacy liaison - done
- Meet with Student Experience for Summerfest - loosely confirm site map done
- Complete documentation required for the Events team regarding Summerfest - including committee minutes, risk assessment - minutes done, risk assessment handballed to Zodie
- Confirm venue booking - Grant St Theatre Foyer/Lionel's - done
- Confirm hire of ice cream truck - done
- Confirm hire of workshop company - done (Zodie's end)
- Confirm AV equipment hire - done
- Oversee hire of musician for the GST foyer - in progress, Jack and Helen helming
- Purchase polaroid camera, case and film, pending committee approval - camera and film ordered, case may take longer
- Confirm with CME how to reach out other UMSU departments, and clubs & societies - done

### **Action points to be completed by next report**

- Finalise collective timings and lock in facilitators

- Collective promotional material
- BBQ promo material
- Do the Summerfest!
- Summerfest evaluation - feedback form, informal feedback, personal experiences
- Sleep.

### **Budget Expenditure**

Ice cream truck for Summerfest	Events > Orientation	\$1600	\$1600
AV equipment hire for Summerfest from AV Melbourne	Events > Orientation	\$403	\$403

See Zodie and Helen's reports for further information. Camera expenditure will come in the next report.

### **Helen Shen: Southbank Activities Coordinator**

#### **Key Activities**

- Helped stack the bread bin food in the office
- Received Streatrader certificate and Food Handling certificate from Vanilla&Co.
- Helped move plastic cutlery into the office
- Completed the Managing Information and Cybersecurity course - Completed RSA training module

#### **Progress on assigned actions from last report**

- Called 7 ice cream trucks for Summerfest Hire - Filmed promo video for Summerfest 2023
- Received Staff Card

#### **Action Points to be completed by next report**

- Complete Student Kitchen Induction
- Complete Mental Health First Aid Course
- Email Vanilla&Co. for additional information

#### **Budget Expenditure (if applicable)**

- \$1600 for Vanilla&Co. hire

Zodie Bolic: Southbank Education Officer

**Key Activities:**

Since my last report I have continued to work on Southbank's SummerFest offerings. This has included finalising the Terrarium Workshop for the 21<sup>st</sup> of February, locking in the space and time. As of this report the Workshop has sold out which is great news! I have been in communication with UMSU Staff regarding a speaker contract for the Workshop. Additionally, I have completely finalised the Southbank Guide to Student Life and the invoice has been paid. The guides look great and I'm sure will be well appreciated by our incoming students! I shall pick them up from CME shortly.

With the help of CME, I have completed our department's risk assessment for our orientation events, which I have provided to Student Life and CME for final approval. I have also been working on ensuring our event's teamwork project is complete and has all the required information.

I also met with UMSU International's President about a Hot Meal Initiative UMSUI is hoping to start at Parkville, to gain more information about the program and ensure Southbank is considered for this program – considering the high level of food insecurity that remains present on the Southbank Campus.

Lastly, I have also been completing further training, including Mental Health First Aid and the required modules for Advocacy and Legal's Induction.

**Progress on assigned actions from last report:**

1. Waiting on responses from Southbank Committee.
2. Done!
3. Done!
4. Done!
5. Done!
6. Done!
7. Done!
8. Still working on this – hope to have this done after all the organising for SummerFest events is done.
9. Done!

**Actions to be completed by next report:**

1. Update website with Southbank Committee introductions.
2. Complete Mental Health First Aid training.
3. Complete Advocacy and Legal's Canvas Modules.
4. Gain access to UniPrint.

**Budget Expenditure:**

Item	Budget Line	Amount Passed	Amount Spent
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Terrarium Workshop	Events > Orientation	\$1470	\$1470
Southbank Guide to Student Life	Events > Orientation	\$1050	\$1012