

## SRC DECLARATION OF POLICY REGISTER; AS OF SRC 3 2024

- a. directs the executive to draft, update and maintain a specific declaration of the policies of the association;
- b. require the declaration to include all the positions of the association as affirmed by:
  - i. the SRC; or
  - ii. a general meeting of the association;
- c. require the declaration to be available on the ANUSA website;
- d. affirms that the declaration is a protected document and any changes can only be made after a relevant motion is approved by:
  - i. the SRC; or
  - ii. a general meeting of the association; and
- e. require updates to the declaration be made within 5 business days of any such changes made at a meeting and the minutes being approved.

### MOTIONS APPROVED AT SRC 3 2024.

## 6.2 **Motion: This SRC Endorses the ANUSA-NUS Budget Protest**

### **Preamble:**

On Tuesday the 14th of May the Albanese Government will hand down its third budget. If the previous ones are anything to go by, this will do very little for students, workers, the unemployed, or anyone else doing it tough in our society. While they spend billions upon billions on subsidies for housing developers, landlords, and nuclear submarines, millions go hungry.

We need better out of this budget. That means real investment in public housing, it means making education free, and it means raising the rate of welfare payments above the poverty line, and to stand a chance of getting any of those things we need to fight for it.

On the Day of the budget, ANUSA and the NUS are working together to organise a protest outside parliament house to demand better. And ANUSA must get behind that protest as much as possible. Vote for this motion and get in touch to get involved.

## **Motion:**

1. ANUSA endorses the Budget Protest organised jointly by ANUSA and the NUS
2. ANUSA commits to providing material support including speaker systems and logistical help to the protest
3. ANUSA strongly encourages all of its members to attend the protest and will publicise it on its social media

## **6.3 Motion: The SRC condemns the NSW anti-protest laws and police repression.**

### **Preamble:**

Content Warning: Police Violence

The purpose of this motion is for the SRC affirm the right to protest (anywhere) and to demand change within the justice system regarding the institution of police.

In April 2022, the Liberal NSW Government passed legislation that is now colloquially referred to as the 'anti-protest law' that attempts to prevent protests on major roads, bridges, tunnels, public transport, and infrastructure facilities. The penalty for exercising your democratic right to protest is \$22,000 or two years in jail. The right to protest is fundamental to the safety of workers and oppressed groups. Through protests, unions and oppressed groups have won rights.

And we've seen recently that the anti-protest law has been used to oppress workers fighting for Palestine (like the mass arrest of 19 people at the most recent ZIM picket) [1] and Queer and Trans people fighting for their rights.

Regarding the police, there is much to say about them but I will summarise very quickly. The police, as a colonial institution, exists to oppress workers, Queer and Trans people, Indigenous People, and

People of Colour. A police officer has recently been charged after allegedly murdering two gay men. [2] The same officer was also investigated for tasing an Indigenous man in the face. [3]

When the Queer and Trans community fought back against police action and protested, the police made arrests. [4] This is the same story we hear all the time. The police work in tandem with the state to oppress workers and oppressed groups and are used to enforce the anti-protest laws mentioned above.

Why does this matter to ANUSA? Well, no matter if you think protests are the way to achieve change, we can all recognise that protest is healthy for a 'democracy.' And these laws and the police institution actively suppress the ability of people to protest. And further, we do not exist in a bubble here in Canberra. We are impacted too, and if some people are repressed by the law and police, it's important we stand in solidarity and join our voice with them in calling for change.

[1]<https://www.theguardian.com/australia-news/2024/mar/25/union-leader-among-arrests-at-pro-palestine-port-botany-protest-in-sydney>

[2]<https://www.theguardian.com/australia-news/2024/feb/29/jesse-baird-luke-davies-alleged-murder-beau-lamarre-premeditated-nsw-police-issue-handgun>

[3]<https://www.9news.com.au/national/man-tasered-during-arrest-in-paddington-nsw-police/4d993f85-61ab-4e16-b9ae-9d7aa717da3d>

[4]<https://www.sbs.com.au/news/article/sydneys-lgbtqi-community-honours-jesse-baird-and-luke-davies-at-mardi-gras/3g1m1qm7m>

**Motion:**

1. The SRC calls on the Minns Government to scrap the anti-protest laws.
2. The SRC endorses and supports the following petition organised by many unions and organisations that demand a review into the anti-protest laws. <https://shorturl.at/lruV0>.

3. The SRC recognises that the police are a colonial institution that plays a critical role in perpetuating violence against the working class, Queer and Trans people, Indigenous People, and People of Colour.
4. The SRC calls for the police to be kicked out of Mardi Gras and any pride event.
5. The SRC demands the police to be disarmed, defunded, and dismantled.

#### **6.4 Motion “Equality over Community Connect food relief service”**

Preamble:

Food insecurity is a growing problem in Australia which hits the students hardest. Different journals and articles have also tried to bring forth this problem which has become more prominent after the COVID-19 Pandemic (Monash, 2023; Shi & Farinelli, 2023; Kent, et al., 2022). And they have also reported that international students are worst affected because they must live in a foreign country, subjective to foreign exchange fluctuations, and highly impacted by the availability and price of food from their culture (Monash, 2023). However, inspite of being food insecure, these students are bound to hide the information with the fear of social shaming and fear of it affecting their visa status, despite being able to pay all the university fees on time. On the other hand, food insecurity is also a global concern because it is one of the sustainable development goals (SDG 2- Zero Hunger). So, universities also have a responsibility to address this SDG 2 by bringing different programs to deal with food insecurity withing their network. Hence, dealing with SDG 2 is a responsibility to ANU because of its commitment to the sustainable development goal as a partner.

In addressing the food insecurity issue of ANU staffs and students, ANU had started ANU Thrive Community connect which provided food to the food insecure student without any judgement and shame. The “community connect” program in ANU was a highly popular service among the students where most of the participants were international students since 2023.

In 2024, the Thrive Community Connect changed the model of offering service, causing inconvenience to many students relying on it. Quoting to the Student life team on their recent changes, “The Community Connect Food Relief service is designed to support students experiencing food insecurity. We have changed how we deliver our service in 2024 in order to better serve the students most in need of food relief support. Our Food Relief service is predominately funded through the Higher Education Participation and Partnerships Program (HEPPP), which is an Australian Government funded program.” it seems that they are being funded by the Australian Government, which is funded partially by the SSAF (students’ fund) in reality. Their articulation and reality demand clarification.

As the students' fund should be accessible to all students, clarity over equality in using the Community connect fund is due. This is also a breach of ANU's policy on equal opportunities to every students (ANU, 2022) "HEPPP funding is provided to higher education providers each calendar year based on the provider's respective share of domestic undergraduate students from a low SES background, students from regional areas and remote areas and Indigenous students." This statement from the student life team is a disowning message to the international students who are facing food insecurity in ANU. As cited by Taylor (2023) in the Guardian Australia, It's a disgrace governments and universities treat international students like cash cows, enticing them to come to our shores but then leaving them high and dry during tough times. Hence, being ANU students' association, we should advocate for equality on behalf of all ANU students.

It was found from research by scholars that some groups of students were at higher risk of food insecurity. These include first-year students (46%), those who attend classes on campus (48%), international students (61%) and students who identify as non-binary (69%) (Kent, Visentin, and Murray, 2022). With these statistics, the clear picture of international students' struggle on food is clear as daylight. And, thus how justified is it to set the following eligibility criteria on accessing the food relief by ANU student life for international students?

[What if I am not HEPPP eligible? If students do not meet the eligibility criteria under the Higher Education Participation and Partnerships Program (HEPPP) but are experiencing food insecurity they should contact one of the following authorised Student Support Services to find the right support for their individual circumstances. · Student Safety and Wellbeing

· Residential Staff (Head of Hall, Wellbeing Coordinator, or equivalent) · Student Life · Student Central · ANU Counselling · ANU Psychology Clinic · ANU Accessibility

· Tjabal Centre Staff]

In light of these eligibility criteria, do we still believe that equity and equality is reflected towards international students? Where we are aiming at ensuring food security, why should we differentiate domestic and international, undergraduate and postgraduate, and all those hurdles to access the service? Ain't food needed for every human being, let along students! It is very unfortunate to learn that international students paying for students' services need to go through all these modalities to access their rightful facility from 2024.

Actions:

1. Seek for clarity on "source of fund" for the Community connect service from Student life.
2. Seek for reasons to make "access to food" means-tested, when food is considered as the basic need for humanity.
3. Demand the equitable treatment of the students to access the pantry services complying to the ANU policy (ANU 2022)
4. ANUSA might advocate for policy change for Student life regarding the "community connect" service.

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Shi, Y., & Farinelli, M. A. (2023). Food insecurity in international and domestic students at an Australian university 2 years into the global COVID-19 pandemic. *Nutrition*, 116.

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THE. (2021). Impact rankings 2021:zero hunger. Retrieved from Times higher education:  
[https://www.timeshighereducation.com/rankings/impact/2021/zero-hunger#!/length/25/locations/AUS/subjects/3096/sort\\_by/rank/sort\\_order/asc](https://www.timeshighereducation.com/rankings/impact/2021/zero-hunger#!/length/25/locations/AUS/subjects/3096/sort_by/rank/sort_order/asc)

## **6.5 Motion: Shame on the ALP's racist deportation bill**

Preamble:

The Migration Amendment (Removal and Other Measures) Bill 2024 was introduced in Federal Parliament in March. The new legislation creates new Special Powers for the Immigration Minister: The Minister may direct a person to facilitate their own removal from Australia, through actions including submitting applications for travel documents, attending interviews, and providing information. This can involve people being required to engage with authoritarian regime representatives, even if they fear reprisal from the regime. The Immigration Minister will also be given powers to unilaterally end asylum status to refugees who are already on protection visas. The bill has been opposed by a range of political and human rights groups such as [Labor for Refugees](#) and the [Asylum Seeker Resource Centre](#), both groups have put in submissions opposing the bill and highlighting the racism underpinning it.

Failure to assist the Australian government in your own deportation can result in a criminal offence, with penalties of a mandatory minimum sentence of 12 months and up to 5 years imprisonment and fines of up to \$93,900.

The Bill targets people who are subject to removal from Australia after being refused a visa, including a protection visa. While it does not apply to those still awaiting a decision on their protection application, or otherwise currently seeking a review, it will apply to those who have been refused protection under the appalling 'fast track' process, a process which the Australian Labor Party has admitted does "not provide a fair, thorough and robust assessment process for persons seeking asylum." This puts thousands of people at risk of return to danger or years of imprisonment.

The Bill also allows the Minister to designate certain countries as "removal concern countries". This means that all people from these designated countries may be banned from coming to Australia, with some exceptions for immediate family members and those seeking resettlement through the Humanitarian Program. This would include people travelling for study, tourism, or business. It appears that this travel ban will be harsher and longer lasting than Trump's "Muslim Ban."

These attacks occur in a context of the Labor government trying to shore up its immigration powers following the recent high court ruling on indefinite detention as well as the ongoing legal case brought by a bisexual women's rights activist from Iran. This legislation reeks of desperation and racism and is more vile than what was attempted under the previous Liberal government. Under this legislation the Murraguppen family from Biloela would be faced with deportation or imprisonment for failing to comply.

Thus far the bill has passed the House of Representatives but has been sent to the Senate for inquiry. Therefore the Senate vote will not take place until May. This gives us an opportunity over the next few weeks to organise a campaign against it. There are significant concerns regarding its impact on refugees and asylum seekers in Australia. It would create a new regime that allows the Immigration Minister to direct people – under threat of imprisonment – to return to countries where they may have fear of persecution or death.

Motion:

- ANUSA condemns the inhumane and racist Migration Amendment (Removal and Other Measures) Bill proposed by the Labor government
- ANUSA will share the NUS Queer Department petition on social media and the weekly email and on Facebook ([https://www.megaphone.org.au/petitions/refugees-are-welcome-bigots-and-racists-are-not-release-asf17?fbclid=IwAR2V6UvypHPBGTG1YIJ11SnvabV1dkqiAcHSSJ1dxexXtnwLypwUh6cYpNis\\_aem\\_AWckUxo5Q7inBKrxLnhaMyosTeQKJPSXqUJNA1eSBse78exRTrACTnXcH-TIlv4A5l3P0gdrQjVwh8qdWiK\\_K7Ci](https://www.megaphone.org.au/petitions/refugees-are-welcome-bigots-and-racists-are-not-release-asf17?fbclid=IwAR2V6UvypHPBGTG1YIJ11SnvabV1dkqiAcHSSJ1dxexXtnwLypwUh6cYpNis_aem_AWckUxo5Q7inBKrxLnhaMyosTeQKJPSXqUJNA1eSBse78exRTrACTnXcH-TIlv4A5l3P0gdrQjVwh8qdWiK_K7Ci))
- ANUSA will share upcoming activist events opposing the bill

6.6 Motion: Support striking workers jailed by the Sisi regime.

Preamble:

A successful strike by textile workers in Mahalla forced the Egyptian government to concede a major pay rise to tens of thousands of state employees earlier this year. In the face of mass poverty and high prices, the Mahalla textile workers shut down their mill for over a week and won a substantial raise in the minimum wage.

Leading activists in Mahalla are facing repression from the state for their heroic resistance. On February 29th, several workers were charged with forming an illegal group. Workers have faced dismissal for sticking their neck out. Five strikers still languish behind bars.

The petition started by the workers at Mahalla is calling on the Egyptian government to end the repression of the strikers and cease attacks on trade union organising. They have called for international solidarity with their fight. Signatories to the petition include unions from around the world. Our union should do our part to promote awareness of their struggle and encourage students at ANU to support this fight against Sisi's regime.

Action:

ANUSA will publish a statement encouraging SRC members and the student body generally to sign the [change.org](https://change.org) petition demanding the release of the workers of Mahalla.

**Improving ANUSA record keeping and other related matters:**

2. That the SRC;
  - a. directs the executive to draft, update and maintain a specific declaration of the policies of the association;
  - b. require the declaration to include all the positions of the association as affirmed by:
    - i. the SRC; or
    - ii. a general meeting of the association;

Public meeting is defined as any SRC meeting, General Meeting or EDC meeting.

- c. require the declaration to be available on the ANUSA website;
- d. affirms that the declaration is a protected document and any changes can only be made after a relevant motion is approved by:
  - i. the SRC; or
  - ii. a general meeting of the association; and



- e. require updates to the declaration be made within 5 business days of any such changes made at a meeting and the minutes being approved.

[1] Meaning any meeting that is normally open to any member of the association to attend, this would include SRC meetings and OGMs but would exclude meetings of the executive.

2The list provided in clause 1d is non-exclusive and additional items may be included in the register as the executive deem necessary, however the register must contain at a minimum all 10 items in clause 1d.

## **6.8 Motion: Condemnation of Russian presidential election results and related matters**

To move –

1. That the SRC does not recognise:
  - a. the Russian presidential election held on 15 to 17 March 2024; and
  - b. Vladimir Putin as the legitimate president of Russia.
2. That the SRC condemns alongside organisations and governments in Australia and around the world:
  - a. the denial of a free, fair, inclusive and credible election for the Russian people;
  - b. the holding of sham elections in occupied Ukrainian territory; and
  - c. the Putin regime's attacks on freedom and democracy in Russia.
3. That the SRC condemns the Putin regime's murder of:
  - a. Alexander Litvinenko and other whistleblowers;
  - b. Anna Politkovskaya and other journalists;
  - c. Natalya Estemirova and other activists;
  - d. Boris Nemtsov and other political leaders; and
  - e. Alexei Navalny and other opposition figures.
4. That the SRC condemns the Putin regime's:
  - a. illegal invasion of Ukraine starting on 24 February 2022;
  - b. illegal annexation of the Ukrainian oblasts of Donetsk, Luhansk, Zaporizhzhia, Kherson and Crimea;
  - c. use of chemical and other prohibited weapons in Ukraine;

- d. abduction and deportation of Ukrainian children;
  - e. attacks on civilian populations and infrastructure;
  - f. attacks on Ukrainian culture and heritage;
  - g. forced conscription of Ukrainian and Russian citizens;
  - h. mistreatment of prisoners of war,
  - i. genocide; and
  - j. other war crimes and atrocities.
5. That the SRC does;
- a. stand in solidarity with the struggle of the Ukrainian people; and
  - b. recognise the heroic efforts of President Volodymyr Zelenskyy in the defence of his homeland.
6. That the SRC does condemn the Putin regime's attacks on human rights, including but not limited to the targeting of:
- a. ethnic minorities;
  - b. LGBT peoples;
  - c. disabled peoples;
  - d. religious minorities; and
  - e. journalists, among others.
7. That the SRC condemns Russia's role in the shooting down of Malaysia Airlines Flight 17 and the killing of 298 people on 17 July 2014.
8. That the SRC condemns Russia's role in:
- a. the cyber attacks on Australia and other countries;
  - b. the spreading of misinformation in Australia and other countries;
  - c. the attempt at undermining democracy in Australia and around the world;
  - d. the exporting of violence to the Middle East and Africa;
  - e. the undermining of global food and energy supply; and
  - f. the threats to use nuclear weapons.

9. That the SRC calls upon the ANUSA executive, ANU administration, ACT and Australian Governments to continue and expand all lawful acts by which to condemn and sanction the Putin regime and Russian Federation.

#### 6.9 Motion: AYAC's Future of Leadership Survey

Preamble:

Youth participation in leadership opportunities is vital to ensuring that decision-making processes are representative of Australia's diversity, and reflective of the needs and interests of young people. Last month, the Australian Youth Affairs Coalition (AYAC) opened its Future of Youth Leadership survey for submissions from young people aged 12-25 from across Australia. As the peak body representing and advocating on behalf of Australia's youth, AYAC is keen to learn about young people's participation in formal leadership opportunities (e.g. youth steering committees, youth advisory groups, youth councils, student representative councils), including:

- Whether or not respondents have participated in formal youth leadership activities,
- What barriers might have stopped respondents from participating; and
- What skills respondents think young people need to be able to participate effectively.

AYAC will use respondents' feedback to shape a report about youth leadership, and support the design of future youth leadership training programs that young people find useful.

Additionally, AYAC may use insights gained from the survey to provide advice to other organisations on how best to engage with young leaders.

As a union representing a significant number of students aged 25 and under, ANUSA can meaningfully contribute to research and development on youth participation in leadership opportunities by supporting AYAC's survey.

Actions:

- ANUSA recognises that youth participation in leadership opportunities can create meaningful, positive change for young people aged 12-25 in Australia
- ANUSA will endorse AYAC's Future of Youth Leadership survey
- ANUSA will promote the survey on its social media platforms as soon as possible before the deadline for survey responses at 5 pm AEST on Sunday, April 21.

### **SRC 4 2024**

#### **7.3 Motion: Inclusion, Diversity, Equity and Accessibility Review**

Preamble:

Quality higher education is not equally accessible for all. ANU has historically catered for a homogenous, high-socioeconomic status, private school-educated demographic which does not reflect the current student body at ANU. While former students and staff have advocated to make the university a more inclusive environment, both in a cultural and academical sense, discrimination and inequality are still prevalent on campus.

A review into inclusion, diversity, equity and accessibility would be a concerted effort to identify the structural and cultural barriers faced by underrepresented students, and would seek to present the university with recommendations on how it can ensure substantive equality. A review and subsequent report into these areas would entail listening to students about their lived experiences and also examine ANU policy to ensure it is in line with its commitment to the aforementioned principles.

This motion would establish a small working group with affirmative action measures to ensure its composition upholds the voices of underrepresented students. This group would complement the work already undertaken by the Departments, but I am conscious that it will be a time commitment even if the working group were shouldering the bulk of the workload. With this in mind, the review would be conducted in a respectful, culturally competent, conscientious manner in line with the needs and values of the respective departments. This would be the primary consideration. The process would also incorporate the principles of Universal Design for Learning (UDL) and universal accessibility. Finally, this process would be opt-in and a flexible commitment for the Departments, SRC members and the broader student body, it would be staggered over the remainder of the year and will be on the respective Department's terms. This report would ideally be completed before the upcoming EAP review to incorporate any recommendations that ANUSA endorses into the association's submission.

Action:

- ANUSA to establish a small working group to complete an equity report on ANU student experience. This working group would be non-hierarchical, voluntary (but eligible for honorarium) and contain affirmative action measures to ensure underrepresented student voices are centred through nominating an autonomous member of the following Department executives or collectives:


- Women's Department
- BIPOC Department
- Indigenous Department
- Disabilities Support Association
- International Students Department
- Parents and Carers
- Queer Department
- And three ANUSA SRC representatives (self-nominated)

And will consult with other underrepresented demographics as identified by the working group.

- The working group will centre the needs and values of the respective departments as the primary consideration throughout the entire process.

- ANUSA to advertise and hold opt-in consultations with SRC members, college reps, department executives and collectives and the broader student body to identify the structural barriers and disadvantages faced by underrepresented students in the university setting. This report could also examine ANU policy to determine where there could be instances of discriminatory policy.
- The working group will co-develop recommendations with underrepresented students to reflect the changes in the university they would like to see.
- ANUSA to share the finished report via ANUSA's channels and with relevant stakeholders within the university.

## Financial Policy framework

 Financial Policy Framework 2024

# Financial Policy Framework 2024

Introduction

Definition

## Policies

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Appendix

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Prepared by Will Burfoot, ANUSA Treasurer 2024  
For review 12/30

## **Introduction**

This document serves as the basis of ANUSA's financial policy. I have sought to clarify, consolidate, and improve our policies to ensure that the Association operates with best practice and transparency. Any questions regarding this policy can be directed to the ANUSA Treasurer at [sa.treasurer@anu.edu.au](mailto:sa.treasurer@anu.edu.au).

## **Definitions**

**ANUSA, the Union, the Association** - refer to the ANU Students Association.

**Trustees** – refer to the President, Vice President, and Treasurer, who can authorise the release of Association funds as outlined in the Constitution. All purchases and payments made by the Association require two of the President, Vice President, Treasurer approval.

**Procurement** – The process by which goods and services are acquired from external sources. All purchases are covered by the procurement policy, with particular attention paid to high value purchases.

**SSAF** – The Student Services Amenities Fee, paid by students for non-academic services and amenities. SSAF provides most of the funding for the Association.

**SRC** – Student Representative Council.

## **1. Procurement**

### **Purposes**

- 1) The purpose of this policy is:
  - a) to ensure that all purchases of the association are made in an accountable manner and appropriately authorized manner.
  - b) to ensure that ethical behaviors such as honesty, integrity, diligence, fairness, trust, respect, and consistency are adhered to. This protects the integrity of each procurement process being undertaken by the

association, promotes members' confidence and manages potential risks, perceived or otherwise, to the association.

## Principles

- 2) Association purchasing activities shall seek value for money.
  - a) Association purchasing shall be conducted in a manner that encourages competition amongst suppliers, generating opportunities to achieve the best outcome for the student body.
  - b) Association funds must be used solely for the purposes of the association in an efficient, effective, and ethical manner.
  - c) Association purchasing activities shall be undertaken in accordance with the principles of accountability and transparency.
  - d) Procurement activities should be done in line with the ethics that the student body expects of its student union. Procurement activities should encourage positive environmental outcomes through the promotion of environmental standards, energy efficiency, re-use, recycling, disposal practices and natural resource conservation.
  - e) Association procurement shall be conducted in accordance with the principles outlined in the below procedure, with particular attention paid to the requirements associated with various procurement thresholds.
  - f) For the avoidance of doubt, employment decisions are not subject to this policy.
  - g) Procurements should provide long-term value to the Association wherever possible.
    - i) Merchandise purchasers should procure designs that will not rapidly date wherever possible. All merchandise purchases made on behalf of ANUSA must promote the Association and items should be identifiable as being produced by ANUSA, unless doing so would defeat the purpose of the procurement.
  - h) This policy shall apply to Departments and Collectives
    - I. In requirement 1 in the threshold table, the authorised individuals for the department shall act in place of the President, Vice President, Treasurer.
    - II. In requirement 2,3,4 in the threshold table, the Department/Collective meetings shall act in place of the Executive.

## Procurement Thresholds

- 3) All procurements must be conducted according to the requirements in the threshold table appended to this policy.
- 4) Association procurement requirements are dependent on the value of the goods and services being sought.

- a) Thresholds apply to the value of individual goods and services, not to the value of single transactions. A contract shall be treated as a procurement at the threshold of the total cost over its full term.
- b) A procurement must not be divided or split into separate parts to avoid a procurement threshold.
- c) All thresholds in this policy are subject to the Purchases Policy
- d) A purchaser may conduct a procurement according to the requirements of a higher value procurement threshold.
- e) A procurement exercise is valid for the term of the contract (including extensions entered into in contract variations).
- f) Any further procurement undertaken following expiration of a term of a contract must be conducted with reference to the Procurement Policy.

5) All procurements that require approval by a decision of the Executive must be disclosed at the next SRC of the Association by the ANUSA Treasurer.[WB1]

### Conflicts of Interest

- 5) Procurements must be done with a view towards minimising conflicts of interest.
  - a) Staff, representatives and volunteers involved in association purchasing activities must disclose any actual or perceived conflict of interest arising from the purchasing activity.
  - b) Particular caution should be exercised if the Association is considering purchasing goods and/or services from suppliers who:
    - i) are current employees or office bearers of the association;
    - ii) are past employees or office bearers of the association;
    - iii) have a personal relationship with any of the employees, volunteers or representatives involved in the procurement process.
  - c) Where an actual or perceived conflict of interest has been identified, such a conflict shall be actively managed by the Executive.
  - d) The Association and its staff, representatives and volunteers must not seek to benefit from supplier practices that may be dishonest, unethical, or unsafe.
  - e) Staff, representatives, and volunteers must avoid all situations that could give rise to a conflict of interest, either real or perceived.

### Appendix 1: Threshold Table

Threshold	Requirement 1	Requirement 2	Requirement 3	Requirement 4
<\$2000	Purchaser must	--	--	--
\$2000 – 4999	source the best option, with a view to value for money and quality. Purchases must comply with the constitutional requirement that formal approval be	Purchaser must source at least two quotes for the procurement.	--	--
\$5000 – 100,000			The procurement must be approved by a decision of the Executive.	The Executive must consider competitor quotes or other evidence to satisfy themselves that the procurement is the best value option available.



>\$100,000	given by two of either the President, Vice President, or Treasurer beforehand.	--	The procurement must be approved by the SRC.	The SRC must consider competitor quotes or other evidence to satisfy themselves that the procurement is the best value option available.
Notes:		<i>Requirements in this column may be waived or reduced by a decision of the Executive, recorded in the minutes of the next executive meeting if taken outside a meeting. The executive may only waive or reduce these requirements if compliance would be unreasonably difficult or would be commercially unviable.</i>	<i>Requirements in this column for decisions by the SRC or Executive may be fulfilled by votes conducted over email or other non-synchronous means. Meeting notice requirements do not apply, however for non-synchronous votes, the SRC must be given at least two days to vote.</i>	

## **2. Accounts Receivable**

### **Purpose**

To ensure that all accounts receivables are received in a timely manner and deposited, recorded, and reconciled.

### **Principles**

To manage its resources effectively and efficiently the associations must ensure that all monies owed are paid within a reasonable timeframe. Standard association payment terms are 14 days. Any variation must be approved by a decision of the Executive.

Effective debt management requires early and sustained action on debts at risk of becoming non-recoverable.

### **Policy**

Debt management shall be undertaken by the Finance Officer in conjunction with the Treasurer, subject to advice and information provided by the representative(s)/staff responsible for the debt.

If payment is not received within the approved timeframe, the following procedure shall apply:

1. Issue reminder notices at 14-day intervals to supplier
2. After 2 notices, follow up with phone call.
3. After further 7 days, ask Legal Officer to prepare a letter of demand.

4. If payment still not received, send to Executive to add as an agenda item to next meeting. Executive to decide whether to take legal action or write off, any decision must be publicly recorded.

Only by a decision of the Executive may the non-recovery of a debt be approved and then only under any of the following conditions:

- a) the Executive is satisfied that the debt is not legally recoverable, or
- b) the Executive considers that it is not economical to pursue recovery of the debt, or
- c) recovery of the debt would cause undue financial hardship to the debtor.

### **3. Cash Management**

#### **Purpose**

This policy is to be followed when handling cash for ticketed events, selling merchandise, selling products or any other time an Association will be counting and banking cash.

#### **Principle**

This process must be followed every time, if the process is not followed and cash is handled/managed differently then the Association could be exposed to theft or fraud. It is the duty of the representative responsible for the event as which cash is handled to ensure adherence to this policy.

#### **Policy**

The process for managing cash is:

- 1) Any cash collected must be counted at the end of the day or after the event is over.
- 2) One person must count and record the cash, and another person must observe this process.
- 3) The person counting the cash must fill in a bank deposit slip and sign/date the slip
- 4) A third person, who is always a bank signatory, must take the bank deposit slip to the nearest bank depository.

### **4. Financial Hanover**

#### **Purpose**

This policy sets out the requirements and process, which must be followed when an outgoing Treasurer is handing over to their replacement.

#### **Principles**

This process aims to ensure the incoming officer are aware of their responsibilities, are compliant with the relevant accounting standards/laws and there is less confusion around the Association's finances.

## **Policy**

The incoming Treasurer must be briefed on;

- a) Shown and helped through completing CommBiz access forms, internet banking processes, and bank signatory forms
- b) Access to financial management software used by the Association such as Xero
- c) The ANU EBA and any other relevant employment contracts
- d) SSAF agreement between the Association and the University
- e) The current financial year budget and how the budget was prepared
- f) Ensure all financial review committee policies are read

Remuneration for the outgoing officers can be docked or withheld if the new officers are not properly briefed in the financial handover policies set out in this policy.

## **5. Fraud Management**

### **Purpose**

The purpose of this policy is

1. To ensure that all parties are aware of their responsibilities for identifying exposures to fraudulent activities and for establishing controls and procedures for preventing such fraudulent activity and/or detecting such fraudulent activity when it occurs.
2. To provide guidance to staff/volunteers/contractors as to action which should be taken where they suspect any fraudulent activity.
3. To provide a clear statement to staff/volunteers/contractors forbidding any illegal activity, including fraud for the benefit of the organisation.
4. To provide assurance that any and all suspected fraudulent activity will be fully investigated.

### **Policy**

ANUSA will not tolerate fraud in any aspect of its operations. ANUSA will investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation, as deemed necessary, will be conducted regardless of the position, title, length of service or relationship with the organisation of any party who might be the subject of such investigation. Any fraud shall constitute grounds for dismissal. Any serious case of fraud, whether suspected or proven, shall be reported to the police. Any person reporting a fraud, or a suspected fraud, shall suffer no penalty in their employment from the disclosure.

## **Procedure**

The ANUSA Executive has ultimate responsibility for the prevention and detection of fraud and is responsible for ensuring that appropriate and effective internal control systems are in place. All directors are responsible for investigating instances of fraud reported to them.

All employees, representatives and volunteers must ensure that there are mechanisms in place within their area of control to:

- Assess the risk of fraud;
- Educate employees about fraud prevention and detection and;
- Facilitate the reporting of suspected fraudulent activities.

Representatives should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.

All staff/representatives/volunteers share in the responsibility for the prevention and detection of fraud in their areas of responsibility. All staff/representatives/volunteers have the responsibility to report suspected fraud. Any staff member, representative or volunteer who suspects fraudulent activity must immediately notify their supervisor or those responsible for investigations. In situations where the supervisor is suspected of involvement in the fraudulent activity, the matter should be notified to the next highest level of supervision or to the Operations Manager.

## **Processes**

- Fraud prevention accounting procedures shall be incorporated in the organisation's Purchases and Financial Reporting policies.
- Fraud prevention procedures shall be incorporated into the induction of staff members, representatives and volunteers.
- All complaints of suspected fraudulent behaviour must be reported to the Executive. Upon notification or discovery of a suspected fraud, the Executive must promptly arrange to investigate the fraud. Every effort shall be made to keep the investigation confidential, subject to constitutional and legal requirements. In addition, from time-to-time other staff members/representatives/volunteers will need to be consulted in conjunction with the investigation. After an initial review and a determination that the suspected fraud warrants additional investigation, the Executive shall coordinate the investigation with the appropriate law enforcement officials. In addition, any allegations will be reported immediately to the Deputy Vice Chancellor (Academic). Internal or external legal

representatives will be involved in the process, as deemed appropriate. Once a suspected fraud is reported, immediate action will be taken to prevent the theft, alteration, or destruction of relevant records needs to occur. Such actions include, but are not necessarily limited to, removing the records, and placing them in a secure location, limiting access to the location where the records currently exist, and preventing the individual suspected of committing the fraud from having access to the records.

Where a prima facie case of fraud has been established the matter shall be referred to police. Any action taken by police shall be pursued independent of any employment-related investigation by the organisation. If a suspicion of fraud is substantiated by the investigation, disciplinary action, up to and including dismissal, shall be taken.

The organisation will also pursue every reasonable effort, including court ordered restitution, to obtain recovery of the losses from the offender. No employee, volunteer or representative of the organisation, or person acting on behalf of the organisation in attempting to comply with this policy shall be:

- dismissed or threatened to be dismissed.
- disciplined or suspended or threatened to be disciplined or suspended.
- penalised or any other retribution imposed.
- be intimidated or coerced; based to any extent upon the fact that the employee has reported an incident or participated in an investigation in accordance with the requirements of this Policy.

Violation of this section of the Policy will result in disciplinary action, up to and including dismissal. If an allegation is made in good faith, but it is not confirmed by the investigation, no action will be taken against the originator.

## **6. Gifts**

### **Purpose**

The purpose of this policy is to provide guidelines to all student representatives and staff members when receiving gifts. It is also used to specify when the provision of entertainment and hospitality is appropriate, and the level of accountability for these activities. This policy applies to all elected representatives and paid staff.

### **Principles**

In the interest of professional integrity, employees and representatives should discourage the receipt of any gift or benefit in connection with the performance of their duties. If an individual is presented with a gift or benefit in connection with the performance of their duties in an official capacity, such gifts belong to ANUSA.

### **Procedure**

- These gifts or benefits must be declared to their supervisor, or where the recipient is a member of the executive committee, another executive member. If the value of the gift is equal to or less than \$50 AUD and the gift has no obvious inscription/indication that it is a presentation to the organisation, the supervisor/fellow executive may re-gift the gift to the recipient, but the maximum allowable annual value of such re-gifting must not exceed \$200.
- A written record, in the form of a gift register, must be kept of the declaration and whether the gift was re-gifted to the recipient. Gifts and gratuities include any of the following:
  - i. Money in cash or kind.
  - ii. Merchandise.
  - iii. Special personal discounts.
  - iv. Any item or benefit providing personal gain or gratification, or which could be seen to compromise either the employee, a representative or the organisation.

This policy does not prevent an employee or representative accepting an invitation to an artistic, social, sporting, or cultural function provided it does not include paid travel and/or accommodation. Such invitations include tickets or press passes issued to representatives for the purpose of publishing reviews. Invitations must also be recorded in the gift register.

The provision of entertainment, hospitality and gifts to/for employees and representatives to further organisational objectives are a legitimate professional activity. As a student funded body, however, standards of accountability must be maintained. Expenditure on entertainment and hospitality must be:

- i. in the furtherance of the organisation's interests.
- ii. properly documented.
- iii. available for scrutiny by both internal and external audit.

For any expenditure on entertainment, hospitality, and gifts outside of general meeting catering (defined as catering for any staff meeting, EDC, SRC, AGM, OGM or SGM) or catering otherwise exempted by this policy, formal approval must be obtained in writing prior to the event from the President of the association. Expenditure of this nature must also be of a reasonable nature.

## **7. Debit Card Purchases**

### **Purpose**

A Debit Card of the associations nominated bank may be issued to one or more of the President, Vice President, or Treasurer ('cardholders') as trustees of the association, to be used for the payment of association expenses or purchases allowed under the conditions of this policy. Before making any purchases, the cardholders should refer to the procurement policy.

### **Procedure**

All purchases must have formal written approval by two of either the President, Vice President or Treasurer beforehand.

- i. The approval must be provided in writing, this can be completed via email
- ii. The Financial Controller is responsible for entering the payment in Xero (accounting software)
- iii. At least two electronic account authorities review the transaction, if there are any inconsistency the payment will not be approved/processed until all issues are addressed.

### *Excluded Expenditure*

The debit card cannot be used for the following under any circumstances:

- a) the purchase of firearms, fireworks, pornography or tobacco products;
- b) cash withdrawals or the purchase of bank cheques, traveller's' cheques or foreign currency;
- c) personal expenditure.
- d) the payment of fines, payroll, reimbursement, or grants

### *Account Balance*

The account linked to the debit card should not exceed a balance of \$1,000 unless there is an immanent payment to be made, in these cases:

- i. the account balance should be regularly monitored.
- ii. the account balance should be restored to below \$1,000 within 2 business days.

### *Other provisions*

- I. Cardholders must ensure that their debit card is maintained in a secure manner to prevent loss, theft or misuse and that they do not store their full debit card number and expiry date anywhere.
- II. The Cardholder must immediately inform the Office Manager and the Finance Officer if the card is lost or stolen, or the Cardholder becomes aware of any unauthorised transaction on the card.

III. The Cardholder must return the card to the Office Manager or the Finance Officer no later than ceasing to hold office for which the card was issued.

IV. In the event of non-compliance with provisions related to the use of debit cards, a majority of the Executive may require the cardholder to surrender their debit card to the Office Administrator until such time as all missing receipts have been provided, or until a resolution is passed by the majority of the Executive to return the card to the cardholder.

V. The Finance Officer may immediately take steps to suspend operation of the card and refer the matter to the Student Representative Council in any situation where the Finance Officer has concerns that the card has been misused.

## 8. Reserves & Investment<sup>[WB2]</sup> s

### Purpose

The Association holds substantial reserves of funds. These funds are not SSAF funds and are derived from revenue pre-dating the advent of SSAF and grown through non-SSAF income since the introduction of SSAF.

### Principles

1. ANUSA endeavours to use and invest its reserves in such a way that promotes the financial stability and sustainability of the Association, and thereby benefits members of the Association.
2. ANUSA shall structure investments to ensure that the Association at all times retains enough liquidity to meet financial obligations. The Association has a low appetite for a risk of insufficient liquidity.
3. ANUSA's risk appetite for investment of reserves is set out in the table below:

<b>Investment type</b>	<b>Risk appetite</b>
Financial products.	Low appetite for risk.
Investments in commercial activity by the Association or controlled entities likely to produce revenue and/or deliver direct benefit to students.	Medium appetite for risk.

4. ANUSA strives to make ethically conscious choices when choosing investments, including social and environmental considerations.
5. Investments should be reviewed regularly by the Executive throughout the year to ensure they uphold the principles of this policy.

### Procedure

The investment decisions of the Association are considered and approved by the Executive of the Association, subject to the policies, regulations, and constitution of the Association.



For the Executive to first consider an investment decision, the Treasurer shall prepare an Investment Decision Analysis report which shall contain the following.

- i. Summary of financial position of the Association at time of consideration
- ii. A market summary of the investment vehicle
- iii. Potential risk factors
- iv. An ethical investment statement, assessing the social and environmental impact of the decision.
- v. Other information necessary to satisfy the Executive.
- vi. A recommendation

*Other provisions*

- Investment decisions shall be publicly recorded in the minutes of the Executive, this includes reviews of currently held investments.
- An investment shall not be subject to the Procurement Policy but shall comply with all other applicable financial policies and procedures.
- The Treasurer shall provide an update on the status of all Investments at each ordinary general meeting

**9. Payments to Individuals for Services Rendered**

**Purpose**

The Association may from time to time enter into agreements with individuals to provide a service, this policy details how these individuals shall be paid in accordance with any additional legal/workforce requirements.

**Policy**

- Payments to individuals shall be made in line with a pre-agreed pay cycle.
- Individuals may be requested to provide additional information for tax compliance reasons.
- All documentation requested by the Financial Controller must be completed by the recipient before payment can be made.

**Procedure**

1. Complete Xero timesheet and send for review
2. Finance Officer creates payrun and makes batch payment
3. Trustees review pay runs in Xero and provide approval.

**10. Reimbursement<sup>[WB3]</sup>**

**Purpose**

Representatives of the Association may make purchases on behalf of the Association from their own personal funds, subject to reimbursement under Association expense policy.

**Policy**

- Reimbursements should not be considered as the preferred method of payment, instead representatives should seek payment in line with Debit Card Purchases policy.
- Reimbursement is subject to trustee approval and therefore can be denied, therefore representatives should consult with the Trustees prior to making the

transaction. There is no requirement on the Trustees to provide approval for reimbursement.

- All reimbursements must comply with SSAF expenditure requirements, these can be found under Debit Card Purchases in ***Excluded Expenditure***.

**Procedure**

1. Make purchase and obtain tax invoice.
2. Complete expense form, which can be found [here](#). Attach tax invoice to form.
3. Send email to the President, Vice President, and Treasurer seeking approval, include the total cost of the reimbursement in the body of the email.
4. Subject to approval, Finance Officer will organise payment via electronic transfer.

**Appendix.**

*1. Financial Reporting*

This serves as a summary of the different financial reporting obligations of the Association, there may be additional administrative reporting not captured.

**External**

Organisation	Name	Description
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Australian Taxation Office	Business Activity Statement (BAS)	Record of GST paid/collected and PAYG withheld during period
	Instalment Activity Statement (IAS)	Record of PAYG withheld during period
	PAYG Summary Statement	Record of total wages and PAYG withheld during the financial year
ACT Office of Regulatory Services (ORS)	Annual Return	Lodgement of financial statements
Australian Charities and Not-for-profits Commission (ACNC)	Annual Information Statement (AIS)	Statement on operations and finances
Australian National University	Annual Student Services and Amenities Fee (SSAF) Report	Information on SSAF category spending, usage of services.
	Financial Statements	
	Quarterly SSAF Reports	

#### Constitutional Reporting Requirements

- Budget to be passed at the first general meeting of each year (s17(2))
- Financial statements to be presented at the Annual General Meeting (AGM)
- Report of SRC/EDC income and expenditure to be presented at each general meeting (s(8)(4)(i))
- Report of Grants and Affiliations Committee expenditure to be presented at each Student Representative Council (SRC) meeting (Grants and Affiliations Regulations 2.3.2)
- Provisional budget to be passed at the final general meeting of each year (s17(3))
- Income and expenditure reports to be submitted by each ANUSA department by 30 November (s26(6))