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# ORDINARY GENERAL MEETING

(OGM) 3

Thursday, 8<sup>th</sup> October 2015

12pm MCC T6

*Prepared by Monique Langley-Freeman on the 9<sup>th</sup> November 2015*



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## MINUTES – ORDINARY GENERAL MEETING (OGM) 3 2015

Thursday 8<sup>th</sup> October 2015 12pm, MCC T6

### Item 1: Meeting Opens and Apologies

*Meeting opens at 12:19pm*

#### 1.1 Acknowledgment of Country

We acknowledge and celebrate the first Australians on whose traditional lands we meet, and pay our respect to the elders of the Ngunnawal people, past and present. We recognise that we are the benefactors of the continuing dispossession and ongoing effects of colonisation of this land. We stand in solidarity with their struggle, historical and ongoing, and recognise that sovereignty was never ceded to them

#### 1.2 Apologies

- Ben Gill

### Item 2: Minutes from the Previous Meeting

- Motion: to accept the minutes from the previous meeting (as circulated)
  - Mover: J. Waugh
  - Seconder: M. Harrison
  - Motion passed
  - Abstention: J. Buchanan

### Item 3: Executive Reports

#### 3.1 Presidents' Report (B. Gill) [Reference A]

Taken as read. Questions to be taken on notice

Motion: To accept the President's Report

- Mover: J. Gaudie
- Seconder: A. Patajo
- Motion Passed
- Abstention: J. Buchanan

#### 3.2 Vice President's Report (J. Waugh)

Report taken as read.

Questions:

- A. Patajo: what is the food at C&S Awards Night?
  - J. Waugh: Entre, main and dessert truck
- E. Roberts: how many tickets are available?
  - J. Waugh: 280 available online for purchase; 20 tickets for VIP invitations (academic staff who have made substantial contribution) and as contingency; unsure how many remain
- J. Buchanan: how significant have inconsistencies with BKSS food allocations been?
  - J. Waugh: frequently overusing milk – keen to move to portion control system, particularly for milk
  - Working with Clodagh and incoming Executive
  - Focus is always on supporting balanced diet
- A. Patajo: what kind of subsidy has been levied on tickets?
  - J. Waugh: significant subsidies were not desired because not necessarily fair to subsidise ticket prices too much
  - Original package was \$110 per head, which was negotiated down considerably. Taking this into account, there has been equivalent of \$30

Motion: to accept the Vice President's report

- Mover: J. Buchanan
- Secunder: E. Roberts
- Unanimously passed

### **3.3 Education Officer's Report (J. Webb) [Reference B]**

No report to submit because no substantial expenses or projects since AGM

- Ed Talk this evening from 5:30pm; attended by VC and DVC Marnie Hughes-Warrington
- Liberal government has made official that it will not pursue fee deregulation before the next election
  - Universities Australia have also backed away from supporting deregulation

Questions:

- Are we going to do anything in response to Go8 recent statement?
  - J. Webb: nothing planned, but taken on notice

Motion: to accept the Education Officer's report (substantive issues discussed)

- Mover: M. Harrison
- Secunder: E. Hoiberg
- Unanimously passed

Motion: to move the chair to the Vice President so that the General Secretary may present her report

- Mover: J. Waugh
- Secunder: J. Gaudie
- Unanimously passed

### **3.4 General Secretary's Report (M. Langley-Freeman) [Reference C]**

Taken as read. Key items:

- Annual Elections:
  - Official report only just received from ACT Elections

- CAP Election: outcome of meeting was to uphold the election result
- Ethnocultural Group
  - Meeting has taken place
  - Movie night to take place soon
- Flagged constitution/regulation changes:
  - Working with Sam Duncan (incoming General Secretary) to prepare changes to election regulations for 2016

Questions:

- C. O'Docherty: what was the reasoning behind upholding the CAP election result
  - M. Langley-Freeman: PhB Science students were able to vote in CAP Election as a result of ANU administrative error; a number of potential votes cast by ineligible voters
    - RO (external to ANUSA, final say on all electoral decisions) held a meeting with some stakeholders (including candidates)
    - Conclusion: election we had was not perfect, but to hold another election this late in the term would be a "bad election" (some candidates indicated they would not run again)
- Pat: given that RO confirmed that election in accordance with constitution, is this election contestable?
  - A: No
- Elsa: do you have an alternative to the ACT Electoral Commission?
  - A: we are investigating alternatives now

Motion: to accept the report

- Mover: K. Reed
- Secunder: L. Campbell
- Abstention: One
- Motion Passed

Motion: to return the chair to the General Secretary

- Mover: J. Gaudie
- Seconded: E. Hoiberg
- Unanimously passed

### 3.5 Social Officer's Report (J. Gaudie)

Report not tendered.

- Nothing noteworthy to report, break after elections
- GAC carrying on as normal
- James and Monique have taken over organising C&S Ball

### 3.6 Treasurer's Report (S. Woo) [Reference E]

Taken as read.

- Expenditure year to date up until 30 September (at time of report)
- Financial controls – calculation for emergency reserves (contingency funding): we have enough funds to cover emergencies, as required under constitution
  - Minimum emergency reserve = \$220,000+
- See report for SSAF Surplus Amounts and Independent Funding Amounts

Questions:

- J. Buchanan: what are “non-GST Grants” for GAC?
  - S. Woo: That shouldn’t be in that line item
- A. Patajo: College Reps line item has increased to \$18,000. Why?
  - S. Woo: that is the 2016 bid. This will be dealt with in Other Business
- E. Merrick: How is mental health week being funded?
  - S. Woo: This report is just expenditure to date
  - A. Stewart: point of clarification – mental health committee has received external sponsorship as well

Motion: to accept the Treasurer’s report

- Mover: J. Waugh
- Seconder: L. Ma
- Motion passes

#### **Item 4: Discussion Items and Motions on Notice**

##### **4.1 Department Officer Honoraria (K. Reed) [Reference E]**

Mover: K. Reed

Seconder: L. Campbell

- Motion as it stood:
  - That the Association increase the Honoraria payment to Department Officers who wish to claim it by \$3,000 in 2015.
- Motion amended by proposer to:
  - That the Association increase the Honoraria payment to International, Women's, Queer\* and Disabilities Department Officers by \$3,000 in 2015.

K. Reed speaking to motion:

- Queer Officer – rewarding experience
- Nature of job:
  - Also the toughest year of my life – this job has broken me in so many ways
  - Chronic stress, nervous breakdown midway through the year
  - Distinction average student, now completed only 2 courses
  - “You live and breathe this job”
  - Similar to SR, but those within your care are a vulnerable group
  - Plus administrative work, meetings and advocacy
- Refer to the list of commitments of Department Officers in substance of motion
- Typically work 15-20 hours per week
- Dealing with mental health crises, homelessness, recovery
- This motion is about ANUSA showing the university that they support the work of Departments

Questions:

- E. Hoiberg: does the Department need further support beyond funding? Money is great, but do you need more?
  - K. Reed: looking at how to restructure funding models into 2016 re: financial reform, remuneration increases
    - Considering two queer officers and fleshing out position of Deputies to share the workload

- J. Buchanan: Do we still use the term ‘Honoraria’?
  - K. Reed: Yes, though we will be looking at increasing what Officers receive next year, and restructuring
  - S. Woo: It will be called something different next year
- T. Klu: how did you calculate the \$3,000? Why \$3,000? Why not \$10, why not \$1?
  - K. Reed: because total honoraria is now \$8,000, allowing us to include Deputies;
    - Hence Honoraria for Officers is the full \$5,000 and deputies now share \$3,000
- S. Woo: friendly amendment was to specify which Departments receive an increase. What about e.g. Indigenous Officer?
  - A. Stuart: We spoke with Rory Larkin (acting as Indigenous Officer) – he said he did not believe he had the authority to ask for more
  - K. Reed: on point of clarification: all Dep Officers have met; Rory was of the view that Indigenous receives sufficient support from other sources
  - R. Larkin: I don’t feel like I should take the extra Honoraria while I am still learning the job at this stage
- T. Klu: what is the current department budget? What proportion is Officer Honoraria to expenditure?
  - K. Reed: we get baseline funding in 2015 of \$10,000, capacity to apply for SEEF and Department Funding Pool

L. Campbell speaking to motion:

- Last year’s disability officer, next year’s Ed Officer
- 1 in 3 women have experienced violence
- Statistics emphasising “window into the world that department officers represent”
- Departments play a crucial role in administration and pastoral care
- Officers are an acknowledgement of diverse representation and support
- This extraordinary work needs to be recognised
- Increasing honoraria sets precedent re: our recognition of the value of work done every day, seek to reward that work

Speakers for motion:

J. McKenna:

- Queer Officer-elect for 2016
- Have seen the work that all officers have done this year, financial burden it places on people
- Financial burden is a deterrent to running for positions
- Queer\* individuals have greater issues with employment – important access and equity issue with raising Honoraria
- As this job is so time-consuming and emotionally demanding

C. Lenehan (absent, read by M. Langley-Freeman):

- One of the deputy officers of the Women’s Department; opportunity to run campaigns and gain advocacy experience
- Eager to continue participation but didn’t run for Officer because of financial constraints
- Would not be able to perform the role and receive decent grades

- It is a full-time role many are not able to run for
- Lack of accessibility – only those who are least disadvantaged are able to run
- Support Dep Heads more financially and with better pastoral care generally

#### Vote

- All in favour: majority
- Against: none
- Abstentions – none noted
- Motion Passed

### **Item 5: Other Business**

#### **5.1 GAC Elections (M. Langley-Freeman)**

- No nominations received
- Item on notice
- Advertisements for positions will continue

#### **5.2 2016 Budget (S. Macdonald – incoming Treasurer)**

- SSAF Bid has changed slightly from Draft Budget:
- Now \$2,101,000 SSAF Bid – biggest changes = extra \$100,000 for GAC and \$150,000 extra salaries
- Currently in negotiations with other Associations
- Submissions received from students
- There is more SSAF funding being bid for than there is available (between the Associations) so our SSAF received may be lower
- Actuals based on 17 September figures but projected figures up until end November

Motion: to suspend questions until we confirm the outcome of the ANUSA Election:

- Mover: J. Waugh
- Seconder: J. Gaudie
- Motion passed

#### **5.3 2015 Election Results**

Motion: to accept the outcome of the ANUSA Election (2015):

- Mover: J. Waugh
- Seconder: J. Gaudie
- Motion unanimously passed

#### **5.2: 2016 Budget cont. (S. Macdonald – incoming Treasurer)**

Questions:

- J. Buchanan: How much did we bid for last year?
  - S. Macdonald: \$1.7 million
    - Next year, more committees, bigger social events, staffing increases

Motion: to accept the 2016 ANUSA Budget

- Mover: L. Campbell

- Seconder: C. O'Docherty
- Abstention: E. Merrick
- Motion Passed

### 5.3 General Representative Handover

- E. Roberts: to all Gen Reps: please fill out form for handover!

### 5.4 Payment to Elected Officials

- J. Buchanan: Small committee formed to review payment to elected officials into next year
- Comprised of: J. Buchanan (Gen Rep), L. Ma (College Rep), Ben (2015/16 ANUSA President) and K. Reed (Queer Officer)
- Discussed how much time different roles took up and how much time people could reasonably be expected to volunteer
- Decided 5 hours per week was maximum people should be expected to volunteer their time
- Gen Reps will not be paid next year, though that does not exclude Honoraria
- College Reps expected to put in 5-10 hours per week
  - Not to be salaried, but acknowledged time put into Association
  - As \$1000 per year through two \$500 increments
  - Not remuneration but acknowledgement of work

#### Questions:

- S. Macdonald: how was the committee established?
  - A: anyone on current ANUSA could nominate
  - We were those who nominated ourselves, not contested
- J. Gaudie: will executive payments be reviewed?
  - A: proposal to change # hours exec members are remunerated for
  - 7 hour days (e.g. 3 per week for VP role)
  - Hourly rate to change – currently Australian minimum wage; proposed to change it to National Tertiary award rate (~\$19.50)
- T. Klu: What is the status of the review? Will it be voted on?
  - A: report has been finalised; new numbers to be incorporated into SSAF Bid
  - Executives = 13 hours at \$19.29
  - Department heads = 14 hours for 40 weeks
  - Committee Chairs and College Reps at 14 hours per week
- S. Woo: how do you preserve departmental autonomy while having salaries? How do you deal with tax considerations?
  - A: Departments were the most difficult to review – role of Deputies, KPIs v autonomy...
  - Still unsure how to deal with Deputies – acknowledge that this was a particular challenge
- J. Waugh: self-reporting as to how many hours people worked. Did you verify the accuracy of these numbers or assuming people were truthful?
  - A: nature of Association is such that we know through our own experiences and perceive the veracity of these reports
  - As an aggregate, it will work out
  - Timesheeting mechanism whereby people report hours they work – it will probably not be tied to payments next year



- S. Macdonald: clarification – you decided that department officers do more hours per week than executive members (at 13 hours); working paper agreed department officials do 10.5 hours per week, but this was then increased to 14 hours per week
  - A: I think this is accurate – refer to Ben for clarification
- E. Merrick: Is the committee still meeting and is there a process for feedback from beyond ANUSA
  - A: this OGM discussion was meant as consultation
  - “We feel that this should be reconsidered next year”
- S. Woo: did you consider liability issues – executive as directors are personally liable – was this reflected in the remuneration of executives versus Department Officers
  - A: that was not considered
  - Similar situation as department officers

*(Quorum lost)*

- Discussion closed

#### **Date of Next Meeting and Close**

Final OGM for 2015.

***Meeting closed at 1:36pm***



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## REFERENCE MATERIAL

*ORDINARY GENERAL MEETING (OGM) 3*

Thursday, 8<sup>th</sup> October 2015

12pm MCC T6

## PRESIDENT'S REPORT

Ben Gill

### Items for Report

1. Introduction
2. ANUSA Annual Survey
3. University Education Committee
4. Internships Project Management Group
5. ANU + Project Management Group
6. Payment to elected officials review
7. ANUSA Staffing
8. SSAF 2016
9. Moodle Theme Project Update
10. Wattle/Moodle Survey
11. School of Music
12. CASS Representatives
13. Student Assistance Unit Update
14. Safety on Campus App
15. Last Lecture

### 1. Introduction

Welcome to ANUSA's third Ordinary General Meeting for 2015 and thank you for participating in the governance of your student association.

We are nearly at the end of 2015 and I would like to take this opportunity to thank each representative for their contributions throughout the year. The amazing work we do would not be possible without you. In addition, I would like to thank every student who has engaged with the Association throughout the year. Whether this is attending an event or meeting, volunteering, participating in one of our committees or Departments, accessing our services, providing feedback on the array of items out for consultation, voting in the elections or more it is great to see the levels of student involvement increase year on year. For those of you who have yet to engage, I look forward to continue improving our reach and providing more opportunities to do so throughout 2016.

Lastly apologies that I am unable to attend this meeting as I am overseas for a youth mental health conference. If you have any questions regarding items in my report please feel free to email me at [sa.president@anu.edu.au](mailto:sa.president@anu.edu.au) or raise them at the OGM.

### 2. ANUSA Annual Survey

The 2015 ANUSA survey received a total of 880 responses. Compared to previous years the survey was shortened and focused on key areas pertaining to the operation of ANUSA, specifically in regard to service provision. The table below provides preliminary results with the final report hoped to be completed by mid to late October.

<b>Financial Hardship</b>	Over 22% of respondents stated that their income was insufficient to meet day-to-day living needs (that's 1 in 5). This percentage was higher for students who identified as having disability (44.8%), Queer* (31.0%), mature age (29.2%) and first in family to go to university (29.2%).
<b>Feeling unsafe</b>	Over 14% of respondents felt unsafe on campus. This number doubled for students with disability (29.3%).  Women (20.5%), Queer* identifying (20.7%) and mature age students (18.8%) also had an increased likelihood of feeling unsafe on campus.
<b>Issues with Accommodation</b>	Just under 10% (9.8%) of respondents had issues with their current accommodation. This number increased two fold for international students (18.5%)
<b>Centrelink</b>	Over 17.0% of respondents experienced problems with Centrelink. This number increased to 25% for respondents who identified as Queer* and first in family, while over 40.0% of respondents with disability experienced problems with Centrelink.
<b>Mental Health</b>	Overall 36.0% of respondents recorded experiencing a mental health issue in 2015 (~1/3 students).  Women were more likely to report experiencing a mental health issue than men (39.6% vs. 28.8%) (Note, the number of students who identified as 'Other' were too small to gain accurate results).  Minority groups presented higher prevalence rates with 45.8% of mature age students, 57.8% of Queer* identifying students and 75% of students with a disability experiencing mental health issues.
<b>Academic Issues</b>	25.0% or 1 in 4 respondents reported experiencing academic issues. This number increased for students who identify as Queer* (29%) and more than doubles for students with a disability (62%).
<b>Employment</b>	Approximately a third of respondents experienced issues with employment, including finding work (28.7%). This number was higher for Queer* (35.3%) and International Students (38.8%).
<b>Discrimination</b>	A number of respondents experienced discrimination at ANU, of note is:

	<ul style="list-style-type: none"> <li>• 26% experienced discrimination as a result of being from a certain ancestry</li> <li>• 62% of international respondents experienced discrimination as a result of being an English as a second language student</li> <li>• 71% of respondents identifying as having a disability had experienced discrimination as a result</li> <li>• 32% of mature age respondents experienced discrimination for being a mature age student</li> <li>• 57% of respondents who identify as Queer* experienced discrimination for identifying as such</li> </ul>
<b>Overall</b>	Only 30% of students did not experience any issues this year, which means that 70% of students experienced some sort of issue at university in 2015.

### 3. University Education Committee

This round of consultation focuses on two items which came up at the University Education Committee (UEC) on the 28th August 2015 and are the 6th in a series of items consulted since the beginning of the year. As such, ANUSA is seeking feedback on the following:

- PhB and Engineering (Research & Development) market research
- Report of the Co-curricular Award Working Party

For more information and to provide feedback please visit <http://www.anusa.com.au/have-your-say/>. Feedback is due by the 16<sup>th</sup> October.

### 4. Internships Project Management Group

At meeting 5/2015, the University Education Committee agreed to establish a project management group to better coordinate the University's internship offerings and establish a University-wide internships program to give all ANU students access to internships for credit. The group will hold 4 x two hour meetings each fortnight commencing in mid-September.

You can access more information by clicking the link below:

<http://www.anusa.com.au/wp-content/uploads/2015/01/UEC-Internships-paper-110815.pdf>

### 5. ANU + Project Management Group

At meeting 5/2015, the University Education Committee agreed to establish a co-curricular project management group, reporting to the Pro Vice Chancellor (Student Experience) to implement the detailed program structure in semester 2, 2015, to assist, advise and to review the pilot in the middle of 2016. The group will hold 4 x two hour meetings each fortnight commencing in mid-September.

You can access more information by clicking the link below:

<http://www.anusa.com.au/wp-content/uploads/2015/07/Appendix-D-Co-curricular-WP-final-report-UEC5-2015.pdf>

## **6. Payment to elected officials review**

ANUSA is currently reviewing how it provides payment to elected officials and is seeking student feedback to inform the discussion moving forward. This review is motivated by the Association wishing to develop greater structure behind remuneration for elected officials. Additionally, this review also serves to address the University's aspiration to have consistency between ANUSA, PARSAs and ANUSMs in regards to the basis of amount of payment for elected officials. A briefing paper will be made available early October for wider student consultation which aims to address the following questions.

1. Which representatives should be paid? Which should not? What is the deciding factor?
2. How much (i.e. what hourly rate?) should representatives be paid? How many hours?
3. How do we manage representatives who receive payment? Is there a need for an employment relationship?
4. What accountability measures (i.e. timesheets, KPI's etc.) are needed/possible?

## **7. ANUSA Staffing**

### **a. Recruitment of Junior Lawyer**

As flagged at the last SRC and OGM the ANUSA/PARSA legal service is currently at capacity and it has been recommended by our current senior lawyer that we recruit a junior lawyer part-time to add to our legal service. As such, ANUSA and PARSAs have begun the recruitment process with Hays with an aim of having the junior lawyer recruited by mid to late October. This position will be included in the 2016 SSAF bid and the cost of the salary for October and November will be shared come from ANUSA's reserves and will be shared with PARSAs.

Please get in touch at [sa.president@anu.edu.au](mailto:sa.president@anu.edu.au) if you have any questions.

### **b. Recruitment of Administration Assistant**

Due to increased communication and marketing this year the Association has seen a substantial increase in the uptake of services. However, this has also meant a substantial increase in the foot traffic and as such reception workload for the Association. While this workload is currently managed by the ANUSA Office Manager, this increase has made it challenging for the Office Manager to undertake their other duties. These include managing ANUSA professional staff and other human resources related activities. As such, the Association is seeking to recruit a 0.4-0.6FTE (2-3days) administrative assistant to assist with the reception workload and to allow the Office Manager to complete their duties within the work week. At this stage it is hoped that this position will be filled by a current undergraduate student(s) and be recruited along with BKSS managers at the end of this Semester for 2016.

## **8. SSAF 2016**

Preparations for the 2016 SSAF bid are underway, with the 2016 ANUSA team planning to hold a number of student forums over Wk 8 and 9 to present about what SSAF is, where it came from, where it was used in 2015 and the process the Association goes through to bid for it. In addition, the forum will also be used as means of gathering new ideas from the wider student community to include in the 2016 bid as well as consult on new initiatives from the 2016 team.

To ensure as many students have the opportunity to be involved in the process, information has been made available on the ANUSA website as well as the capacity to submit new ideas to be included in the 2016 bid. These pages were advertised through the Associations social media channels and highlighted in the Wk 8 newsletter. You can access these pages using the links below.

Ideas for 2016 SSAF Bid - <http://www.anusa.com.au/ssafideas2016/>

What is SSAF? - <http://www.anusa.com.au/anusa-ssaf/>

## **9. Moodle Theme Project Update**

ANU is currently undertaking a Moodle (Wattle) Theme Update Project to improve user experience by improving Moodle's accessibility WCAG 2.0 compliance, look and feel and by having a mobile device responsive design. As part of this project, a reference group has been set up including representative from ANUSA, PARSA, Academic Colleges and ANU Online. The reference group's role is to consult with their constituents to assist with the selection of a new Moodle theme and will be meeting weekly over September/October. In this regard, ANUSA held a forum on the 1<sup>st</sup> of September to discuss students' must haves, could haves, and should haves with respect to a Moodle (Wattle) platform and to provide feedback to ANU Online representatives regarding Moodle's current functionality. Overall there were approximately 20 students in attendance.

The initial timeline was to have a new theme implemented for Semester 1 2016. However, due to some concerns from Academic Colleges regarding the consultation process and resource implications of implementation in such a short time frame the reference group recommended to the ANU Online Steering Committee that the project be delayed until Semester 2 2016 or Semester 1 2017. This being said the project sponsor has reiterated the need to keep to the project timeline to implement a WCAG 2.0 compliant Moodle learning environment for semester 1, 2016. As such the project will be moving forward with a staged implementation, with priority given to high-enrolment courses for Semester 1, 2016 and remaining courses to be updated with the new theme for Semester 2, 2016. Based on the feedback given by the reference group at the last TRG meeting and the limited timeframe the recommended theme is 'More' as it will require less work by college staff to adjust their courses for Semester 1 2016, and work on development and creation of courses for semester 2 2016.

## **10. Wattle/Moodle Survey**

An outcome of the Moodle Student Forum was that students have very different experiences of Wattle and that certain Academic Colleges perform better than others. In addition, it was identified that students were overall unaware of the functionalities that the current system offers. As such, to gather further information ANUSA will be working with ANU Online to conduct a short survey of students Wattle experience over the coming weeks. The information from this survey will inform ANU Online as to how they can improve Wattle/Moodle in the future.

If you have any feedback please get in touch at [sa.president@anu.edu.au](mailto:sa.president@anu.edu.au).

## **11. School of Music**

On Thursday 3 September 2015, a student forum was held with university Professor Ian Young (VC), Professor Marnie Hughes-Warrington (DVC A), Royston Gustavson (Associate Dean Education CASS and Interim Head of School) and Paul Pickering (Interim Dean of CASS) to discuss issues surrounding the ANU School of Music (SoM). These issues include claims of a chaotic and toxic environment at the SoM, with high levels of stress amongst students and staff alike who feel that there is no vision for the school, culturally or academically.

More information regarding the forum and School of Music issues can be accessed using the following link - <http://www.anusa.com.au/the-anu-school-of-music/>

Since the forum, our CASS Reps and I have been in touch with the President of the Music Students' Association to offer our support. At this stage, we have been asked to assist keep the pressure on the University to address the issues and to ensure that the review of the Bachelor of Music is done transparently and communicatively.

## **12. CASS Representatives**

The Association has been made aware that majority of CASS Wattle sites provide the incorrect email address for the ANUSA CASS representatives. After discussions with CASS IT we have been advised that it will take approximately 4-6 weeks to correct as it will require manually updating each course. As a temporary work around the Association is setting up a re-route from the incorrect address to [sa.cass@anu.edu.au](mailto:sa.cass@anu.edu.au).

## **13. Student Assistance Unit Update**

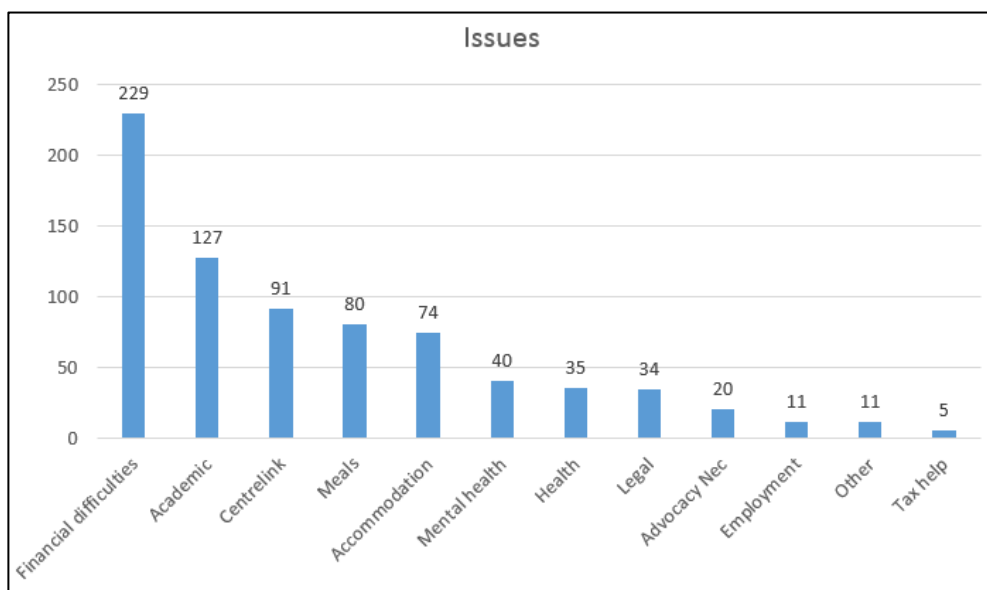
ANUSA Student Assistance Unit statistics 1 Jan 2015 to 21 September 2015.



## a. Summary

- 564 student visits
- 59 Grocery Vouchers issued
- \$12,618 given in Emergency Grants
- 22 toiletry packs distributed
- 446 evening meal vouchers given out
- 318 lunch meal vouchers given out

## b. Issues raised at student visits



## c. Advertising

The Student Assistance Unit in collaboration with other student service providers at ANU will be developing video content over the December to January period to better advertise the support services available for students. If you have any ideas as to how we may best communicate please email [sa.president@anu.edu.au](mailto:sa.president@anu.edu.au).

## 14. Safety on Campus App

The Safety on Campus App has been approved by the University and the app sub-committee will commence discussions in October to plan out development and begin to draft content. It is hoped that the app will be at stage to launch for O-Week 2016. If you have any questions please email [sa.president@anu.edu.au](mailto:sa.president@anu.edu.au).

## 15. Last Lecture

The Last Lecture is an initiative supported by the Dean of Students, the ANU Students' Association (ANUSA) and the Postgraduate and Research Students' Association (PARSA). It is not a University award decided by a committee, and it's not an election; it's for students to decide whom they would like to hear

speaking at a 'red carpet' event in October - a symbolic end to the academic year.

The timeline for the last lecture at this stage is as follows:

<b>Task</b>	<b>Date</b>	<b>Comments</b>
<b>Nominations Open</b>	17 <sup>th</sup> August	Nominations will open Monday Wk 5 and be advertised on social media and included as part of the fortnightly newsletter on the 18 <sup>th</sup> of August and 1 <sup>st</sup> September.
<b>Nominations Close</b>	11 <sup>th</sup> September	
<b>Nomination Processing</b>	13 <sup>th</sup> – 17 <sup>th</sup> September	Nominations will be reviewed and lecturers who have received more than 3 nominations will be contacted about whether they wish to be included in the ballot for voting.
<b>Voting Opens</b>	21 <sup>st</sup> September	Voting will open Monday Wk 8 and be advertised on social media and included as part of the fortnightly newsletter on the 22 <sup>nd</sup> of September. We will also have posters around campus inviting students to vote and attend the event.
<b>Voting Closes</b>	2 <sup>nd</sup> October	A email invite will be sent to all students announcing the winner and asking people to RSVP via Eventbrite.
<b>Last Lecture</b>	29 <sup>th</sup> October	

## VICE PRESIDENT'S REPORT

James Waugh

### **1. SkillUp!**

Skill Up Commenced today, the association is proud of the candidates who are undergoing hospitality training are will hopefully gain employment in the period following.

### **2. Student Experience Committee**

ANUSA tabled a report pertaining to Cyberbullying. At the recommendation of the Association's representatives a Cyberbullying task force has been set up to advise the committee as to the University's potential responses to deal with heightened instances of online abuse.

### **3. Cyberbullying Taskforce**

Richard Baker chairs the Cyberbullying Taskforce, there is representation from a range of stakeholders. The Taskforce is targeting both soft and hard power approaches to decrease instances of Cyberbullying. The incoming Vice Chancellor has identified decreasing instances of Cyberbullying and improving the ANU response.

### **4. Clubs and Societies Awards Night**

The C&S ball is at QT on the 22<sup>nd</sup> of October, tickets are \$60 for a three course meal, three hour drinks.

### **5. Moon Festival**

ANUSA, PARSAs and SEEF are co-funding an exciting Moon Festival for late September. The organisers are looking to bring in a range of international clubs and societies to sell food from their countries of origin and to promote their own cultures.

Congratulations to the organisers for the event.

### **6. BKSS Food**

Some issues have arisen relating to individuals overusing BKSS services i.e. free breakfast program. Gentle reminders of the purpose and expectations of the Free Breakfast program have been created in an attempt to address these issues.

I call on all ANUSA members to assist the Student Space Managers in assisting with these expectations.

## GENERAL SECRETARY'S REPORT

Monique Langley-Freeman

### Items for Report

1. Annual Elections
2. Ethno-Cultural Department
3. Regulation changes
4. ISD Elections

### 1. Annual Elections

As (hopefully) every should know the annual elections took place last term. A number of issues arose from these elections, as below:

#### a. Returning Officer/Election Operators

Constitutionally, there are very few requirements for a returning officer are that they are not a member of ANUSA (an undergraduate student). This year, we continued the tradition of working with ACT Elections, by nominating their commissioner, Phillip Green as the Returning Officer to the Vice Chancellor. Traditionally, we work with the AEC as they highest electoral body in the ACT, and, as such, can be relied to provide the highest level of impartiality and professionalism regarding elections.

Unfortunately, this year we experienced a number of problems with this organisation, which indicated either a misunderstanding of our regulations and constitution; an unclear internal hierarchical structure, or an unwillingness to dedicate time or concern to our elections.

These elections are one of the higher line items on our budget, and cost estimates are from \$20,000 - \$27,000. I do not believe that we are currently receiving the best service for this amount of money

#### b. CAP Elections

There was a reported error with the data provided by ANU to ACT elections, specifically stating that PhB science students were enrolled in both JCoS and CAP. We notified ACT Elections immediately, but unfortunately, this took a while to confirm with the university to confirm as an error. The Returning Officer is meeting with myself and the candidates later on the 24<sup>th</sup> to come to a solution.

#### c. ISD Officer Elections

Two candidates initially nominated for the position of ISD Officer. One of those candidates subsequently requested a withdrawal of their nomination, however, as this was after the deadline for withdrawals, it was not considered. This was mis-communicated to both the candidates and the Association by the Returning Officer

(ACT Elections). As a result, both names were kept on the ballot, and the candidate who intended to withdraw was elected. This candidate has subsequently resigned, and we shall be holding presidential by-elections with the remainder of the executive, for which I shall act as Returning Officer. All involved groups have been informed and are happy with this outcome.

#### d. Intimidation Claims

A number of claims of varying seriousness were raised to the returning officer via the probity officers. All that related to the conduct of candidates were dealt with by the RO. There was some concern raised about the time with which these claims were dealt.

#### e. Social Media Policy

It has become clear that the lack of clarity regarding social media is going to become more of a significant burden on our ability to hold free and fair elections. ANU has a particularly active online community, and as such, I will be working with Sam Duncan to ensure that we are moving towards this. Most likely, we will be looking towards the AEC's Social Media Policy and Regulations that will be released later this year.

#### f. The role of Probity Officers

I would like to acknowledge the great work done by this year's Probity Officers, Fleur Hawes, Dan Wall, Benjamin Creelman and Maclaren Wall. However, one of the key issues that came out of this election was the scope of the role of probity officers. As the Returning Officer was unwilling to be on the ground during polling (and we could not have afforded to have the AEC Commissioner around for that amount of time), the Probity Officers took on a much larger role than they are explicitly provided for in the Regulations. In the Regulations, the POs are only explicitly given purview over financial matters.

This puts an unnecessary work burden on full-time students who are volunteers in this role. There were a number of instances where the Probity Officers were 'called out' for bad decision-making online, when in fact they were merely passing on the decisions of the RO. In the future we need to limit the role of Probity Officers to protect the interests of the students in those roles, and also to maximise independence regarding electoral decisions.

## **2. Ethno-Cultural Department**

As well as having its regular weekly meeting, there was a casual coffee held with the group. There is a motion that I am putting forward today to make the working group a formalised committee of ANUSA.

There were suggestions that we hold a film night as an event for later in the term. If so, nominal amounts of funding would be required. The group has generally received lots of positive support and an active/broad range of members.

Bryan and myself also met with the National Ethno-Cultural Officer to discuss how we can work with other similar groups around the country.

## **3. Proposed Regulation Changes**

Over the next few weeks I will be working with Sam Duncan, the General Secretary elect to ensure that we are developing sustainable changes to our regulations which are, at this state, unworkable.

#### **4. ISD Elections**

I am the Returning Officer of ISD's executive elections which are taking place this week.

## TREASURER'S REPORT

Sophia Woo

### Items for Report

1. Year-to-Date Income and Cost of Sales
2. Year-to-Date-Expenditure
3. Tracking Revenue, Student Services and Amenities Fee (SSAF) Surplus and Future Planning

### 1. Year-to-Date Income and Cost of Sales

	30 Sep 15
<b>Income</b>	
Bookshop Commission	\$131.26
Sales - BKSS	\$3,076.59
Sponsorship - ANU	\$19,900.00
Sponsorship - External	\$38,464.68
SSAF Allocation	\$1,762,088.62
Ticket/Event Sales	\$103,911.66
<b>Total Income</b>	<b>\$1,927,572.81</b>
<b>Less Cost of Sales</b>	
BKSS Food/Consumables	\$13,494.65
Cost of Books Sold	\$484.06
<b>Total Cost of Sales</b>	<b>\$13,978.71</b>
<b>Gross Profit</b>	<b>\$1,913,594.10</b>
<b>Plus Other Income</b>	
Interest	\$16,404.23
Miscellaneous (Sundry) Income	\$7,405.54
<b>Total Other Income</b>	<b>\$23,809.77</b>

## 2. Year-to-Date Expenditure

<b>Less Operating Expenses</b>	
Accounting/Bookkeeping	\$31,008.34
Administration Expenses	\$437.00
Auditing	\$8,054.55
Bank Fees with GST	\$1,182.83
Bank Fees without GST	\$959.14
BKSS Non-food	\$3,338.47
Bus expenses	\$4,196.09
Bush Week	\$45,873.70
C&S Capital	\$532.73
Cleaning	\$4,954.20
Consultancy	\$53,975.83
Departments & Collectives	\$56,172.53
Education Committee	\$3,810.37
Elections	\$254.40
Equipment Hire expense	\$36.36
Faculty camps	\$62,604.01
Faculty Representatives	\$1,287.85
Fees & Subscriptions	\$481.66
Food Aid	\$1,242.00
Foreign Currency Gains and Losses	\$306.45
Grants and Affiliations Committee	\$160,036.99
Grants and Affiliations Committee Non-GST Grants	-\$2,000.00
Interest Expense	\$600.18
IT Support & Equipment	\$1,166.24
Leadership and Professional Development	\$18,996.42
Legal Expenses	\$5,589.06
Marketing & Communications	\$28,132.08
Meeting Expenses	\$1,935.12
Misc Committees (Mental Health, Safety on Campus)	\$500.18
Non-committee projects	\$17,122.55
NUS	\$4,988.18
Other Employee Expense	\$8,383.47
O-Week	\$179,112.83
Printer	\$743.00
Repairs and Maintenance	\$2,765.64
Salaries and Wages	\$500,782.44
Staff Development	\$5,009.27
START	\$165.08
Stationery/General Supplies/Postage	\$3,890.60
Student Assistance Unit Grants	\$13,872.56
Student Assistance Unit Purchases	\$2,756.89
Student Engagement	\$18,579.69
Student Reimbursement - Training Programs	\$1,894.50
Superannuation Expense	\$72,633.97
Telephone	\$369.94
Training	\$7,921.28
Utilities	\$7,506.93



Workers Compensation Insurance	\$6,352.60
<b>Total Operating Expenses</b>	<b>\$1,350,516.20</b>
<b>Net Profit</b>	<b>\$586,887.67</b>

### **3. Tracking Revenue, Student Services and Amenities Fee (SSAF) Surplus and Future Planning**

The Financial Controller ([sa.finance@anu.edu.au](mailto:sa.finance@anu.edu.au); [brendan.greenwood@anu.edu.au](mailto:brendan.greenwood@anu.edu.au)) calculated:

1. Surplus SSAF funding (from 2012 to the Present)
2. Independent funding (i.e. sponsorship)
3. Emergency reserve calculation

#### Surplus SSAF Funding

- From 2012, ANUSA began receiving SSAF funding from the university.
- Under the 2012 and current SSAF funding contract with the university, budgeted but unspent funds from the year can be recalled by the ANU.
- If the ANU so chooses (which has not yet happened), it can ask for ANUSA to return all SSAF funding.
- However, if unspent SSAF funds were allocated or contractually tied to the same/similar SSAF-approved purposes, than it can be spent in later years.

#### **SSAF Surplus Amounts**

2012 = \$318,563.00

2013 = \$93,430.91

2014 = \$137,601.62

*Total = \$549,595.53*

#### Independent Funding

- Outside of funding from SSAF, ANUSA also has funding from other sponsors.
- In particular, sponsorship comes from other private or public businesses, as well as from other college faculties (e.g. sponsorship for the First Year Camps).

#### **Independent Funding Amounts**

2012 = N.A.

2013 = \$213,879.34

2014 = \$217,616.01

*Total = \$431,495.35*

#### Emergency Reserve

- In the ANUSA Constitution, the Association is obliged to keep aside contingency funding.

- In the event that ANUSA would have to permanently shut down, the contingency funding is an amount calculated to ensure that the Association can pay its final debts and contractual commitments (e.g. staff salaries which are contracted).
- The amount for emergency reserve amount is calculated for a period of up to three months, which would be the estimated minimum time required for the organisation to wind down and close.

Type of Expense	Month 1	Month 2	Month 3	Total Emergency Reserve required
Wages - Professional staff	34,264.00	34,264.00	51,396.00	119,924.00
Superannuation - Professional staff	5,996.20	5,996.20	8,994.30	20,986.70
Ann Leave Liability payable	-	-	-	25,247.00
Long Serve Leave Liability payable				14,640.00
Wages - Executive	8,432.00	8,432.00	12,648.00	29,512.00
Superannuation - Executive	1,475.60	1,475.60	2,213.40	5,164.60
Wages - Casual staff				-
Superannuation - Casual	-	-	-	-
Bank Fees	100.00	100.00	100.00	300.00
Legal Fees - software	220.00	220.00	220.00	660.00
Student Grants				-
Marketing Subscriptions				-
BKSS Food				-
Utilities	1,509.00	1,509.00	1,509.00	4,527.00
Cleaning	735.00	736.00	737.00	2,208.00
	52,731.80	52,732.80	77,817.70	223,169.30

## MOTION: DEPARTMENT HONORARIA

Kat Reed

### **Motion:**

*That the Association increase the Honoraria payment to Departments who wish to claim it by \$3,000 per officer in 2015.*

**Moved:** Kat Reed

**Seconded:** Laura Campbell

### **Preamble**

Department Officers are elected to represent a number of different ANU communities that often form minorities and whose rights may otherwise be left to the periphery of decision making at ANU . Department heads work on average 15-20 hours a week, for around 30 weeks, in their term. This 30 week period has been calculated based on academic teaching periods, time spent in preparation for O Week and Bush Week and part of the teaching breaks.

The role of department heads in ANUSA includes

- providing crisis services such as providing support, referral and advocacy for women on campus who have been sexually assaulted in the case of the Women's Officer
- Providing pastoral care such as support and referral for individuals suffering from mental health issues due to their sexuality or medical condition.
- Convening high functioning collectives by chairing regular meetings, resolving disputes between members and continuously assessing strategies for accessibility
- In the case of autonomous spaces, ensuring that spaces remain safe, clean and accessible, regularly stocking up based on needs of the department, and managing administrative needs including liaising with security about access to the space
- Managing Department finances in conjunction with other department members and completing an annual audit.
- Providing social events and opportunities for interaction at ANU, which proves particularly important for students identifying with minority groups who would otherwise not feel comfortable to engage with the ANU community at all.
- Ensure that campaigns addressing important issues are created and run throughout the year, in order to inform the ANU Community about issues and advocate for the interests of these groups
- Attending, reporting to and advocating for their respective departments' needs at monthly ANUSA SRCs
- Negotiating and liaising with university bureaucracy such as with Access & Inclusion or the PVC for Student Experience in relation to ANU policy on matters relevant to their departments such as sexual assault policy and procedures.
- Undertaking advocacy on key issues such as safety on campus at relevant university committees such as UniSafe, as student representatives
- Representing the interests of Departments with media organisations including *The Canberra Times*

- Directing and managing the online presence of Departments through social media pages, autonomous groups and events to ensure that the departments work is promoted and accessible with diverse audiences.

While the specific roles of Department Officers vary, the Women's, Queer, International and Disabilities Officer have all committed time to their role this year that has far outweighed the current honoraria they receive. While this inevitably impacts on the accessibility of the role, as department officers' ability to study, work and support is impeded upon the increase in honoraria would demonstrate that the ANU student community values and supports the work of the department officers and would signify an important step towards paying student office-bearers at the minimum wage - and on par with the ANUSA executive.

This increase in honoraria would be a one-off payment and would be a strong signal of community sentiment to the review into the payment of elected officials in 2016 that is currently underway.