

Meeting of the Students' Council

Agenda

4:00 PM, 18 January 2011

Meeting 1/11

Location MUVT 1

Level 3, Union House

**1. Procedural Matters**

- 1.1 Election of Chair
- 1.2 Acknowledgement of Indigenous Owners
- 1.3 Attendance
- 1.4 Apologies
- 1.5 Proxies
- 1.6 Membership
  - 1.6.1 Office Bearer Leave of Absences
- 1.7 Adoption of Agenda

**2. Confirmation of Previous Minutes**

**3. Matters Arising from the Minutes**

**4. Correspondence**

**5. Motions on Notice**

- 5.1 Staffing Sub-Committee and Finance Sub-Committee election Report back
- 5.2 UMSU 2011 Operating Budget
- 5.3 Proposed C&S Regulation Changes

**6. General Business (Motions without Notice)**

**7. Next Meeting**

**8. Close**

### **5.1 Staffing Sub-Committee and Finance Sub-Committee election Report back**

Six nominations were received for both Staffing and Finance Sub Committees by the close of the nomination period. This means that no ballot needs to be held and that all who nominated are declared elected. The following Councilors were elected:

#### **Staffing Sub Committee**

Nick Jarman  
Liz Errol  
Richa Deshpande  
Ge Zhang  
Kara  
Hadgraft  
Jadon  
Mintern

No Office Bearers nominated for the non-voting position on Staffing Sub Committee.

#### **Finance Sub Committee**

Charley Daniel  
Grant Ross  
David  
Haidon  
Emily  
Hughes  
Grace  
Mugford  
Rachel  
Walters

Stephanie Field, Clubs and Societies Office Bearer (non- voting)

Motion 1: That the Returning Officer's report be accepted, and the above Students' Councillors and Office Bearers be accepted as the Staffing and Finance Sub Committees for Semester 1, 2011.

m. Dominique Ottobre

s. Rachael Lim

### **5.2 UMSU 2011 Operating Budget**

Motion 2: That Students' Council endorse and accept the budget as detailed in Appendix 1 as the UMSU 2011 Operating Budget.

m. Rachael Lim

s. Dominique Ottobre

### **5.3 Clubs and Societies Proposed Regulation Changes**

Motion 3: To recommend all these Regulation amendments to Students' Council, as recommended by the C&S Committee-Elect on November 26, 2010.

m. Stephanie Field

s. Cassandra Lutzko

## C&S Regulation Recommendations

### IGM elections

*Reason: This is a new clause to give a structure to otherwise unregulated IGM elections. Problems exist where clubs don't have an adopted constitution and mess around with taking nominations before the meeting.*

#### Proposed new clause:

4.3.2 The election procedure of the IGM must be as follows:

- a. All IGM elections must be held in open and democratic manner with a representative of C&S as the returning officer.
- b. Except in exceptional circumstances the nominations and election will take place at the IGM from among the attendees. The procedure of the election will be determined by the Returning Officer in consultation with the Contacts.
- c. If exceptional circumstances exist and the club wishes to take nominations before the IGM:
  - Procedure of the nomination process must be agreed with the Returning Officer before notice is given.
  - Nomination procedure must be advised to all contacts and club members with meeting notice.
  - Nominations submitted before the IGM must be submitted by the nominator or nominee to the C&S appointed Returning Officer.
  - Nominations may not close before the elections.
- d. All executive positions must be filled at the time of the IGM election.

Renumber 4.3.2 to 4.3.3

### C&S Electoral Procedure Consistent with UMSU Constitution

*Reason: Affirmative action applies to the C&S Committee election, and the amendment is consistent with the application of AA in the UMSU Constitution, clause 61.a.*

Current Clause:

2.2.1. Composition of the Clubs and Societies Committee:

- a. Seven voting members elected by and from the Clubs and Societies Council, at least 3 of who must be women;

#### Proposed Amended Clause:

2.2.1. Composition of the Clubs and Societies Committee:

- b. Seven voting members elected by and from the Clubs and Societies Council, at least 3 of who must be women. If there are not at least three candidates who are women, those places not filled by women may be filled by other candidates;

### Functions

*Reason: Treatment of non-food supplies for a function and that should be paid based on event attendance.*

Current Clause:

8.2.2 Purchases (Event Infrastructure & Hiring / Assets / Administration Costs)

Category maximum: \$500 per grant

Purchases grants can cover, but are not limited to:

- Venue hire
- Equipment hire
- Purchasing a publication
- Costs of organising a competition on campus
- Costs of participating in a competition

- Administration/venue costs of organising a conference on campus
- Postage (one standard postage unit per member per newsletter)
- Consumables
- Assets
- Printed assets (eg. banners)
- Branded items for give-away (eg. keyrings, mugs)
- Website hosting
- Printing

**Proposed Amended Clause:**

8.2.2 Purchases (Event Infrastructure & Hiring / Assets / Administration Costs)

Category maximum: \$500 per grant

Purchases grants can cover, but are not limited to:

- Venue hire
- Equipment hire
- Purchasing a publication
- Costs of organising a competition on campus
- Costs of participating in a competition
- Administration/venue costs of organising a conference on campus
- Postage (one standard postage unit per member per newsletter)
- Stationery
- Assets
- Printed assets (eg. banners)
- Branded items for give-away (eg. keyrings, mugs)
- Website hosting
- Printing

Current Clause:

8.2.5 This can be used for food and drink expenses for a function (Educational, Social or an IGM).

**Proposed Amended Clause:**

8.2.5 This can be paid towards expenses for consumables (such as food, beverages and fuel) for functions such as Educational, Social or General Meetings.

**Safe Food Handling (and RSA) Qualification Requirements**

*Reason: This recommendation involves the restructuring of rule 7.3.2 to include the option agreed by Committee in June – i.e. it is acceptable for 1 executive member has a SFH certificate OR all executive members have completed the online training. A restructured rule 7.3.2 would also make rule 8.k redundant. Further discussion of the committee clarified the online requirements, limiting to 3 exec members, two of whom must be present at the event.*

Regulation 7.3.2:

Current Clause:

The following obligations must be adhered to when serving any perishable foods (anything other than pre-packaged shelf-stored items):

- a. an appropriately trained (holding a Safe Food Handling qualification) person is required to be present to ensure that safe food practices are followed;
- b. clubs must not serve food that will place consumers at risk of either bacteria or other contaminants;
- c. a food handling plan must be complete and submitted to the C&S Administrator (regardless of whether funding is applied for) one week prior to the event.

**Proposed Amended Clause:**

The following obligations must be adhered to when serving any perishable foods (anything other than pre-packaged, shelf-stored items):

- a) The supervision of appropriately trained executive member(s) is required to ensure that safe food practices are followed.
- b) Club executives may fulfill their obligations under 7.3.2(a) by:
  - i) the presence of at least one executive member who has either successfully completed Safe Food Handling training offered by C&S or who has provided a copy of an externally obtained Safe Food Handling Certificate to the C&S Administrator; or
  - ii) the presence of at least two of a club's executive members where the club has fulfilled the online training program requirements. At least three of the club's executive must have completed the course and provide the requisite evidence to the C&S Administrator.
  - iii) The online course is only accepted for single events. Certified training is required for extended events such as camp catering.
- c) Clubs must not serve food that will place consumers at risk of either bacteria or other contaminants.
- d) A food handling plan must be complete and submitted to the C&S Administrator (regardless of whether funding is applied for) one week prior to the event.

*Subsidiary Application to RSA*

The equivalent rule for RSA can also be incorporated into 7.3.1 and rule 8.j can be deleted for the sake of consistency. Also amend to reflect University rule that two RSA must be present.

Regulation 7.3.1:

Current Clause:

The following obligations must be adhered for events at which alcohol is provided, or an advertised BYO event, by the club:

- a. an appropriately trained person (holding a Responsible Serving of Alcohol qualification) is required to be present to ensure that safe alcohol practices are followed;
- b. it is against the law to sell or supply liquor to a person under the age of 18 years;
- c. a club shall not permit intoxication, or any indecent, violent or quarrelsome conduct on premises;
- d. a club shall not sell or supply liquor to any person who is at the same time in a state of intoxication;
- e. where a person is in a state of intoxication at a club event the club shall be held responsible and subject to discipline under *Regulation 6.1.a*;
- f. a club providing alcohol at a club event must have non-alcoholic refreshments available on request;
- g. provision of a safe, well-lit passage from campus to transport. University Security is available to escort students to taxis, cars, or tram stops.
- h. The C&S Administrator must be notified at least two weeks in advance of events that involve alcohol, including BYO events. The appropriate University or UMSU notifications must be made (regardless of whether funding is applied for).

**Proposed Amended Clause:**

The following obligations must be fulfilled by the club for events at which alcohol is provided, or for an advertised BYO event:

- a. The presence of at least two appropriately trained executive members is required to ensure that safe alcohol practices are followed.
- b. Clubs fulfill their obligation under 7.3.1(a) by:
  - i) the presence of at least two executive members who have successfully completed Responsible Service of Alcohol training offered by C&S; or
  - ii) the presence of at least two executive members who have provided a copy of an externally obtained Responsible Service of Alcohol Certificate to the C&S Administrator.

- c. It is against the law to sell or supply liquor to a person under the age of 18 years.
- d. A club shall not permit intoxication, or any indecent, violent or quarrelsome conduct on premises.
- e. A club shall not sell or supply liquor to any person who is at the same time in a state of intoxication.
- f. Where a person is in a state of intoxication at a club event the club shall be held responsible and subject to discipline under *Regulation 6.1.a*.
- g. A club providing alcohol at a club event must have non-alcoholic refreshments available on request.
- h. Provision of a safe, well-lit passage from campus to transport must be made. University Security is available to escort students to taxis, cars, or tram stops.
- i. The C&S Administrator must be notified at least two weeks in advance of events that involve alcohol, including BYO events. The appropriate University or UMSU notifications must be made (regardless of whether funding is applied for).

Current Clause:

- 8.j Members of the club Executive are eligible for training for the Responsible Serving of Alcohol Certificate. At least one of these members must be present at an activity where alcohol is provided. If the member present at the event is not trained by C&S in RSA, they are required to provide a copy of their certificate to the C&S Officer(s) or Administrator.
- 8.k. Members of the club Executive are eligible for training for the Safe Food Handling Certificate. At least one of these members must be present at an activity where food is served. If the member present at the event is not trained by C&S in SFH, they are required to provide a copy of their certificate to the C&S Officer(s) or Administrator.

**Proposed Amended Clause:**

Delete 8.j & 8.k as redundant and renumber 8.l thru 8.v accordingly.

**Correction for consistency with UMSU Constitution/Standing Orders**

*Reason: this clause is inconsistent with UMSU Constitution and Standing Orders and is therefore void. Students Council should therefore consider removing this clause.*

Current Clause:

- 2.2.4. Clubs and Societies Committee Meetings
  - a. The meeting shall be chaired by the C&S Officer(s).
  - b. In accordance with the UMSU Constitution, at least five days notice must be given of a meeting of the Committee.

**Proposed Amended Clause:**

Deletion of clause 2.2.4 and re-number 2.2 accordingly

*Subsidiary Correction to Clause 2*

Current Clause:

**2. Clubs and Societies Governance Structure**

The following has been extracted from the UMSU Constitution section 126 to 133, with the exception of *Regulations 2.1.1.d, 2.1.2.d, 2.2.1.d&e, 2.2.2, 2.2.3.g, 2.2.4, 2.2.6, 2.4.c&d and 2.5* which are not detailed in the Constitution.

**Proposed Amended Clause:**

**2. Clubs and Societies Governance Structure**

The following has been extracted from the UMSU Constitution section 126 to 133, with the exception of *Regulations 2.1.1.d, 2.1.2.d, 2.2.1.d&e, 2.2.2, 2.2.3.g, 2.2.5, 2.4.c&d and 2.5* which are not detailed in the Constitution.

*Reason: For consistency with participation in the general UMSU elections; that a voter need only be a student, but nominees for election must be members of the union (explicit in Regulation 2.2.1.d).*

Current Clauses:

2.1.2. Composition of the Clubs and Societies Council

- a. The Clubs and Societies Council will consist of one representative of each club and society affiliated with UMSU, as a voting member.
- b. If no representative is nominated, the president, convener or equivalent of a club or society will be that representative, unless that person is already the representative of another club or society.
- c. No person may be appointed as the representative of more than one club or society at any one time.
- d. The club representative appointed to the Council must be a member of UMSU.

**Proposed Amended Clause:**

Deletion of clause 2.1.2.d. This is not in the UMSU Constitution so there is not issue with deletion.

*Subsidiary Correction to Clause 2*

Current Clause:

**2. Clubs and Societies Governance Structure**

The following has been extracted from the UMSU Constitution section 126 to 133, with the exception of *Regulations 2.1.1.d, 2.1.2.d, 2.2.1.d&e, 2.2.2, 2.2.3.g, 2.2.4, 2.2.6, 2.4.c&d and 2.5* which are not detailed in the Constitution.

Current Clause:

**Proposed Amended Clause:**

**2. Clubs and Societies Governance Structure**

The following has been extracted from the UMSU Constitution section 126 to 133, with the exception of *Regulations 2.1.1.d, 2.2.1.d&e, 2.2.2, 2.2.3.g, 2.2.4, 2.2.6, 2.4.c&d and 2.5* which are not detailed in the Constitution.

**Amendment of New Club Batches**

*Reason: Reduce from 3 to 2 rounds of new club applications each year.*

Current Clause:

The timeline for the Affiliation process is set out below, with new clubs pursuing affiliation in one of 3 rounds. The C&S Office will provide clear guidance to each New Club on the deadlines which will be strictly adhered to. Groups which do not complete the process, including having their affiliation passed by the C&S Committee, according to the schedule will forfeit their application and will have to reapply in the next affiliation period. 'How to Start a Club' forms are available from the C&S Office from the Monday of Week 0 Semester 1 and must be submitted to the C&S Office by the end of Week 7 of Semester 2.

| <b>Affiliation Stage</b>   | <b>Date</b>                    | <b>Actions</b>             | <b>Outcome</b>   |
|----------------------------|--------------------------------|----------------------------|--|
| <i>Initial Application</i> | Week 0<br>Monday               | Initial Applications Open  | How To Start A Club forms available from C&S Office.   |
|                            | Friday 4.30 pm<br>Sem 1/Week 4 | Initial Applications Close | How To Start A Club forms must be submitted to C&S Office.<br><br>Any further applications will be held until the next |

|                                  |  |   |   |
|----------------------------------|--|---|---|
|                                  | Sem 2/Week 1<br>Sem 2/Week 7                                   |   | affiliation period.   |
|                                  | Sem 1/Week 5<br>Sem 2/Week 2<br>Sem 2/Week 8                   | C&S Committee considers all Applications  | If approved, invitation to draft Constitution issued with meeting times for subsequent two weeks.<br><br>If denied, advised with reasons, resubmission invited for next affiliation period, except that Round 3 applicants will forfeit their application and may reapply in the next calendar year.  |
| <i>Constitution</i>              | Sem 1/Week 6-7<br>Sem 2/Week 3-4<br>Sem 2/Non-teaching period  | Constitution meeting/drafting   | Clubs that do not complete the constitution in the Constitution weeks will forfeit their application.   |
| <i>Inaugural General Meeting</i> | Sem 1/Week 8<br>Sem 2/Week 5<br>Sem 2/Week 9<br>Tuesday 1-2 pm | IGM information session   | Attendance by one or more Contacts is compulsory to receive forms and guidance on conducting the IGM according to C&S Regulations.  |
|                                  | Friday 7 pm<br>Sem 1/Week 12<br>Sem 2/Week 8<br>Sem 2/Week 12  | IGM deadline  | C&S department representative must attend IGM.<br><br>Any club that has not complied with either of these deadlines will forfeit their application.   |
|                                  | Within 2 weeks of IGM date                                     | IGM papers due  |   |
| <i>Affiliation</i>               | Subsequent C&S Committee Meeting                               | C&S Committee hears recommendations from C&S Administrator and formally affiliates or denies affiliation by motion. | Affiliated clubs are advised and all rights of affiliated clubs apply.<br><br>Any club that is denied affiliation will be advised of the reason.<br><br>If the C&S Committee rejects the IGM papers and there is time to reconvene the IGM in the academic year the club may continue with the affiliation. If there is not sufficient time to reconvene the IGM the club will forfeit their application. |
|                                  | Within 2 weeks of Affiliation                                  | Open club bank account  | Open account at an on-campus bank and provide account details to C&S Office.<br><br>Clubs that do not open a bank account will be subject to immediate disciplinary action under <i>Regulation 6.1.a.</i>   |

**Proposed Amended Clause:**

The timeline for the Affiliation process is set out below, with new clubs pursuing affiliation in one batch each semester. The C&S Office will provide clear guidance to each New Club on the deadlines which will be strictly adhered to. Groups which do not complete the process, including having their affiliation passed by the C&S Committee, according to the schedule



will forfeit their application and will have to reapply in the next affiliation period. 'How to Start a Club' forms are available from the C&S Office from the Monday of Week 0 Semester 1 and must be submitted to the C&S Office by the end of Week 4 of Semester 2.

| <b>Affiliation Stage</b>         | <b>Date</b>                            | <b>Actions</b>  | <b>Outcome</b>  |
|----------------------------------|--|---|---|
| <i>Initial Application</i>       | Week 0<br>Monday                       | Initial Applications Open   | How To Start A Club forms available from C&S Office.  |
|                                  | Friday 4.30 pm<br>Week 4 each semester | Initial Applications Close  | How To Start A Club forms must be submitted to C&S Office.<br><br>Any further applications will be held until the next affiliation period.  |
|                                  | Week 5 each semester                   | C&S Committee considers all Applications  | If approved, invitation to draft Constitution issued with meeting times for subsequent two weeks.<br><br>If denied, advised with reasons, resubmission invited for next affiliation period (second semester applicants may only reapply in the next calendar year).   |
| <i>Constitution</i>              | Week 6-7 each semester                 | Constitution meeting/drafting   | Clubs that do not complete the constitution in the Constitution weeks will forfeit their application.   |
| <i>Inaugural General Meeting</i> | Week 8 each semester                   | IGM information session   | Attendance by one or more Contacts is compulsory to receive forms and guidance on conducting the IGM according to C&S Regulations.  |
|                                  | Friday 7 pm<br>Week 12 each semester   | IGM deadline  | C&S department representative must attend IGM.<br><br>Any club that has not complied with either of these deadlines will forfeit their application.   |
|                                  | Within 2 weeks of IGM date             | IGM papers due  |   |
| <i>Affiliation</i>               | Subsequent C&S Committee Meeting       | C&S Committee hears recommendations from C&S Administrator and formally affiliates or denies affiliation by motion. | Affiliated clubs are advised and all rights of affiliated clubs apply.<br><br>Any club that is denied affiliation will be advised of the reason.<br><br>If the C&S Committee rejects the IGM papers and there is time to reconvene the IGM in the academic year the club may continue with the affiliation. If there is not sufficient time to reconvene the IGM the club will forfeit their application. |
|                                  | Within 2 weeks of Affiliation          | Open club bank account  | Open account at an on-campus bank and provide account details to C&S Office.<br><br>Clubs that do not open a bank account will be subject to immediate disciplinary action under <i>Regulation 6.1.a</i> .  |

## **Tighten up the grounds for refusing affiliation**

*Reason: to introduce a 'good faith' clause and enhance the right of the committee to reject vague aims.*

Current Clause:

- 4.1.3 The affiliation application will not be accepted on the grounds that:
- a. the applicant group is incorporated, where such incorporation would prevent that club from being bound by C&S Regulations;
  - b. 66% or more of the Expressions of Interest are members of another single currently affiliated club (not including Faculty/Departmental clubs);
  - c. the applicant group has been disaffiliated under the terms of *Regulation 6* in the same year the application is made;
  - d. 66% or more of the Expressions of Interest are members of another single club that has been disaffiliated under the terms of *Regulation 6* in the same year the application is made;
  - e. it does not have at least four substantially differing, legitimate, achievable and unambiguous aims;
  - f. it does not have at least four aims which differ substantially from the aims of an affiliated club;
  - g. it has a name which does not reflect its stated aims;
  - h. it contains aims which are militaristic, sexist, racist, homophobic, or promote racial, sexual or religious discrimination;
  - i. it does not contain 30 signatures of Melbourne University students as the Expressions of Interest;
  - j. the applicants have failed to fulfill any other procedural requirements for affiliation as stipulated by the forms;
  - k. it does not contain details of three UMSU members as the nominated contacts;
  - l. the anticipated regular activities of the club can not be covered by UMSU public liability insurance;
  - m. cannot demonstrate upon request by the C&S committee that they are servicing a student demographic distinct from an existing club or society.

## **Proposed Amended Clause:**

- 4.1.3 The affiliation application will not be accepted on the grounds that:
- a. the applicant group is incorporated, where such incorporation would prevent that club from being bound by C&S Regulations;
  - b. 66% or more of the Expressions of Interest are members of another single currently affiliated club (not including Faculty/Departmental clubs);
  - c. the applicant group has been disaffiliated under the terms of *Regulation 6* in the same year the application is made;
  - d. 66% or more of the Expressions of Interest are members of another single club that has been disaffiliated under the terms of *Regulation 6* in the same year the application is made;
  - e. it does not have at least four substantially differing, legitimate, achievable and unambiguous aims. This is at the discretion of the C&S Committee to assess; application aims that are deemed vague or unachievable will be rejected;
  - f. it does not have at least four aims which differ substantially from the aims of an affiliated club;
  - g. it has a name which does not reflect its stated aims;
  - h. it contains aims which are militaristic, sexist, racist, homophobic, or promote racial, sexual or religious discrimination;
  - i. it does not contain 30 signatures of Melbourne University students as the Expressions of Interest;
  - j. the applicants have failed to fulfill any other procedural requirements for affiliation as stipulated by the forms;
  - k. it does not contain details of three UMSU members as the nominated contacts;

- l. the anticipated regular activities of the club can not be covered by UMSU public liability insurance;
- m. the group cannot demonstrate upon request by the C&S committee that they are servicing a student demographic distinct from an existing club or society;
- n. the C&S staff or Committee cannot transact the affiliation with the Contacts on a good faith basis. Such a rejection will be documented and the group advised of the grounds.

### **Activities Reporting**

*Reason: to define clearly what is an activity, and what constitutes evidence.*

Current Clause:

5.3.4. The Club must submit the following documentation within two weeks of the AGM for the reaffiliation process to be complete:

- Evidence that the club has had at least 1 event each semester (in the form of receipts and Event Attendance Lists, or relevant Application for Payment).

### **6.1. Grounds for Disciplinary Action**

C&S Committee may take disciplinary action, by a two-thirds majority; against any affiliated club which:

- p. fails to hold an event per semester;

### **Proposed Amended Clause:**

5.3.4. The Club must submit the following documentation within two weeks of the AGM for the reaffiliation process to be complete:

- Evidence that the club has had at least 1 members' event or activity during each academic semester. Evidence may be in the form of receipts, an attendance list, an Application for Payment, photos, advertising materials, or a social networking website event invitation. The event or activity must directly relate to the club's aims.

### **6.1. Grounds for Disciplinary Action**

C&S Committee may take disciplinary action, by a two-thirds majority; against any affiliated club which:

- p. fails to hold a members' event or activity during each academic semester (Orientation events are not members' events);

**5:30 PM, 13 December 2010**

**Location: MUVT 1, Level 3**

**Union House**

**1. Procedural Matters**

- 1.1 Election of Chair
- 1.2 Acknowledgement of Indigenous Owners
- 1.3 Attendance
- 1.4 Apologies
- 1.5 Proxies
- 1.6 Membership
- 1.7 Adoption of Agenda

**2. Confirmation of Previous Minutes**

**3. Matters Arising from the Minutes**

**4. Correspondence**

**5. Motions on Notice**

5.1 Staffing Sub-Committee and Finance Sub-Committee report back

5.2 Budget

**6. General Business (Motions without Notice)**

**7. Next Meeting**

**8. Close**

**Meeting declared inquorate at 6:00 PM by Rachael Lim.**

**Agenda Item 1: Procedural Matters.**

**1.3 Attendance**

**Please note attendance of this meeting will be provided to Students' Council before these minutes are to be confirmed.**

Agenda Item 8: Close.

Meeting closed at 6:00 PM by Rachael Lim.

Certified by Chair:

Signed:

Dated:

**University of Melbourne Student Union**

**Minutes of the Students' Council-Elect**

**Meeting 1/10**

***UNCONFIRMED***

**5:30 PM, 30 November 2010**

**Location: MUVT 1, Level 3**

**Union House**



**1. Procedural Matters**

- 1.1 Election of Chair
- 1.2 Acknowledgement of Indigenous Owners
- 1.3 Attendance
- 1.4 Apologies
- 1.5 Proxies
- 1.6 Membership
- 1.7 Adoption of Agenda

**2. Confirmation of Previous Minutes**

**3. Matters Arising from the Minutes**

**4. Correspondence**

**5. Motions on Notice**

5.1 Staffing Sub-Committee and Finance Sub-Committee report back

5.2 Budget

**6. General Business (Motions without Notice)**

**7. Next Meeting**

**8. Close**

### **5.1 Staffing and Finance Sub Committee Report Back**

Six nominations were received for both Staffing and Finance Sub Committees by the close of the nomination period. This means that no ballot needs to be held and that all who nominated are declared elected. The following Councilors were elected:

#### **Staffing Sub Committee**

Nick Jarman  
Liz Errol  
Richa Deshpande  
Ge Zhang  
Kara Hadgraft  
Jadon Mintern

No Office Bearers nominated for the non-voting position on Staffing Sub Committee.

#### **Finance Sub Committee**

Charley Daniel  
Grant Ross  
David Haidon  
Emily Hughes  
Grace Mugford  
Rachel Walters

Stephanie Field, Clubs and Societies Office Bearer (non- voting)





## 5.2 2011 Budget

### Memorandum

To: Rachael Lim, UMSU President-elect Dominique  
Ottobre, UMSU Secretary-elect Jesse Overton-  
Skinner, UMSU President  
From: Justin Baré, UMSU Manager  
Date: December 10, 2010  
Subject: UMSU Budget 2011

---

#### 1. Introduction

A draft of the UMSU Budget for 2011 has been included papers for Students' Council- elect.

This document sets out key points of the draft budget, as well as identifying and explaining changes from the 2010 Budget.

It should also be noted that the UMSU budget will include income to be transferred to MUOSS.

#### 2. Income

UMSU income in 2011 would be derived primarily from the following sources:

1. Transitional Funding
2. Membership
3. Bank Interest
4. Farrago Advertising
5. Sponsorship

And from operating surpluses generated by:

1. A/V Equipment Hire
2. Training programmes

Key features of budgeted income are detailed below.

##### *Transitional Funding*

As a result of a protracted negotiation process UMSU's allocation of Transitional Funding in 2011 has increased to \$1 197 725. This is an increase of \$56 931 from 2009 and 2010 Transitional Funding allocations.

The process used by the University to determine funding allocations for 2011 is set out in an attached memorandum (Attachment A).

The 2011 allocation will form the basis of continued University funding in 2012 and 2013, subject to changes to the provision of student advocacy services. The University has made the creation of a single advocacy service by the start of 2012 a condition of full transitional funding beyond 2011.

#### *Membership Income*

Membership income is based on an expected total membership of 6 875. This represents an increase on 2010 membership, but is consistent with membership levels in 2009.

The number of members who have renewed their membership for 2011 (to date) is higher than the total number of renewals for 2009-2010.

#### *Bank Interest*

UMSU's financial regulations stipulate that the reserve will be invested and half of all interest derived from this investment will be directed to the operating budget, and the other half will be reinvested.

Currently the investment is split into two components – one will mature in December 2010 and the other component will mature in June 2011.

#### *Training Programmes*

During Members' Week in Semester 2, 2010, UMSU ran free training sessions for members in Safe Food Handling (SFH) and Responsible Service of Alcohol (RSA.) Based on the popularity of these programmes a proposal to run a number of similar training programmes in 2011 has been developed.

A detailed proposal is attached.

The programme would include the following key features:

1. A number of courses in both SFH and RSA would be run during and at the end of each semester;
2. Course training would be conducted by UMSU staff who hold relevant qualifications;
3. Courses would be open to all students on a fee-paying basis, with a reduced rate for Student Union members;
4. Programmes budgeted to operate at a surplus of \$10 128 for 2011.

### 3. Assumptions and Key Issues

#### *Students' Council*

A proposed allocation by budget line is set out for Student Council. This reflects likely or actual expenditure for 2010 based in areas such as Insurance, Elections and the annual Audit.

The proposed 2011 Budget includes an allocation of \$70 000 for Insurance, \$65 000 for elections and \$10 000 for the annual Audit.

An allocation of \$50 000 has been made for payment of the 2011 NUS Affiliation Fee and \$6 000 to fund delegate conference attendance.

The allocation for 2011 honoraria is based on a full-time payment of \$16 000 per annum, and where Media Officers are paid at 100% of the annual rate.

The "Whole of Union Fund" is proposed to be \$8 500.

The Students' Council budget includes a proposed allocation of \$8 350 for Orientation expenses. This allocation is based on the following items and costs:

#### 1. 2011 Student Representation Guide

A booklet explaining the role of student representation on campus, and the roles of each office bearer department. Copies to be distributed all year-round in Parkville and Southbank via Student Union brochure stands.

5000 copies: \$3 500

#### 2. Orientation event: forum on work/life/uni balance

An event to appeal to a wide range of students who have to juggle work, life and uni, held preferably on a Saturday morning or after hours to allow students who can't get to uni during normal hours to attend. The featured speakers would be diverse, such as someone doing an undergraduate degree who's also working a lot, an international student who's working as much as their visa would allow, a parent who's doing a degree, and a full-time professional who's completing a degree. It is intended that at least one of the speakers is a good or known identity to attract an audience, which might account for most of the costs. The event would help promote UMSU further as an organisation which caters to all students, not just undergraduates.

Proposed cost: \$1 300

Approval of these proposed expenditure items would leave \$3 550 for Orientation expenditure in Semester 1 and 2, 2011.

The table below contains the proposed allocation to student representative departments.

| <b>Department</b>    | <b>Proposed Allocation</b> |
|----------------------|----------------------------|
| Activities           | 11 000                     |
| Arts                 | 11 000                     |
| Clubs and Societies  | 86 000                     |
| Education (Academic) | 4 000                      |
| Education (Public)   | 5 000                      |
| Environment          | 7 000                      |
| Indigenous           | 5 000                      |
| Media                | 60 000                     |
| Queer                | 7 000                      |
| Welfare              | 9 000                      |
| Wom*n's              | 7 000                      |
| VCAMSA               | 7 000                      |
| Burnley              | 0                          |

*Distribution to MUOSS*

MUOSS is not formally a component of UMSU but UMSU is responsible for providing funding to MUOSS. MUOSS is also a recipient of Transitional Funding.

UMSU and MUOSS have commenced discussions aimed at a formal integration of MUOSS into UMSU's structure.

As in previous years the 2011 MUOSS allocation is based on receipt of 10% of Transitional Funding and 25% of all UMSU membership income derived from international students.

The following table documents proposed allocations or surpluses for staffed departments.

| <b>Department</b>                    | <b>Proposed Allocation</b> | <b>Budgeted Surplus</b> |
|--------------------------------------|----------------------------|-------------------------|
| Advocacy                             | 227 500                    | -                       |
| Entertainment                        | 171 000                    | -                       |
| Clubs and Societies (Administration) | 80 194                     | -                       |
| Hire                                 | -                          | 20 194                  |
| Training Programmes                  | -                          | 10 128                  |

*Other Information*

UMSU cannot approve a deficit budget.

Any other information or clarification is readily available and if there are further questions I will be happy to assist in resolving these.

Justin Baré

UMSU Manager

Professor John Dewar  
Provost

**Memo**

**E-MAILED**  
3 | 12 | 2010

**From:** Professor John Dewar, Provost  
**To:** Jesse Overton-Skinner, President UMSU  
**Date:** 1<sup>st</sup> December 2010  
**Subject:** Disbursement of 2011 Transition Funding Allocation

I understand that there has been productive discussion over the past week between GSA and UMSU regarding the disbursement of the 2011 Transition Funding Allocation. However, recent advice from both organisations is that despite the substantial progress there has not been a mutually acceptable outcome.

The purpose of this memorandum is to summarise the positions of each organisation and propose a solution acceptable to both organisations.

**Agreed to date**

The total funding allocation for 2011 is \$4,143,000.

MUSUL, GSA and UMSU were to meet to discuss a means of disbursement of this funding for 2011 by 30 November 2010. This date was later extended to 5.00 pm, Friday 3<sup>rd</sup> December 2010.

If MUSUL, GSA and UMSU were unable to agree on, and forward to the Provost, an agreed means of disbursement by 5.00 pm, Friday, 3<sup>rd</sup> December 2010 the Provost was to decide on formula for disbursement of this funding.

|                                      |       |             |
|--------------------------------------|-------|-------------|
| Full Funding in 2010 was as follows: | MUSUL | \$1,901,322 |
|                                      | UMSU  | \$1,140,794 |
|                                      | GSA   | 1,024,884   |

MUSUL indicated that it will not seek any additional funding beyond its 2010 allocation of \$1,901,322.

UMSUL and GSA agreed to undertake further discussion before 5.00 pm Friday, 3<sup>rd</sup> December 2010 for disbursement of the remaining funds.

The Office of the Provost organised for additional material on 2010 student EFTSUL and projected 2011 student EFTSUL to be forwarded to UMSU and GSA on Tuesday, 30<sup>th</sup> November.

UMSU and GSA agreed to focus their discussion on allocation of the difference between the 2011 and 2010 total funding allocation (\$76,000), supplementing their 2010 allocations (\$1,140,794 and \$1,024,884 respectively).

**Current situation**

Each organisation has proposed a different means of allocation of the outstanding \$76,000.

**Provost Office**  
The University of Melbourne, Gatekeeper's Cottage Parkville Victoria 3010 Australia  
T: +61 3 8344 8921 F: +61 3 9341 6010 E: j.dewar@unimelb.edu.au



**UMSU**

UMSU has proposed that the allocation should be activity based and reflect the graduate students utilising their advocacy service and in part rectify aspects of the 2010 allocation which provided additional funding to GSA. They have proposed the following allocation

|          |          |          |
|----------|----------|----------|
| GSA      | UMSU     |          |
| \$16,000 | \$60,000 | \$76,000 |

**GSA**

GSA proposes that the allocation should be based on actual 2010 undergraduate/graduate student ratios

|          |          |          |
|----------|----------|----------|
| GSA      | UMSU     |          |
| 29.63%   | 70.37%   | 100%     |
| \$22,519 | \$53,481 | \$76,000 |

**Proposal**

I propose that the main features of the arguments put forward by both organisations be used to achieve a funding solution, based on the following:

1. Utilising the \$76,000 available;
2. Utilising Actual 2010 undergraduate/graduate ratios; and
3. Application of an adjustment based on estimated advocacy use of UMSU services by GSA students (November 16 submission) of 15.32% use in 2010.

This provides the following outcomes

*Actual 2010 undergraduate/graduate ratios*

|          |          |
|----------|----------|
| GSA      | UMSU     |
| 29.63%   | 70.37%   |
| \$22,519 | \$53,481 |

*Adjustment*

$$15.32 / 100 \times 22,519 = \$3,450$$

|         |         |
|---------|---------|
| 22,519  | 53,481  |
| - 3,450 | + 3,450 |

**Outcome**

|           |           |          |
|-----------|-----------|----------|
| GSA       | UMSU      |          |
| +\$19,069 | +\$56,931 | \$76,000 |

**Total allocations for 2011**

|             |             |             |             |
|-------------|-------------|-------------|-------------|
| GSA         | UMSU        | MUSUL       | TOTAL       |
| \$1,043,953 | \$1,197,725 | \$1,901,322 | \$4,143,000 |

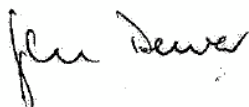
Attachment A – Memorandum – Transitional Funding

I believe this to be an outcome that reflects the broad principles outlined by each organisation in the discussions to date.

I recommend - your consideration of this proposal, and

request a written response before 5.00 pm on Friday, 3<sup>rd</sup> December, advising whether this proposal has been accepted by your organisation.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'John Dewar', written in black ink.

Professor John Dewar  
Provost



**Providing Responsible Service of Alcohol  
and Food Handling Training as a New Service in 2011**

- Cost and SWOT Analyses
- Launch Marketing Plan

UMSU Marketing & Research Officer  
October 2010





## Executive Summary

As a membership-based organisation, the Student Union strives to provide services that are beneficial to its members. At the same time, as representatives of students on campus, it is obliged to identify students' needs and address them whenever possible. During Members' Week in October 2010, UMSU (through its Clubs and Societies Department) ran free Responsible Service of Alcohol (RSA) and food handling training sessions for Student Union members. Both sessions were full, suggesting there is a demand for the service. This document looks at the feasibility of offering these sessions more regularly in 2011, which would effectively create a new service and an alternative revenue stream for the organisation. More specifically, it looks at the possibility of achieving a net profit of \$10,000 while taking into account the current market situation and the facilities and resources available to the organisation. Whilst this target is seemingly achievable, as the proceeding pages will show, it is useful to note that similar courses were once offered by Commercial Operations as part of its Short Courses program which ended in 2007. The lack of records available on the program, especially the way it operated and factors surrounding its subsequent termination, present an unknown factor that could affect this new venture. It is therefore recommended that any expansion of the proposed service beyond what is mentioned here to be carried out with careful consideration.

## Table of Contents

|                                       | <u>Page</u> |
|---------------------------------------|-------------|
| Current Situation                     | 3           |
| <i>f</i> Market situation             | 3           |
| <i>f</i> Product/service situation    | 3           |
| <i>f</i> Competitive situation        | 3           |
| <i>f</i> Macroenvironment situation   | 4           |
| SWOT Analysis                         | 5           |
| Cost Analysis                         | 5           |
| Objectives                            | 8           |
| Strategies                            | 8           |
| Suggested Action Program and Controls | 9           |

## Current Situation

### *Market situation*

- f RSA and food handling certificates provide their recipients a better chance of gaining employment in the hospitality industry in Australia.
- f The primary market for these qualifications is people seeking casual, part-time or full-time employment in the hospitality industry, particularly in bars, restaurants, catering companies and hotels.
- f They want to start work immediately, so the relatively short 4-hour course to gain a nationally-recognised certificate appeals to them.
- f The primary geographic markets for these qualifications are areas where there is a high concentration of hospitality venues, such as the CBD, inner suburbs with active entertainment precincts and regional tourist areas.

### *Product/service situation*

- f RSA is a requirement for most licensed venues when hiring staff.
- f Food handling qualification is not compulsory for employment in the food business. However, according to the City of Melbourne, food businesses must make sure that all food handlers, and people who supervise them, have the right skills and knowledge in food safety and food hygiene for the work they do<sup>1</sup>. Therefore, a potential employee with food handling qualification is an advantage.
- f The Student Union's Clubs and Societies Department do run training sessions for affiliated clubs from time to time to help them comply with event and grant policies. The department charges \$30 for Student Union members and \$90 for non-members.
- f The Student Union offered RSA and food handling training in the past as part of its Short Courses program, which is no longer in operation.
- f The full fee per person was \$90 for RSA and \$115 for food handling.
- f However, records of sales, prices, contribution margins and net profits of the Student Union's Short Courses program were unavailable at time of print.

### *Competitive situation*

- f There are currently more than 200 training providers registered with Liquor Licensing Victoria to provide RSA training in Victoria, with more than half of them located in the Melbourne metropolitan area.
- f A quick search of the National Training Information Service (NTIS) website<sup>2</sup> suggests that there are 178 registered training organisations (RTOs) in Victoria that provide food handling-related courses, again with a large concentration of them in the Melbourne metropolitan area.
- f Table 1 below compares the fees charged by some training organisations around Melbourne for RSA and food handling courses.
- f The high number of training providers in the city who also offer English language courses suggests that many of them target international students and travellers (backpackers) exclusively.

---

1

[http://melbourne.vic.gov.au/enterprisemelbourne/industries/hospitality/Documents/Food%20safety%20education/FOOD\\_HANDLERS\\_FOOD\\_SAFETY\\_TRAINING.pdf](http://melbourne.vic.gov.au/enterprisemelbourne/industries/hospitality/Documents/Food%20safety%20education/FOOD_HANDLERS_FOOD_SAFETY_TRAINING.pdf)

2 <http://www.ntis.gov.au/>

- f* The biggest competitors for the Student Union’s service are the smaller, private training providers around Carlton and the CBD where, theoretically, students of the University can quickly (and cheaply) obtain their certificates.

| <b>Name</b>  | <b>Location</b> | <b>RSA Course fee</b> | <b>Food handling Course fee</b> |
|--|-----------------|-----------------------|---------------------------------|
| AMI Education Australia                                    | Carlton         | \$ 60.00              | \$ 60.00                        |
| The Good Taste Training and Education                      | Carlton         | \$ 60.00              | \$ 60.00                        |
| Victoria University Hospitality Department - Short Courses | Footscray       | \$ 115.00             | \$ 125.00                       |
| Carrick Institute of Education                             | Melbourne, CBD  | \$ 90.00              | \$ 80.00                        |
| Oxford College of Business                                 | Melbourne, CBD  | \$ 150.00             | Not offered                     |
| Queen Victoria Market Pty Ltd                              | Melbourne, CBD  | \$ 48.00              | \$ 110.00                       |
| Edway Training Pty Ltd                                     | Melbourne, CBD  | \$ 60.00              | \$ 70.00                        |
| William Angliss Institute of TAFE                          | Melbourne, CBD  | \$ 60.00              | \$ 149.00                       |
| Monash University Short Courses Centre                     | Clayton         | \$ 86.00              | \$ 130.00                       |
| Swinburne University                                       | Prahran         | \$ 60.00              | \$ 149.00                       |
| NMIT   | Preston         | \$ 90.00              | \$ 190.00                       |

Table 1: Comparison of course fees at selected training organisations around Melbourne

*Macroenvironment situation*

- f* The need to supplement income through employment is ever present among students of the University of Melbourne.
- f* With lengthy breaks in the summer and winter, it could be argued that the desire to gain employment is highest just prior to or during these periods. However, any chance to earn extra income throughout the year would, it is assumed, be welcome.
- f* The absence of a vocational short courses program on campus presents an opportunity for the Student Union to provide such a service to students.
- f* Also, with more clubs affiliated to the Student Union, more students who are club executives will need RSA and food handling training to comply with our event and grant policies.

## SWOT Analysis

|   |   |
|---|---|
| <p><i>Strengths</i></p> <ul style="list-style-type: none"> <li><i>f</i> There is little to no overhead to run the courses with facilities available in Union house.</li> <li><i>f</i> A qualified trainer is already on staff, with a possibility of another staff becoming a trainer – no need to recruit externally.</li> <li><i>f</i> The on-campus location of the training rooms makes it convenient for students to attend courses, especially if the timing coincides with their timetable.</li> <li><i>f</i> An almost exclusive access to target market with no other training providers on campus.</li> </ul>   | <p><i>Weaknesses</i></p> <ul style="list-style-type: none"> <li><i>f</i> Inability to award food handling certificates to international students – qualified trainer is affiliated to an RTO that is not registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).</li> <li><i>f</i> Trainer is only able to conduct a limited number of courses at any given time.</li> <li><i>f</i> Limited information available on the short courses program previously run by the Student Union's Commercial Operations which would otherwise provide valuable input on what worked and what did not.</li> </ul> |
| <p><i>Opportunities</i></p> <ul style="list-style-type: none"> <li><i>f</i> The free courses offered during Members' Week in October 2010 proved that there is interest in RSA and food handling courses on campus.</li> <li><i>f</i> The low overhead costs for running these courses may enable the Student Union to charge lower fees to students compared to other providers.</li> <li><i>f</i> The period prior and during semester breaks can be used to offer extra courses.</li> <li><i>f</i> A steady increase in the number of clubs affiliating with the Student Union may increase the demand for RSA and food handling training in the near future.</li> </ul> | <p><i>Threats</i></p> <ul style="list-style-type: none"> <li><i>f</i> The high number of training providers around the city offering low cost courses may take potential students away.</li> <li><i>f</i> An increasing number of students are spending time off campus or attend classes in the evenings, which make the courses off-limits to them.</li> </ul>  |

Table 2: List of the proposed courses' strengths, weaknesses, opportunities and threats

## Cost Analysis

The following calculations provide a profit/loss estimate from the courses using three scenarios:

1. Courses are carried out entirely by qualified trainer (FS)
2. Courses are carried out entirely by another staff member who could become a trainer (MB)
3. Courses are shared between qualified trainer and potential trainer (FS & MB)

The calculations also assume that

- f* There are 15 members and 5 non-members in every class,
- f* There are no overheads associated with running the courses, and
- f* There are no initial costs to set up the service.

|   | <b>FS</b>   | <b>MB</b>   | <b>FS &amp; MB</b> |             |
|---|-------------|-------------|--------------------|-------------|
| No. of courses per year                         | 12          | 12          | 8                  | 4           |
| Fee charged per non-member per course           | \$ 55.00    | \$ 55.00    | \$ 55.00           | \$ 55.00    |
| No. of non-members per course                   | 5           | 5           | 5                  | 5           |
| Fee charged per member per course               | \$ 25.00    | \$ 25.00    | \$ 25.00           | \$ 25.00    |
| No. of members per course                       | 15          | 15          | 15                 | 15          |
| Cost of materials and administration per person | \$ 19.90    | \$ 19.90    | \$ 19.90           | \$ 19.90    |
| Cost of labour per hour Super                   | \$ 32.22    | \$ 22.59    | \$ 32.22           | \$ 22.59    |
|   | \$ 3.19     | \$ 2.24     | \$ 3.19            | \$ 2.24     |
| No. of hours per course                         | 4           | 4           | 4                  | 4           |
| Overheads                                       |             |             |                    |             |
| Revenue   | \$ 7,800.00 | \$ 7,800.00 | \$ 5,200.00        | \$ 2,600.00 |
| Less Costs                                      |             |             |                    |             |
| - Materials and administration                  | \$ 1,194.00 | \$ 1,194.00 | \$ 796.00          | \$ 398.00   |
| - Wages   | \$ 1,546.51 | \$ 1,084.50 | \$ 1,031.01        | \$ 361.50   |
| - Super   | \$ 153.12   | \$ 107.52   | \$ 102.08          | \$ 35.84    |
| Total Costs                                     | \$ 2,893.63 | \$ 2,386.02 | \$ 1,929.09        | \$ 795.34   |
|   |             |             | \$ 3,270.91        | \$ 1,804.66 |
|   |             |             | \$                 | \$ 5,075.57 |

Table 3: Profit/loss calculation of twelve RSA courses per year

|   | <b>FS</b>   | <b>MB</b>   | <b>FS &amp; MB</b> |             |
|---|-------------|-------------|--------------------|-------------|
| No. of courses per year                         | 10          | 10          | 6                  | 4           |
| Fee charged per non-member per course           | \$ 60.00    | \$ 60.00    | \$ 60.00           | \$ 60.00    |
| No. of non-members per course                   | 5           | 5           | 5                  | 5           |
| Fee charged per member per course               | \$ 30.00    | \$ 30.00    | \$ 30.00           | \$ 30.00    |
| No. of members per course                       | 15          | 15          | 15                 | 15          |
| Cost of materials and administration per person | \$ 24.00    | \$ 24.00    | \$ 24.00           | \$ 24.00    |
| Cost of labour per hour                         |             |             |                    |             |
| Super   | \$ 32.22    | \$ 22.59    | \$ 32.22           | \$ 22.59    |
|   | \$ 3.19     | \$ 2.24     | \$ 3.19            | \$ 2.24     |
| No. of hours per course                         | 4           | 4           | 4                  | 4           |
| Revenue   | \$ 7,500.00 | \$ 7,500.00 | \$ 4,500.00        | \$ 3,000.00 |
| Less Costs                                      |             |             |                    |             |
| - Materials and administration                  | \$ 1,200.00 | \$ 1,200.00 | \$ 720.00          | \$ 480.00   |
| - Wages   | \$ 1,288.76 | \$ 903.75   | \$ 773.26          | \$ 361.50   |
| - Super   | \$ 127.60   | \$ 89.60    | \$ 76.56           | \$ 35.84    |
| Total Costs                                     | \$ 2,616.36 | \$ 2,193.35 | \$ 1,569.82        | \$ 877.34   |
|   |             |             | \$ 2,930.18        | \$ 2,122.66 |
|   |             |             | \$                 | 5,052.84    |

Table 4: Profit/loss calculation of ten food handling courses per year





## **Objectives**

The objectives below are deduced from the SWOT and cost analyses discussed previously.

### *Financial*

*f* Produce total net profit of \$10,000 in 2011 with a view to increase this by 2% in 2012.

### *Marketing*

*f* Expand demand for courses on campus.

## **Strategies**

### *Target market*

Students at the University of Melbourne who want to obtain vocational qualifications to supplement their income through or gain employment in the hospitality industry; they are cost-conscious and do not want to spend too much time in getting the qualifications.

### *Positioning*

The most convenient and cost-effective way to obtain RSA and food handling qualifications for students of the University of Melbourne.

### *Price*

Aim for a maximum full price of \$60 and members' price of \$30 per course to remain competitive with nearest competitors.

### *Service offering*

Run two courses per month (one RSA, one food handling) during semester, with more sessions in the months of November, December and May to cater to holiday job-seekers.

### *Advertising and promotion*

- f* Establish an aggressive advertising campaign on campus to stimulate demand; emphasise the cost and assistance-for-getting-a-job aspects.
- f* Offer one free course each semester for Student Union members.
- f* Create a new section on the Student Union website dedicated to RSA and food handling courses information

**Suggested Action Program and Controls**

| <b>Time frame</b>          | <b>To-do</b>  | <b>To be done by</b>   | <b>Estimated cost</b>         | <b>Contingency</b>  |
|----------------------------|---|--|-------------------------------|---|
| January 2011               | Confirm trainer/s availability and course timetable   | UMSU Marketing & Research Officer, UMSU Manager                          | -                             | -   |
| February 2011              | Finalise promo plan, organise promo material with Communications Unit, and set-up course registration system  | UMSU Marketing & Research Officer  | \$200 (print promo materials) | -   |
| March 2011                 | Implement promo plan after Orientation  | UMSU Marketing & Research Officer  | -                             | -   |
|                            | Conduct first training sessions   | Trainers   | -                             | -   |
| Ongoing from first session | Maintain information on registrations and participants (member vs. non-member, numbers on waiting list, etc.) | UMSU Marketing & Research Officer or UMSU Administration Support Officer | -                             | Create a central database to store data on registrations that is accessible by relevant staff members                                 |
| Ongoing                    | Confirm availability for assigned sessions  | Trainers   | -                             | If trainer is unavailable at the last minute: postpone session to another date or cancel and re-assign participants to other sessions |
| June 2011                  | Review progress and report to UMSU Manager  | UMSU Marketing & Research Officer with input from trainers               | -                             | -   |
|                            | Decide on continuation/changes to course program based on report  | UMSU Manager   | -                             | -   |
| December 2011              | Final review for 2011 – provide comprehensive report to UMSU Manager  | UMSU Marketing & Research Officer with input from trainers               | -                             | -   |
| January 2012               | Plan for 2012 (if required) based on 2011 report  | UMSU Marketing & Research Officer, UMSU Manager                          | To be advised                 | -   |