

NORTHERN TERRITORY - MARCOMM DOMESTIC STUDY TOUR



**UNIVERSITY OF
CANBERRA**

Jakob Kobold (U3068907) – Jessica Langdown (U3166967) – James Buckland (U3117310) – Keeley Gilfillan (U3174104) – Rivaldo Marani (U3170104)

Contents

Project Description.....	2
Project Justification & Rationale.....	2
Cross Cultural Considerations	3
Itinerary.....	4
Work Breakdown Structure	7
Gantt Chart.....	12
Budget.....	12
Stakeholder Analysis and Communication Plan.....	12
Risk Analysis Matrix	13
Proposed Evaluation	14
References:	14
Appendix	0
Gantt Chart.....	0
Stakeholder Analysis Matrix	0
Stakeholder Communication Plan	4
Risk Analysis	8
Budget.....	15

Project Description

In light of the ongoing global COVID-19 pandemic, the University of Canberra's Faculty of Arts and Design and UCOMMS Students Society have collaborated to develop a new Domestic Faculty Study Tour (FST) known as the Northern Territory Marcomm Domestic Study Tour. This study tour led by program leader, Prue Robson, involves intensive face to face fieldwork experiences and work-integrated learning, and provides students with a direct insight into their future professional industry.

The industry trip will run during Semester 2 Week 8 (class free) from Saturday, 17th 2022 – Saturday 24th, September 2022. This one-week program will offer advertising, marketing, corporate and public communications (CPC) and communication and media students a diverse and stimulating learning experience in the capital city of the Northern Territory, Darwin, Australia. The University of Canberra students will gain knowledge and experience through industry visits to companies and agencies, and get involved with workshops, lectures and case studies. Students will have the opportunity to experience the diversity, various communication elements, and marketing styles while also participating in cultural tours and excursions. Students will meet academics and collaborate with local students at various agencies.

Because this Domestic Faculty Study Tour (FST) is considered to run as an elective unit for Faculty of Arts and Design students, the trip is intended to run annually and be updated continuously to remain in compliance with COVID-19 regulations and restrictions for the foreseeable future.

Project Justification & Rationale

The Domestic Faculty Study Tour (FST) for the University of Canberra, aims to provide students aligned with the Faculty of Arts and Design the opportunity to visit workplace agencies and organizations relevant to their degrees.

The Domestic FST is open to undergraduate students that have an open elective aligned with their degree programs from the Faculty of Arts and Design at the University of Canberra. All students will receive 3 CPS university credit points and gain access to supplementary support and funding for the study tour. The study tour is operated during class free timings of the second semester and offers students travelling to Darwin as a group with a UCOMMS On-Site Coordinator.

The FST located in Darwin, Australia, is designed to provide students with a direct insight into a multi-disciplinary professional practice opportunity in a domestic work context. This transformative experience in Darwin also provides students with the opportunity to work and participate with five industry visits. Each industry visit caters to undergraduate students that are aligned with marketing, communication and media, advertising and corporate and public communication degrees. The study tour enables students to gain an in-depth understanding of industries and network with professional employers that are interstate and creates avenues for potential career opportunity's subsequently from direct contact and communication with the organizations. The FST also facilitates practical and appropriate learning outcomes with the opportunity for students to maximise on their learning

around being open-minded, learning to adapt and be flexible and share creative and intellectual independence skills. A site visit to the Charles Darwin University is another additional destination that students will have the opportunity to meet academics with similar degrees during a cross-cultural workshop and industry activities. These areas are associated with the University of Canberra, the Faculty of Arts and Design and UCOMMS strategic priorities and values.

The Domestic FST also provides undergraduate students the opportunity to experience local and cultural excursions and workshops to ensure that the program's core learning is versatile and well-rounded.

It is believed that this trip offered at the University of Canberra and supported by the UCOMMS Student Society, provides undergraduate students educational and opportunely experiences with direct industry skills and knowledge to further their future professional lives.

Cross Cultural Considerations

Cross-cultural activities:

The Domestic Faculty Study Tour (FST) located in Darwin, has included two types of cross-cultural activities for students to partake in.

One of the cross-cultural activities that students will be involved with includes a workshop with representatives of the Larrakai people who are the traditional owners of the Darwin region. This workshop will provide students an insight into the First Nation Larrakia people's cultural practices and learn their traditional languages.

The other cross-cultural activity involves a cultural trip excursion known as the One Day Arnhem Land Tour, led by the Top End Tours Australia. The excursion involves a walking tour of Injalak Hill, accompanied by an Indigenous guide on Arnhem Land. Students will gain insight into the traditional owner's culture and law and view traditional rock art (Long Term Dreaming), wetlands and neighboring Arnhemland ridges. The cross-cultural excursion will end with an organization visit to the Injalak Art and Craft Centre where students will have the opportunity to an impressive collection of traditional First Nation people's paintings and rock art.

Engaging in these cross-cultural activities provides students with a practical means of respecting, recognising and celebrating First Nation peoples as the traditional owners of the land. The cross-cultural workshop and organization visit also help students develop their mutual understandings of different cultural values, heritage, customs and practices to maximise positive outcomes of intercultural interactions (Maclachlan, 2016).

Cross-cultural considerations:

There are a number of cross cultural issues and sensitivities that need to be considered by trip organizers and attendees prior and throughout the duration of the Domestic Faculty Study Tour (FST). Some specific cross cultural considerations for the Domestic FST include:

Cross-cultural organization and workshop visit: Although these cross-cultural activities may be perceived as "*well-intentioned efforts to improve cross-cultural engagement*", some barriers that

need to be taken into account include individuals lack of local cultural knowledge (Shepherd, 2019). Students and on site operators must be aware and educated on how to behave respectfully throughout the duration of traditional visits and workshop sessions and be encouraged to partake in group participation during cross-cultural environments.

Other sensitivities that trip organisers need to be aware of includes students that are of First Nation people's descent. Visiting the cross-cultural activity site may be too emotional or sensitive for some students. As an alternative, students may be given the option to use the day of the cultural excursion as free time at the accommodation to work on their project/assignment review or visit another location that involves a cross-cultural activity.

Accommodation culture: Due to religious or personal beliefs and/or attitudes, trip organisers should consider whether it is appropriate to have shared rooms with the opposite gender or not. Trip organisers also need to consider the location of the accommodation, as some students may require access to food from restaurants and other areas that are suitable for their religious customs and practices. Accommodation also needs to be in a safe and convenient location from the agencies and organizations, and have disability access to premises if required.

Organisation and industry culture: Trip organisers should ensure that students and on site operators are educated on the appropriate dress code and business etiquette for when they are visiting industries and agencies. This involves providing students with the knowledge of business cultural behaviours and attitudes and appropriate attire during the pre-departure sessions in order to represent and maintain the University of Canberra's reputation.

Religions: Another aspect that trip organisers need to take into account includes students that have particular requirements and needs for religious activities either during the day or on specific days of the week. Trip organisers must check with each student before the trip if they require any attention to their religious practices and customs.

Language and non-verbal communication: In some situations of the FST, particularly during cross-cultural activities, students and on site operators must be informed of the correct terminology and specific non-verbal communications. Trip organisers must ensure that these areas are demonstrated and provided during pre-departure sessions in order for attendees to recognise and appreciate positives in the differences between themselves and other local cultures.

Itinerary

Day 1 – Saturday, 17th September 2022

Welcome to Darwin, Australia

Day: Depart and arrive in Darwin, where, if arriving on the group flights offered, students will be met by the UCOMMS On-Site Coordinator (OPC) at the airport and then transferred to the accommodation. All other participants are to make their own way to the hotel.

Evening: Once all of the participants have checked into the hotel, the evening will involve transporting students via shuttle bus to a shopping mall for groceries, appliances and dinner. Once the private shuttle van is back to the accommodation, the rest of the evening is free for students to relax.

Meals: None provided

Transportation: 2 x group transfer (private shuttle bus)

Day 2 – Sunday, 18th September 2022

Darwin, Australia

Northern Territory Domestic Study Tour

Morning: Participants will enjoy breakfast at the hotel before meeting the OPC in the hotel lobby, use the private shuttle bus and depart to the Charles Darwin University for a brief welcome and introduction orientation program. The program will include an exploration on Darwin and any relevant health and safety guidelines, city information and transportation. The program will also cover a briefing of the program and discussions of the project/assignments.

Afternoon: In the afternoon, students will get involved in a classroom session to work on group problem solving industry activities. Representatives of the Larrakia people who are the traditional owners of the Darwin region, will provide insights into the cultural practices and/or traditional languages of their land during a workshop. After the workshop is complete, students will return to the accommodation via shuttle bus and to spend time on their assignments/projects.

Evening: In the evening, students will walk and depart to the Darwin CBD and head to a local restaurant for a group welcoming dinner.

Meals: Dinner

Transportation: 1x group transfer (private shuttle bus)

Day 3 – Monday, 19th September 2022

Darwin, Australia

Morning: Participants will enjoy breakfast at the hotel before meeting the OPC in the hotel lobby. Once everyone has arrived in the lobby, participants will depart via shuttle bus to the Charles Darwin University and have access to a private room before meeting guests for a general industry panel discussion on companies and agencies.

Lunch: Participants will walk to a local restaurant for a group lunch with panel guests.

Afternoon: During the afternoon, there will be time to rest and relax or work on assignment projects.

Evening: In the evening, students will have time to work on their project review/assignment before meeting in the lobby for a group dinner at a local restaurant.

Meals: Lunch

Transportation: 1x group transfer (private shuttle bus)

Day 4 – Tuesday, 20th September 2022

Darwin, Australia

Morning: Breakfast at the hotel before meeting in the lobby. From the lobby, students will get transported to the True North Strategic Communications and complete a workshop at the public relations firm.

Lunch: Participants will walk to local restaurants for lunch before visiting another communications industry.

Afternoon: After lunch, students will meet in a specific meeting location and get transported to the Captovate Digital Growth Agency to gain insights on online advertising, the processes of digital content, campaigns and digital marketing.

Evening: In the evening, participants will be transported back to the hotel to work on their assignment/project review and enjoy the rest of the day off.

Meals: None provided

Transportation: 1x group transfer (private shuttle bus)

Day 5 – Wednesday, 21st September 2022

Darwin, Australia

Morning: Breakfast at the hotel before meeting in the lobby. From the lobby, students will get transported to Tourism NT and complete a workshop at the firm.

Lunch: Participants will walk to local restaurants for lunch.

Northern Territory Domestic Study Tour

Afternoon: After lunch, students will be transported to the business, Slim Digital, and learn about the companies handling of social media management, digital marketing plans, public relations and how to promote client's product or services.

Evening: In the evening, participants will be transported back to the hotel and have the chance to work on their assignment/project review and relax for the rest of the day.

Meals: None provided

Transportation: 1x group transfer (private shuttle bus)

Day 6 – Thursday, 22nd September 2022

Darwin, Australia

Morning: Students will be picked up from the hotel by the *Top End Tours Australia* operators and depart in the morning for a cultural excursion known as the One Day Arnhem land Tour. Once arrived at the Arnhem Land entry, an Indigenous guide will accompany the group on a walking tour of Injalak Hill which overlooks wetlands and neighboring Arnhemland escarpment and view traditional rock art (Long Term Dreaming).

Lunch: A lunch picnic will be provided atop Injalak Hill, overlooking the Magpie Goose Dreaming and wetlands while learning about the traditional owner's culture and law.

Afternoon: After lunch, the group will be guided back to visit the Injalak Art and Craft Centre. Students will have the opportunity to browse around the Injalak Art and Craft Centre and view an impressive collection of rock art and paintings, with afternoon tea, coffee and snacks provided.

Evening: Participants will be dropped off back to the hotel and enjoy the rest of the day off.

Meals and transportation are provided by the One Day Arnhemland Tour – Injalak Hill (ex Jabiru)

Day 7 – Friday 23rd September 2022

Darwin, Australia

Morning: Students will have the opportunity to have breakfast at the hotel before meeting in the lobby. From the lobby, students will be transported to CU in the NT and complete a series of workshops/case studies at the company.

Afternoon: Participants will be transported back to the hotel in the afternoon to rest and relax and work on their project/assignment review.

Evening: The evening will involve a farewell dinner at a local restaurant, followed by the chance to explore nightlife districts of the Mindil Beach Sunset Market via shuttle bus.

Meals: Dinner

Transportation: 1x group transfer (private shuttle bus)

Day 8 – Saturday 24th, September 2022

Darwin, Australia

Morning: All participants check out of the hotel. Students will be transported via shuttle bus to the Darwin airport and depart for Canberra either by recommended flights or other.

End of trip!

Transportation: 1x group transfer (private shuttle bus)

Work Breakdown Structure

Below is the Domestic Study Tour work breakdown structure, which defines the tasks that need to be delivered and accomplished in an organised manner. The hierarchical Structure represents 6 complex activities that have been broken down into small manageable tasks to guide the project team and provide a visual scope.

WORK BREAKDOWN STRUCTURE

PROJECT TITLE	Faculty Study Tour
PROJECT MANAGER	Jakob Kobold
COMPANY NAME	University of Canberra
DATE	15/3/22

WBS NUMBER	TASK TITLE
1	Project Plan Development
1.1	Select location and dates
1.1.1	Confirm state and dates
1.2	Research
1.2.1	Government restrictions regarding COVID
1.2.2	Accommodations & Meals

Northern Territory Domestic Study Tour

1.2.3	Weather
1.2.4	Activities (Social, educational and special events)
1.2.5	Transportation (Bus, trains & tram timetables)
1.2.6	Daily route (maps)
1.2.7	Evaluate 2021 trip
1.3	Develop draft information sheets
1.3.1	Itinerary
1.3.2	Budget
2	Project Development
2.1	Review the program information/documents
2.2	Run information session for staff members that are interested
2.2.1	Select Faculty attendees
2.3	Send out documents
2.4	Organise a workshop (if required)
2.5	Submit for sign off
2.5.1	Deans
2.5.2	UCcomms
2.5.3	Wait for approval
2.5.4	Confirmation on dates, location, activities, transportation, accommodation, and meals

Northern Territory Domestic Study Tour

2.6	Check information is correct
2.7	Finalise Itinerary and budget information sheet
2.8	Create canvas page specifically for the trip
2.8.1	Modules
2.8.2	Pre-trip and post-survey creation
2.8.3	Contact information
2.9	Advertising of trip through Canva, email, and UC newsletter
2.9.1	Announcement of applications is posted
3	Application Process
3.1	Applications
3.1.1	Reminder of application opening announcement is posted.
3.1.2	Reminder announcement that applications will be closing
3.1.3	Applications are closed
3.2	Review list of students
3.3	Send the list to academics to review
3.3.1	Approval for applications
3.4	Confirmation of students and teacher's numbers

Northern Territory Domestic Study Tour

3.5	Announcement of outcome to students is made
3.6	Reminders for students reply to offer before the deadline
3.7	Accepting student's payment deposit is made
3.8	Final Confirmation on Students and teachers attending the trip
3.9	Canvas Page is made public to students
3.10	Attending Students enrolment
3.10.1	Reminding announcement for enrolment into the unit
3.10.2	Ensure that all individuals attending are enrolled into unit and Canva Page
3.11	Booking of accommodation, activities, and transportation is made
4	Trip Preparation
4.1	All attendees to sign the agreement form
4.1.1	Reminder last day for agreement form to be signed
4.2	Reminder that Canva modules has to be completed prior to trip

Northern Territory Domestic Study Tour

4.3	Payment announcement's
4.3.1	Reminder announcement for payment is made
4.3.2	Final payment is due
4.4	Trip Information released
4.4.1	Pre-departure details sent off
4.4.2	Itinerary & Budget
4.4.3	Contact information
4.4.4	Information to TPP's, lead academic, and Dean
4.4.5	COVID regulations
4.5	Pre-trip Survey is released
4.5.1	Reminder to complete the survey is announced
4.5.2	Announcement that survey is closed
4.6	Pre-trip announcement
5	Implementation of Trip (See itinerary for more detail)
5.1	Faculty Study Tour
5.1.1	Day 1
5.1.2	Day 2
5.1.3	Day 3
5.1.4	Day 4
5.1.5	Day 5
5.1.6	Day 6
5.1.7	Day 7

Northern Territory Domestic Study Tour

5.1.8	Day 8
6	Returning Home
6.1	Retuning home information
6.1.1	Send out health and counselling information
6.1.2	Post-trip survey is released
6.1.3	Reminder to complete the survey is announced
6.1.4	Survey is closed
6.1.5	Summary of trip announcement
6.2	Review feedback, recommendation, and personal experience of the trip.
6.3	Evaluation of tour

Gantt Chart

The Domestic study tour Gantt chart outlines the order for all tasks involved and their estimated time frame, ensuring they are completed on schedule. Conveying this information visually, shows that the project will commence in March 2022 and concludes in October 2022. See the attached excel spreadsheet for the full version of the Gantt chart as well as the attached appendix.

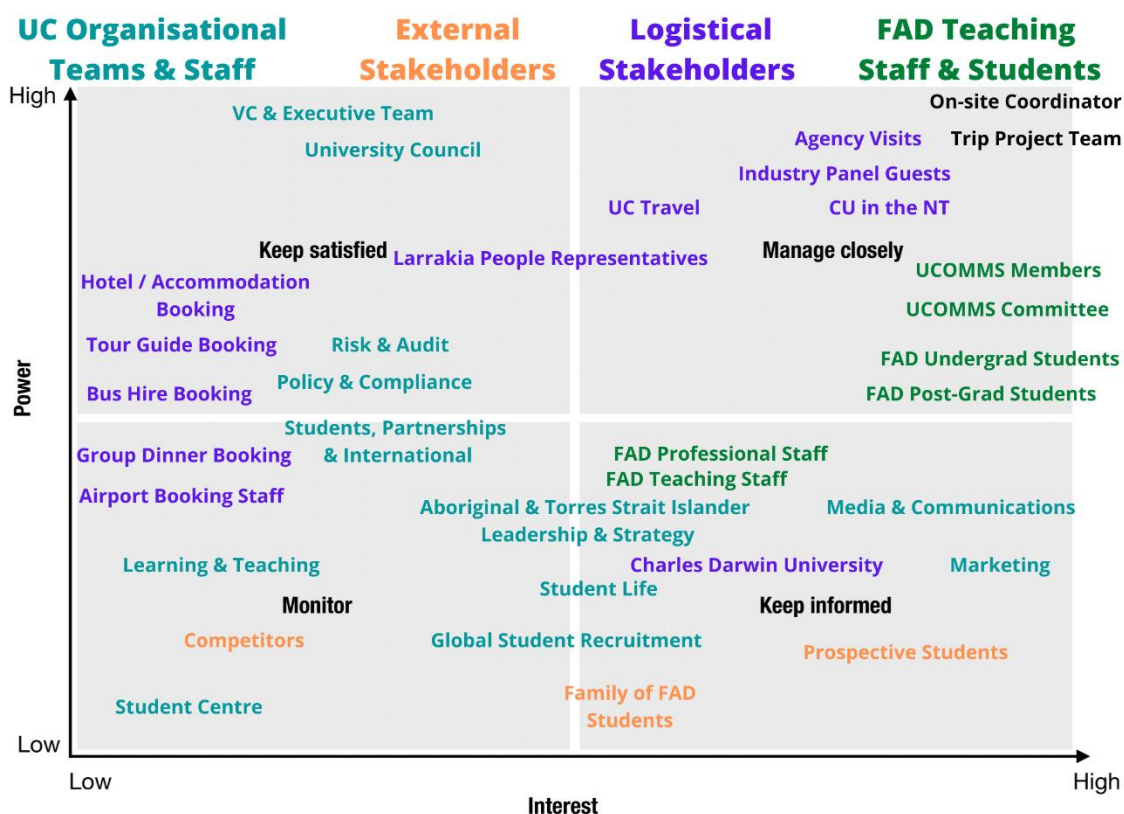
Budget

The budget for the domestic study tour has determined that the minimum amount of students attending this tour is 10 and the maximum is 22 with 2 staff members. The total amount for minimum students is \$2,678.61 and the amount for maximum students is \$2,515.14. A full version of the budget can be found in the appendix.

Stakeholder Analysis and Communication Plan

Stakeholder engagement and communications are key drivers to the success of every project. Based on analysis and strategy, the communication plan is a purpose-built engagement tool for project managers to coordinate and influence specific messaging to specific stakeholder groups and enable the continuation of the project or project elements.

To capture how each stakeholder group will influence the project, below is a visual tool to display each identified stakeholder against their influence (power) and affiliation (interest) to the project. Stakeholders in the “Manage closely” segment are high priority and should be fully engaged, with frequent touch points throughout the project lifecycle. Those in the “Keep satisfied” sector have higher influence over others, so providing documentation and updates on major changes or issues is important to ensure they do not block the project. Groups identified in the “Keep informed” section will require a degree of transparency, and those in the “Monitor” section are low priority – but may serve a strategic purpose and should be considered.



The Stakeholder Analysis Matrix is the written assessment of the Power/Interest Grid and helps the project managers prioritise and navigate key stakeholder groups and their potential impact on the project. Based off these insights, the Communication Plan is designed to prepare strategic messaging to each stakeholder group based on their priority and influence on the project. This plan should be updated as the project progresses, adapting to any changes or identified risks that may arise along the way. Both of these documents can be found in the attached appendix.

Risk Analysis Matrix

The risk assessment has considered potential hazard that may occur during the excursion. In addition, Some details such as visitation list, number of people include, and activities were also attached. The identified risk was breaking down to three main table, before (planning stage) of the trip, During the trip, and the overall trip. Using bright colours to indicate each of the hazard’s severity and impact to the tour. See the Risk matrix table for located in the appendix for more details

Proposed Evaluation

How do you plan to evaluate if the project was a success or not?

The evaluation process to determine if the tour is successful or not will be undertaken within a month after trip implementation; the evaluation will measure the trip's success and provide learning opportunities for future faculty study tours from the recommendations documented. There are a variety of indicators that will focus on during this time which include the following.

Reflection:

During project plan development, it is essential to reflect and evaluate trips from prior years as this will provide helpful information. These recommendations will be taken on board to ensure improvement of the trip.

Attendee satisfaction:

A post-survey will be released to track attendee satisfaction, which will include a list of relevant questions about the trip. This survey will be used to gain a better understanding of if expectations were met, what could be done differently, etc.

Evaluation of trip (schedule, risk, and budget):

Reviewing the overall performance of the trip by focusing on if the trip stayed within the original schedule. Evaluating the risk of if the risk happened, if any was avoided or unpredicted, and if the trip stayed within the estimated budget.

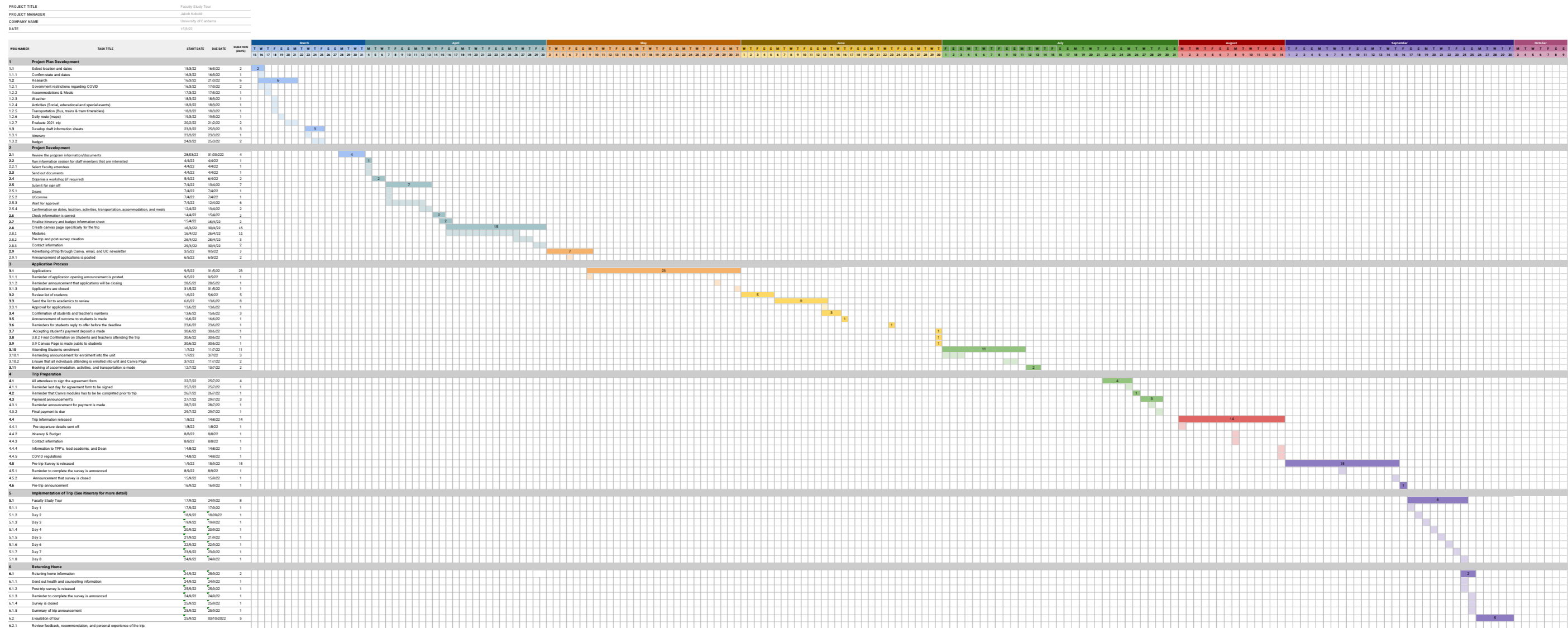
References:

Maclachlan, M. (2016). *Importance of Cross-cultural training*. Communicaid. <https://www.communicaid.com/cross-cultural-training/blog/importance-of-cultural-awareness-training/>

Shepherd, S., M. (2019). Cultural awareness workshops: limitations and practical consequences. *BMC Medical Education*. Vol. 19 (14). <https://bmcmmededuc.biomedcentral.com/articles/10.1186/s12909-018-1450-5#citeas>

Appendix

Gantt Chart



Stakeholder Analysis Matrix

High Priority							
Stakeholder Group	Contact	Impact Low, Medium, High	Influence Low, Medium, High	What's important to them?	Contribution to the project?	Potential blocker(s)?	Engagement strategy
Program Leader	Prue Robson <i>Lecturer, Communication and Media</i> Prue.Robson@canberra.edu.au	High	High	Safety and compliance of the trip and students.	Lead the students throughout the trip and provide advice when needed.	Not approve the trip. Become unavailable. Mix up the itinerary and loose booking information.	Regular contact. Provide with detailed project artefacts from the Project Team 08 and identify site visit contacts.

On-site Coordinator	Shaun Cheah <i>Program Director, Communication & Media</i> <i>Shaun.Cheah@canberra.edu.au</i>	High	High	Safety and compliance of the trip and students.	Hands-on, daily support, coordination and oversight of the trip and logistics	Poor coordination and maintenance of student's safety.	Regular contact. Provide with itinerary and booking details.
Project Team 08	Jakob Kobold <i>Project Manager – Student</i> <i>u3068907@uni.canberra.edu.au</i>	High	High	That the project is successfully implemented on time, within budget, and with limited risk.	Research, planning, implementation, and evaluation.	Overlooked risk, slippage, and budget accountables.	Regular contact. Attend team meetings and provide accurate updates and clear communications on project schedule.
True North	Elena Madden <i>Managing Director</i> <i>Elena.Madden@truenorthcomm.com.au</i>	High	High	Brand reputation.	Sharing engaging information about the industry and their business to the trip attendees.	Last minute cancellations.	Semi-regular contact, keep warm. Provide information on students (e.g. enrolled courses, assignment topics)
Captovate	Karen Hawkes <i>Director</i> <i>Karen.hawkes@captovate.com.au</i>	High	High	Brand reputation.	Sharing engaging information about the industry and their business to the trip attendees.	Last minute cancellations.	Semi-regular contact, keep warm. Provide information on students (e.g. enrolled courses, assignment topics)
Tourism NT	Hannah Smyth <i>Social Media Coordinator</i> <i>hannah.smyth@nt.gov.au</i>	High	High	Brand reputation.	Sharing engaging information about the industry and their business to the trip attendees.	Last minute cancellations.	Semi-regular contact, keep warm. Provide information on students (e.g. enrolled courses, assignment topics)
SLiM Digital	Aaron McMahon <i>Founder and Creative Director</i> <i>aaron@slimdigital.com.au</i>	High	High	Brand reputation.	Sharing engaging information about the industry and their business to the trip attendees.	Last minute cancellations.	Semi-regular contact, keep warm. Provide information on students (e.g. enrolled courses, assignment topics)
Industry Panel Members	TBC	High	High	Educating student and future marcomms professionals on their industry experiences.	Engaging in open discussion and sharing meaningful insights with the students.	Last minute cancellations, poor public speaking skills.	Semi-regular contact, keep warm. Build rapport and co-develop engaging panel discussion content.
CU in the NT	Adam Blackburn <i>Founder & Director</i> <i>team@ntunofficial.com</i>	High	High	Brand reputation.	Hosting and delivering engaging workshops supporting the learning and professional development of the students.	Poor organisation and inability to engage with students to provide relatable and useful learning experiences.	Semi-regular contact, keep warm. Provide information on students (e.g. enrolled courses, assignment topics)

UCOMMS Committee	Tenisha Dwyer <i>UCOMMS President</i> <i>ucommsevents@gmail.com</i> Vesna Vidovic <i>Treasurer & Events Coordinator</i> <i>ucommsevents@gmail.com</i>	High	High	Keeping UCOMMS members informed of industry opportunities.	Supporting the drive to advertise the opportunity to register for the trip.	Not approve the trip. Fail to engage members with information to register for the trip.	Regular contact. Provide updates on the trip plan and highlight the various opportunities for the students.
Arts and Design Executive	Prof. Jason Bainbridge <i>Executive Dean</i> <i>jason.bainbridge@canberra.edu.au</i>	High	High	Innovation and engaging education channels.	Approving and endorsing the program.	Not approving the program.	Semi-regular contact. Provide with project documentation, itinerary, schedule, and budget.
FAD Undergrad Students	Shaun Cheah <i>Program Director (Communication & Media)</i> <i>Shaun.Cheah@canberra.edu.au</i>	Med-High	Med-High	Being informed of learning opportunities.	Registering for the trip and word of mouth.	Low interest in registering.	Semi-regular contact. Advertisement of the trip.
FAD Post-Grad Students	Shaun Cheah <i>Program Director (Communication & Media)</i> <i>Shaun.Cheah@canberra.edu.au</i>	Med-High	Med-High	Being informed of learning opportunities.	Word of mouth.	Not engaging with the idea of the trip.	Semi-regular contact. Advertisement of the trip.

Medium Priority

Stakeholder Group	Contact	Impact Low, Medium, High	Influence Low, Medium, High	What's important to them?	Contribution to the project?	Potential blocker(s)?	Engagement strategy
Larrakia Nation	Head Office – Executive and Administration <i>reception@larrakia.com</i> <i>Ph: 08 8948 3733</i> Larrakia Hosts <i>Ph: 08 8948 3733</i> <i>liaison@larrakia.com</i>	Med	Med	“Managing country, conducting ceremonial activities, welcoming and assisting visitors, coordinating activities on Larrakia country and educating visitors about Larrakia people, our land and our culture.”	Educating students on the awareness of appropriate behaviours to navigate cultural sensitivities.	Providing wrong or misleading information.	Semi-regular contact. Maintain connection leading up to the trip and coordinate time/day scheduled.
VC & University Council	Paddy Nixon <i>Vice-Chancellor and President</i> <i>Ph: 02 6201 5000</i> Rachel Heng-Walters <i>Senior Executive Officer</i> <i>Ph: 02 6201 2550</i>	Low-Mid	High	Student welfare	Approving project plans and communication activity.	Rejecting the project or elements of the project.	Semi-regular contact. Provide with Project Documentation and advise on any changes.
Darwin City Hotel, Accomodation	Front Office <i>Ph: 08 7981 5125</i> <i>stay@darwincityhotel.com</i>	Med-High	Med	Efficient handling of guest bookings and commercial control.	Correct administration and filing of Trip booking information secure storage of student information.	Losing booking details, incorrect storage of group booking information and specifications. Double booking.	Make contact to book and pay deposit. Advise on any changes to numbers or schedule adjustments.
Top End Day Tours	Head Office <i>info@topenddaytours.com.au</i> <i>Ph: 1300 324 914</i>	Med-High	Med	Brand reputation and handling of multiple group bookings.	Facilitating an engaging tour with cultural learning	Unexpected cancellation or loss of booking information.	Make contact to book and pay deposit. Advise on any changes to

					benefits to the students		numbers or schedule adjustments.
Thrifty Car & Truck Rental Darwin Airport, Shuttle Bus Hire	Front Office <i>Ph: 08 8924 2480</i>	Med-High	Med	Brand reputation. Providing shuttle bus rental service as per pre-booked arrangements	Allowing students to effectively move between destinations.	Double booking. Losing booking and credit information.	Make contact to book and pay deposit. Advise on any changes to numbers or schedule adjustments.
Risk & Audit (internal)	Katherine Jefferies <i>Risk and Audit Coordinator</i> <i>Katherine.Jefferies@canberra.edu.au</i>	Med-High	Low-Med	Maintenance of University risk and auditing procedures.	Ensure the project is aligned to relevant policies and falls within University guidelines.	Providing misinformation. Rejection of project proposals.	Semi-regular contact. Provide with project documentation, and risk plan.
Policy & Compliance (internal)	Dr Petrina Schiavi <i>Associate Director, Policy and Compliance</i> <i>Petrina.Schiavi@canberra.edu.au</i>	Med	Med	Maintenance and administration of requests and align to University policies and compliance.	Ensure project is compliant and follows correct policy requirements.	Proving misinformation or misdirection on applicable policies and compliance boundaries.	Semi-regular contact. Provide with project documentation.
FAD Professional Staff	Eileen Wise <i>Faculty Manager</i> <i>Eileen.Wise@canberra.edu.au</i>	Med	Low	Administration of faculty specific activities.	Providing the Project Team with administrative support and collaborative communication efforts for staff and students relevant to the project.	Lack of support, guidance, and/or collaboration with the Project Team.	Semi-regular contact. Provide with project documentation, budget overview, and staffing schedule.
FAD Teaching Staff	Prue Robson <i>Lecturer, Communication and Media</i> <i>Prue.Robson@canberra.edu.au</i>	Med-High	Med-High	Provide quality education opportunities to students.	Approve and support advertising efforts of the program to their students.	Fail to allow the advertising of the program.	Semi-regular contact. Provide project overview and information to use for endorsements and advertising.
Media & Communications Team (internal)	UC Media Team <i>Ph: 0408 826 362</i> <i>UCMedia@canberra.edu.au</i>	Med	High	Dissemination of positive media about activity involving the University.	Publish engaging content about the program and how to be a part of it via various media channels.	Not approve the media.	Semi-regular contact. Provide project overview and highlight key opportunities for Comms & Media students to take advantage of.
Marketing Team (internal)	Daniel Fary <i>Marketing Manager</i> <i>Daniel.Fary@canberra.edu.au</i>	Med	High	Maintain positive brand equity for the University.	Coordinate, design, and publish advertising content about the program.	Not approve the content.	Semi-regular contact. Provide project overview and highlight key opportunities for Comms & Media

							students to take advantage of.
Aboriginal & Torres Strait Islander Leadership & Strategy	Peter Radoll <i>Pro Vice-Chancellor</i> Ph: 02 6206 8339 pvc@canberra.edu.au	Low-Med	High	Assist the University to build positive community interactions with Indigenous Australians.	Provide advice on issues affecting Indigenous & Torres Strait Islander people.	Not approve the cross-culture initiative of the project.	Some contact. Provide project overview and details of the cross-cultural elements of the trip.
Low Priority							
Stakeholder Group	Contact	Impact Low, Medium, High	Influence Low, Medium, High	What's important to them?	Contribution to the project?	Potential blocker(s)?	Engagement strategy
Charles Darwin University	Jessica Searle <i>Marketing Officer</i> Ph: 08 8946 6947 jessica.fell@cdu.edu.au	Low-Med	Low-Med	Communications with CDU partners.	Provide insight to CDU marcomms courses and student activity.	Ignore the engagement.	Some contact. Make aware of the industry trip and provide a summary of the activities.
Student Life (internal)	uclifeclubs@canberra.edu.au	Low-Med	Med	Management of student clubs and associations at the University.	Provide necessary support as needed.	Not provide any support.	Some contact. Make aware of the industry trip and provide a summary of the activities.
Prospective Students - applicants	Study UC Team study@canberra.edu.au	Med-High	Low-Med	Provide information for prospective students making an enquiry about FAD courses.	Make prospective marcomms students aware of the study program.		Some contact. Make aware of the industry trip and provide a summary of the activities.
TBC: Group Dinner Booking	Restaurant booking system	Low-Med	Low	High level of customer service.	Maintain correct booking details.	Loss of booking information.	Make contact, making booking aligned to the itinerary and pay deposit ahead of trip.
lastminute.com.au, Airline Booking	https://www.lastminute.com.au/	Low-Med	Low	On time flights.	Maintain correct booking details.	Loss of booking information.	Make contact and pay deposit ahead of trip.
Student Centre (internal)	Student Centre Front Office student.centre@canberra.edu.au	Low	Low	Provide general support, advice, and direction to students.	Direct enquiries about the trip to the correct contact officers.	Provide students with incorrect advice and direction.	Monitor

Stakeholder Communication Plan

Priority Stakeholders

Stakeholder Name/Group	What is to be communicated	Communication frequency	Communication method	Responsibility	Comments/Notes
-------------------------------	-----------------------------------	--------------------------------	-----------------------------	-----------------------	-----------------------

Prue Robson	Status of the program	Monthly	<i>Prue.Robson@canberra.edu.au</i>	Project Leader	Program artefacts to be updated and shared access with the Program Leader.
On-site Coordinator	Status of the program	Monthly	<i>Shaun.Cheah@canberra.edu.au</i>	Support and coordination of the program.	Program documents to be shared via email.
Jakob Kobold	Project status updates, changes, and component completion.	Weekly	<i>MS Teams U3068907@uni.canberra.edu.au</i>	Project Manager	Schedule team meetings and facilitate project team discussion.
Keeley Gilfillan	Overview of trip activities and logistics	Weekly	<i>MS Teams U3174104@uni.canberra.edu.au</i>	Program timeline and funding itinerary design	Review all project elements in team meetings and provide input.
Rivaldo Marani	Overview of project dependencies and risks	Weekly	<i>MS Teams U3170104@uni.canberra.edu.au</i>	Project risk analysis and planning	Review all project elements in team meetings and provide input.
Jessica Langdown	Project component timing, locations, logistics, and costs.	Weekly	<i>MS Teams U3166967@uni.canberra.edu.au</i>	Program scheduling, WBS, and budgeting	Review all project elements in team meetings and provide input.
James Buckland	List of contacts for each program component	Weekly	<i>MS Teams U3117310@uni.canberra.edu.au</i>	Stakeholder engagement and communications planning	Review all project elements in team meetings and provide input.

Industry Visits

Stakeholder Name/Group	What is to be communicated	Communication frequency	Communication method	Responsibility	Comments/Notes
Elena Madden, True North Strategic Communications	Information on project schedule and student's course overviews.	Monthly	<i>Elena.Madden@truenorthcomm.com.au</i>	Facilitate engaging discussion on their business and corporate PR & communications	PR and Communication Agency
Karen Hawkes, Captovate	Information on project schedule and student's course overviews.	Monthly	<i>Karen.hawkes@captovate.com.au</i>	Facilitate engaging discussion on their business and the digital/web industry	Web & Digital Agency
Hannah Smyth, Tourism NT	Information on project schedule and student's course overviews.	Monthly	<i>hannah.smyth@nt.gov.au</i>	Facilitate engaging discussion on government communications and tourism industry	NT Government: Tourism
Aaron McMahon, SLiM Digital	Information on project schedule and student's course overviews.	Monthly	<i>aaron@slimdigital.com.au</i>	Facilitate engaging discussion on their business and digital marketing	Digital Marketing Agency

Industry Panel Members	Information on project schedule and student's course overviews.	Monthly	<i>TBC</i>	Provide engaging panel discussion on their individual profession fields	Various communications leaders in Darwin
Adam Blackburn, CU in the NT	Information on project schedule and student's course overviews.	Monthly	<i>team@ntunofficial.com</i>	Discuss their story and journey to success	Guerrilla NT Tourism and eCommerce business
Jessica Searle, Charles Darwin University	Project overview, information on industry visits, and list of panel members.	Monthly	<i>08 8946 6947 jessica.fell@cdu.edu.au</i>	Collaborate on the panel members and assist with coordinating on-day logistics.	Marketing Officer at CDU

Influential Stakeholders

Stakeholder Name/Group	What is to be communicated	Communication frequency	Communication method	Responsibility	Comments/Notes
UCOMMS Committee	Program details and status	Monthly	<i>ucommsevents@gmail.com</i>	Program sponsorship	Catch ups with project team members to discuss the trip.
Jason Bainbridge, Arts and Design Executive	Project documentation and budget	Quarterly	<i>jason.bainbridge@canberra.edu.au</i>	Approval and endorsement	High-level project details.
FAD Undergrad Students	Engaging messaging about the program	Monthly, becoming weekly	<i>Shaun.Cheah@canberra.edu.au</i>	Engagement with the program and submit expression of interest.	Directing enrolled students towards submitting an application.
FAD Post-Grad Students	Engaging messaging about the program	Monthly, becoming fortnightly	<i>Shaun.Cheah@canberra.edu.au</i>	Advertisement target market.	Directing enrolled students towards submitting an application.
Larrakia Nation	Maintain connection leading up to the trip and coordinate time/day scheduled	Bi-monthly	<i>liaison@larrakia.com</i>	Educating students on cultural teachings of the Larrakia People	Representatives of the Larrakia People, traditional owners of the Darwin region.
VC & Executive Team	Provide project documentation	Bi-monthly	<i>Ph: 02 6201 5000</i>	Approval of the program	Approval of program and messaging across the University.

Group Bookings

Stakeholder Name/Group	What is to be communicated	Communication frequency	Communication method	Responsibility	Comments/Notes
Darwin City Hotel	Number of attendees, dates and duration of the stay and deposit.	When making the booking and the fortnight prior to commencement.	<i>stay@darwincityhotel.com 08 7981 5125</i>	Provide accommodation for the trip attendees	To be pre-booked 6-months prior.
Top End Day Tours	Number of attendees, scheduled date, and deposit.	When making the booking and the	<i>info@topenddaytours.com.au 1300 324 914</i>	Whole team day tour	To be pre-booked 6-months prior.

		fortnight prior to commencement.			
Thrifty Car & Truck Rental Darwin Airport	Driver details, duration of the hire, and invoicing details.	When making the booking and the fortnight prior to commencement.	08 8924 2480	Shuttle bus rental	To be pre-booked within 6-months of the trip.
TBC: Group Dinner Bookings	Number of attendees and deposit.	When making the booking and the fortnight prior to commencement.	TBC	Project Lead/Project Manager	To be pre-booked within 3-months of the trip.
lastminute.com.au, Airline Booking	Personal details of passengers and invoicing details.	As needed	Online booking portal: https://www.lastminute.com.au/	Project Lead/Project Manager	To be pre-booked within 6-months of the trip.

University of Canberra Internal Stakeholders

Stakeholder Name/Group	What is to be communicated	Communication frequency	Communication method	Responsibility	Comments/Notes
Katherine Jefferies Risk and Audit Coordinator	Send project itinerary and risk analysis, request to review and provide feedback.	Quarterly	<i>Katherine.Jefferies@canberra.edu.au</i>	Provide feedback on project documentation and audit/risk considerations.	Ensure accuracy of documentation is reviewed.
Dr Petrina Schiavi Associate Director, Policy and Compliance	Send project documentation and request to review and provide feedback.	Quarterly	<i>Petrina.Schiavi@canberra.edu.au</i>	Provide feedback on project documentation and alignment to university policy frameworks.	Ensure accuracy of documentation is reviewed.
Eileen Wise, Faculty Manager	Provide with project documentation, budget overview, and staffing schedule.	Quarterly	<i>Eileen.Wise@canberra.edu.au</i>	Coordinate FAD Professional Staff as needed to support the program.	General support from the faculty.
FAD Teaching Staff	Provide project overview and information to use for endorsements and advertising.	Monthly	<i>Prue.Robson@canberra.edu.au</i>	FAD Teaching Staff liaison to assist with advertising the program in-class.	Important to ensure the program is being discussed in appropriate marcomms units.
Media & Communications Team (internal)	Provide project overview and highlight key opportunities for Comms & Media students to take advantage of.	Monthly	<i>UCMedia@canberra.edu.au</i>	Including of the program in published media to reach prospective students and enrolled students.	Internal and externally published media.

Marketing Team (internal)	Provide project overview and highlight key opportunities for Comms & Media students to take advantage of.	Monthly	<i>Daniel.Fary@canberra.edu.au</i>	Including the program in the universities marketing content to reach prospective students and enrolled students.	Inclusion in the email marketing and social media calendars.
Aboriginal & Torres Strait Islander Leadership & Strategy	Provide project overview and details of the cross-cultural elements of the trip.	Quarterly	<i>pvc@canberra.edu.au</i>	Guidance and approval of the cross-cultural element of the program.	Assistance and guidance.
Student Life (internal)	Provide with project overview and affiliation to UCOMMS.	Monitor	<i>uclifeclubs@canberra.edu.au</i>	Help getting the word out about the program.	Word of mouth.
Student Centre (internal)	Provide with list of key contacts to direct enquiries to.	Monitor	<i>student.centre@canberra.edu.au</i>	Directing enquiries accordingly	Support for students.

Risk Analysis

Excursion details	
Date (s) of excursion.	17 th September – 24 th September 2022
Proposed activities. List all activities that will take place during the excursion.	Cross cultural excursion Agency visit, panel discussion learning, Communication firm and industry visit, picnic, Cultural excursion tour,
List of location and destination	Darwin, Northern Territory <ul style="list-style-type: none"> • Charles Darwin University • Mindil Beach Sunset Markets • True North Strategic Communication firm • Digital Growth Agency • Tourism NT • Slim digital • Arnhem land • Injalak art and craft centre • CU in the NT
Means of transports E.g. public bus, private bus, coach, private car, taxi, tram	Airplane (Domestic travel to Northern Territory) and Shuttle bus for most of the trips in excursion

Number and full names of each adult involved in the excursion. E.g. service staff, family members, volunteers	10-22 Participants
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required. E.g. for children's individual needs.	2 adults responsible 1x Unit coverner 1x Professional or Academic staff
The number of children involved in the excursion.	0
Excursion checklist – items to be readily available during the excursion (please tick)	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults involved in the excursion
<input type="checkbox"/> List of children involved in the excursion	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each participant	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list

Risk assessment – Before the trip / Planing					
Activity/Item	Risk/Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Planning	Proposed plan rejected by Dean	(possible, catastrophic) Extreme	Prevention & Monitoring Doing all the bits research to optimize increase success rate. Keep in touch with the faculty and keep making proposal.	Planning team	Planning stage
	Unpredicted budget spikes (airplane, accommodation, etc)	(Likely, Moderate) High	Monitoring & Prevention Always keep an eye for airplane fares update Booked all the flight and accommodation as early as possible.	Planning team	Planning stage

	Students pulling out of the trip	(Possible, Moderate) High	Monitoring Make sure to always contact every participant for their update and updates from the trip	Planning team	Planning stage
	Northern territory border close	(possible, Major)	Monitoring & Accept	Staff & students	Planning stage

Risk assessment – During trip (chronologically)					
Activity/Item	Risk/Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Airplane boarding	Covid-19 virus infection	(possible, Major) High	Prevention Make sure everyone follows the current procedure of Covid-19 in the destined state.	Staff & students	To and from destination
	Flight delay	(Possible, Minor) Moderate	Monitor and Transfer <ul style="list-style-type: none"> Keep in touch with Airlines updates etc Purchasing travel insurance 	Staff & students	Before departing
	Flight cancelled	(Possible, Catastrophic) Extreme	Transfer and Contingency <ul style="list-style-type: none"> Purchasing travel insurance for refund Get in touch with the airlines If available, take the next flight on the same day 	Staff & Students	
	Plane sickness	Possible, Minor) Moderate	Prevention and reducing Making sure every participant has their own medicine if necessary and having spare medicine		
	Losing member/students	(unlikely, Minor) Low	Prevention and Monitoring <ul style="list-style-type: none"> Student must remain in a group Taking attendance list 		
Landing and arriving	Lost or forgot belongings	(Unlikely, Minor) Low	Prevention Check everything before and after flying	Every participant	After landing

Northern Territory Domestic Study Tour

Checking into accommodation	Forgot id	(Unlikely, Minor) Low	Prevention Check everything before and after flying	Every participant	Arriving at the hotel
	Technical issue (bookings not found, etc)	(Possible, Minor) Moderate	Prevention Making sure everything checks out when planning	Planning team	At the hotel
Day 2					
Day 3 (panel discussion)					
Day 4 (communication industry visit)					
Day 5					
Day 6 (cultural extraction tour)	Exhaustion	(likely, Minor) Moderate	Reducing and monitoring Rest when necessary	Staff & students	During the tour
	Bug bites	(likely, Insignificant) Low	Reducing Have bug spray ready or when bite make sure to have ointment	Staff & students	During the tour
	Ankle sprain from walking	(Possible, Moderate) High	Prevention and reducing Watch every step. When it happened, make sure to call for help and ready the necessary first aids.	Staff & students	During the tour
Day 7 (Mindil Beach Sunset Markets activity)	Separate from the group	(Possible, Insignificant) Moderate	Prevention and monitoring Make sure everyone stays in the group. If separated, contact to make sure everything ok	Planning team, participants	Nightlife explore activity
Day 8	Student overslept	(Unlikely, Moderate) Moderate	Prevention <ul style="list-style-type: none"> Student ensure to sleep at designated time 	Staff & Students	Final day
	Late boarding	(Unlikely, Moderate) Moderate	<ul style="list-style-type: none"> Setting up alarm at least 3 hours before plane boarding 	Staff & Students	Final day

Risk assessment – Overall trip					
Activity/Item	Risk/Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
	Covid-19 spread	(Possible, Moderate) High	Prevention <ul style="list-style-type: none"> Do always follow the current procedure of Covid-19 (Mask, hand sanitiser, etc) Not going near place that reportedly has virus case. 	Staff & students	During the trip Taking transportation Staying in accommodations.

	Not meeting the learning expectation	(possible, Insignificant) Low	Prevention and Monitoring <ul style="list-style-type: none"> Proposed enough Academic material to undergo during the trip. Proposed evaluation. Everyday feedback for each day after every session 	Staff & students	During the trip When Visiting firm and University
	Bad experience	(Unlikely, Minor) Low	Prevention and Monitoring <ul style="list-style-type: none"> Proposed interesting activity aside from learning and giving academic materials. Proposed evaluation. Survey at the end of the trip 	Every participant	During the trip After finishing the trip
	University of Canberra bad reputation	(Possible, Moderate) High	Monitoring and Prevention <ul style="list-style-type: none"> At least one responsible adult accompany the students during the trip Before the trip, held an online meeting to talk about customs, tradition, common things, etc in Northern Territory to avoid misconduct during the trip 	Represented University (UC)	During the trip
Mental stress and fatigue	Exhaustion, stress, anxiety etc	(Likely, Moderate) High	Monitoring & Prevention <ul style="list-style-type: none"> Build appropriate rest time into the program itinerary for both staff and students Regular hydration, healthy food consumption, and sleep to be available and encouraged Participants to consider their fitness for the tasks required and to seek counselling/assessment from a medical 	Staff & students	During the trip and after the trip

			professional as appropriate		
Injury and personal illness	Plane sickness, ankle sprain, etc	(Possible, Moderate) High	Monitoring, preventing, and reducing <ul style="list-style-type: none"> • A First Aid kit is carried, and an accompanying staff member is qualified in First Aid • Student & staff to have necessary vaccinations prior to departure • Pre-departure workshop for participants to outline the possibility of this hazard • Access to medical facilities is available if required 	Student and Staff	During the trip
Security/violence	Mugging, robbery, harassment, etc	(Possible, Major) High	Monitoring, Preventing, and reducing <ul style="list-style-type: none"> • Students to travel with a buddy or in groups • Plan routes carefully avoiding known problem areas • To report an incident of sexual assault or sexual harassment 	Student and Staff	During the trip
Natural disaster	Earthquake, cyclone, fires, etc	(Unlikely, Major) High	Reducing and monitoring <ul style="list-style-type: none"> • Ensure a reliable means of communications and an established contact schedule • Students provided an emergency contact card at pre-departure workshops to carry on them. • Pre-departure workshop for 	Student and Staff	During the trip

			participants to outline the possibility of this hazard		
--	--	--	--	--	--

Risk Matrix						
		Consequence to the trip				
Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	High	High	Extreme	Extreme	Extreme
Likely	Moderate	Moderate	High	Extreme	Extreme	Extreme
Possible	Low	Moderate	High	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	High	High
Rare	Low	Low	Low	Moderate	High	High

Budget

FST Budget

Student numbers	
Min. number of students	<input type="text" value="10"/>
Max. number of students	<input type="text" value="22"/>

Additional Funding	
UC Life	\$1500

Staff Expenses (total)					
description	Quantity	unit cost	amount	Included in additional funding	notes
Return Flights	2	918.00	1,836.00		
Additional Meals	21	20.00	420.00		
Accomondations	2	710.00	1,420.00		
One Day Arnhemland Tour	2	279.00	558.00		
Dinner Day 2	2	30.00	-	60	\$30 cost covered by UC life funding
Dinner Day 7	2	30.00	-	60	\$30 cost covered by UC life funding
Travel Insurance	2	20.00	40.00	60	\$50 per staff member - \$30 per staff member covered by UC life funding
Water for each day	1	1.00	1.00		Aqua to go from office works (20 pack) \$6.00
Sunscreen for each day	2	20.95	41.90		\$20.95 per litre bottle
			-		
			-		
			-		
			-		
				Total funding discount on staff expenses	
		Total Staff Expenses	\$ 4,316.90	180.00	

Student Expenses (cost per student)	<input type="text"/>
-------------------------------------	----------------------

Northern Territory Domestic Study Tour

description	quantity	unit cost	amount	notes
Return Flights	1	918.00	918.00	
Ground Transport	1	328.16	328.16	total cost \$3281.58 for 2 shuttle buses (22 students)
Additional meals	21	20.00	420.00	
Accommodations	1	355.00	355.00	710 per 2x students
Dinner Day 2	1	30.00	-	Anything additional students to cover - \$30 cost covered by UC life funding
Dinner Day 7	1	30.00	-	Anything additional students to cover - \$30 cost covered by UC life funding
Travel insurance	1	50.00	50.00	
petrol for transport vehicles	3	5.00	15.00	
Water for each day	1	1.00	1.00	Aqua to go from office works (20 pack) \$6.00
Sunscreen for each day	1	20.95	20.95	Cancer Council SPF 50
			-	
			-	
			-	
				Total funding discount per student
Total Student Expenses			\$ 2,108.11	\$ 60.00

Contingency				
description	Quantity	unit cost	amount	
Contingency		210.81	210.81	
Total Contingency			\$ 210.81	
Total Student Program Fee			\$ 2,318.92	
Total Student Program Fee with Staff Costs (based on min. numbers)			\$ 2,750.61	\$ 780.00
Total Student Program Fee with Staff Costs (based on min. numbers) - Additional funding used - \$72 per student			\$ 2,678.61	\$ 1,500.00

		Total funding used (based on minimum numbers)
Total Student Program Fee with Staff Costs (based on max. numbers)	\$ 2,515.14	\$ 1,500.00