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## MINUTES – ORDINARY GENERAL MEETING (OGM) 2 2017

Wednesday, 29<sup>th</sup> March 2017 2pm, Union Court Amphitheatre

### Item 1: Meeting Opens and Apologies

#### 1.1 Acknowledgement of Country

*We wish to acknowledge the traditional custodians of the land we are meeting on, the Ngunnawal and Ngambri peoples. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region. I/We would also like to acknowledge and welcome other Aboriginal and Torres Strait Islander people who may be attending today's event.*

#### 1.2 Apologies

- Cameron Allan
- Julia Beard
- Sammy Woodforde
- Leila Noble
- Anya Bonan
- Fred Hanlin
- Daniel Fox
- Nick Yan

Have received some late apologies as I gave 21 days notice of this meeting it will be recorded in the minutes online if I decide to accept them.

The Chair gives an explanation of the Standing Orders as prescribed by Section 1.4.3 of the Regulations

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### Item 2: Minutes from the Previous Meeting

None to pass.

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### Item 3: Executive Reports

### 3.1 President's report (J. Connolly) [Reference A]

Notes: Report as read- No questions, motion passed with one abstention, Tobias.

**Motion:** "that the Presidents' Report be accepted"

**Moved: Mathew Mottola**

**Seconded: Lewis Pope**

**Status:** Passed

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### 3.2 Vice President's report (E. Kay) [Reference B]

Notes: Highlights census date this friday and the resources available for people thinking about dropping a course. Takes report as read.

questions- no questions

**Motion:** "that the Vice Presidents' Report be accepted"

**Moved: Harry Needham**

**Seconded: Emma Boyd**

**Status:** Passed with all in favour

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### 3.3 Education Officer's report (J. Wu) [Reference C]

Notes: Report as read, except the CAP/CASS camp happened and was a success- vibe check went really well. Thank Camp Mentors and College Reps and Exec (Eleanor and Cat) for delivering the camp.

Questions:

**Motion:** "that the Education Officer's Report be accepted"

**Moved: Brandon**

**Seconded: Matthew**

**Status:** Passed

[General Secretary passes the chair to Howard Maclean to allow the General

Secretary to present their report. This was not subject to dissent.]

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### 3.4 General Secretary's report (K. Reed) [Reference D]

Notes: Motion largely as read

Questions:

Tom Culley- Where did you get your shoes and do they come in mens.

A: From Dolls Kill and no I don't think they come in mens.

**Motion:** "that the General Secretary's Report be accepted"

**Moved: Mathew Motolla**

**Seconded: Harry Feng**

**Status:** Passed

[Subject to dissent, the Chair passes the chair back to the General Secretary. This was not subject to dissent.]

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### 3.5 Treasurer's report (H. Feng) [Reference E]

Notes: As read, no questions.

**Motion:** "that the Treasurer's Report be accepted"

**Moved: Florin**

**Seconded: Tom Culley**

**Status:** Passed

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### 3.6 Social Officer's report (C. Allan) [Reference F]

Notes: Cam was not present, no questions.

**Motion:** “that the Social Officer’s Report be accepted”

**Moved:** Harry Needham

**Seconded:** Ria Pfluam

**Status:** Passed

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**Item 4: Discussion Items/Motions on Notice** [Reference G]

4.1 Motion: “That the 2017 Budget be accepted.”

Moved: Harry Feng

Seconded: James Connolly

Status: Motion passed with 2 abstentions.

Notes: 6% increase on previous years SSAF allocation. Notes that SSAF is paid for by students and democracy is important.

[Note: budget may be amended by simple majority of those *present and voting*]

Notes:

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4.2 Motion 2: “That the Association repeal the existing Payment Regulations and adopt the Regulations set out in Appendix A as the Payment Regulations of the Association.” [Appendix A]

Moved: James Connolly

Seconded: Kat Reed

Status:

[Must have 2/3 majority of those *present and voting* to pass]

Friendly Amendment proposed:

“That the Association repeal the existing Payment Regulations and adopt the Regulations set out in Appendix A as the Payment Regulations of the Association, and amend Section 3.3.6 “Social Secretary to read Social Officer for consistency and Schedule A.

**Status:** Accepted by the Mover and Seconder

Amendment proposed: “That the Association repeal the existing

Payment Regulations and adopt the Regulations set out in Appendix A as the Payment Regulations of the Association, and amend Section 3.3.6 "Social Secretary to read Social Officer for consistency and Schedule A.

Additionally, the Association:

- a. Believes that alternative options regarding accountability to the SRC and alterations to Department & Executive payment conditions have not been adequately canvassed as of yet, specifically the ability for the SRC to suspend Executive pay, and for Department Officers to be paid more regularly;
- b. Directs the ANUSA Executive to start a public, inclusive review process to canvass and consider these and other options in conjunction with Department Officers, the SRC, and interested ordinary members, informed by advice by ANUSA's legal officers;
- c. Requires a report on this process to be distributed to all ordinary members through ANUSA social media channels, and with any recommendations for change to be produced in time for consideration at the next General Meeting of the Association." [Appendix A]

**Moved:** Matthew Faltas

**Seconded:** Kat Reed (pro forma)

James

This is following from work made last year - minimising legal risk to

There is always more space to increase accountability

I have spoken to our lawyers today about the legality of the SRC holding extra responsibility, and am happy to explore this, noting my reservations

Amendment is not a fair and accurate representation of work that has been done

Simply minimising legal risk put to the association as a result of the place we have left it

Linda

Can you please clarify what are the accountability mechanisms - who is accountable to who?

James

The reasons why we went down the EBA road was to give the

President managerial responsibility - which gives accountability, as President manages the output and achievements of the executive. This formalises the leave of the exec as well - which means there is higher accountability. Previously there hasn't been leave clarify

Lina

Who is the president accountable to?

James

The Executive - the powers of the exec

Tom

Clarification - if voting against the amendment, does that remove the responsibility to the exec to look into this in the future?

James

Yes - But I will publicly commit to point B of the amendment

Steph

In regards to your accountable, how do you think its ok that the President is accountable to the exec only, not the whole student body

James

I disagree with the premise - still have general meetings and SRCs where my reports can be rejected etc

I want a proper opportunity to explore if the SRC can dispel pay for an executive member, but I am concerned it is an operational matter and so I want to explore it without

Aji - speaking for

2 points - it was highlighted that the exec is willing to explore these options, and thus even though this was just to finalise what the last exec did, this is also an opportunity to review the pay given to department officers and exec

Does give an option to hold people to account

This is an extra option and I support

Holly

Happy to hear that the exec is happy to open the question - this has been a long process

I am in principle in support, happy to move against part A but point B and C are important. Point C is valuable - a report to general members should be available so everyone understands the implications. There should have been more options to explore the EBA to separate the professional staff from SRC review

A reason to not increase dept officer pay is to make dept officers not on EBA, but since exec are not on EBA now, we should explore why the legal risk does not matter

Harry Feng - against

Process started at beginning of 2015, have been in many meetings about this last year. We had a consultant last year, we came up with this outcome at the end of last year, why are we not getting this feedback before now? We are spending students money on this, and we need to get a solution

Tom - for

Moved a motion to extend feedback to 4 minutes

2 against

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I drafted the amendment, want to explain why. WE did pass payment regs for the exec last year. What we are seeing here now was not part of this process. This amendment doesn't blame anyone - just says some options haven't been considered and we should do that.

Reasoning behind this is that, because exec are not on EBA, and thus the reasons are not compelled by law, we have options - such as that the SRC can suspend exec pay in some situations. It is not unreasonable to ask for more consolation with wider membership as to how we can keep the executive accountable. They should not be the only people keeping each other accountable. This amendment still allows us to keep with the set plan, it just commits the association to look into this. Constitution doesn't talk about guarantees, but does talk about motions. If you like transparency and public reports, you should vote for this

Rebecca

How much would it cost?

Tom

Lawyers are free (we have them!)

Consultant doesn't have to be brought in

James - point of clarification

Just to clarify, with the inclusion of the SRC - if you are going to direct the association, you need to get a consultant. Our lawyers need to focus on supporting students, frontline service.

Rebecca

Would we need to engage a consultant?

James

From my opinion, yes - would cost about \$8000 (by Harry's metrics)

Tom

In the past, we haven't always got a consultant. But if we want to do it well, we should pay - but its not too much to pay for our main payment to reps

Linda

Context - on original committee to discuss this. We're having the same issues 2 years ago, and we constantly miss things - we need to move past these issues, and be aware of the knowledge that has gone into this in the past. We can keep talking about this for years, keep spending \$8000 of association money to find answers we already have answers to.

**Amendment Status:** Passed

In favour - 23

Against - 9

Abstain - Harry Needham, Kat Reed

DEBATE ON MOTION W AMENDMENT FOR OR AGAINST

Lewis



Procedural

Friendly amend schedule A - says social secretary again - friendly amendment

**Status:** Friendly accepted

Eleanor - For

To reiterate this is still an important motion that we need to see pass.

Jessy - for

Motion as amended is really good - exec do deserve to be compensated more than previously for the work they do, and SRC does deserve to hold them to account. Motion accomplishes dual purpose

James - right of reply

Thanks for contributions - this is important to legal risk. It is important that we made these changes to make these roles more accessible, and more transparent

CHAIR: We need 2/3 of those present to pass this motion, as amended

Daniel Wang

Did the amendment to the proposal require 2/3?

Kat

No - amendment was to the motion, not to the regulations

Rebecca

Clarify what we're voting on

CHAIR read motion as amended

**Motion Status:** Passed with 2/3 majority of those *present and voting*

All in favour - 46

Against - none

Abstentions - none

4.3 Motion 3: “That the Constitution be altered to reflect the Payment Regulations passed in Motion 2 in the following areas:

- alter the role of the President to be primarily responsible for the effectiveness, productivity and direction of the Executive.
- include a new section to allow General Meetings to make regulations for the remuneration of Officers of the Association for services rendered by stipend or Honoria.

Moved: Kat Reed

Seconded: James Connolly (waived speaking rights)

Status:

[Note: simple majority needed to pass]

Kat

Motion 3 adopts the policy to change the constitution to make it in line with the new regulations - do you want to adopt the policy?

No speakers for or against

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4.4 Special Resolution 1: “That Section 10(8)h of the ANUSA Constitution that refers to the duties of the President in relation to employees of the Association, be amended to read:

“be primarily responsible for the Association's employees and ensuring the effectiveness and productivity of the Executive, subject to the overall direction of the Executive.”

Moved: Kat Reed

Seconded: James Connolly

Status: Passed with 75% of those *present and voting*

Kat

This is updating the wording of the constitution, as provided by external consultant and the ANUSA lawyers. Provides external accountability for the president to hold the exec to account, and the exec to hold the president to account.

CHAIR - quorum check

James - waive speaking rights

No against

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4.5 Special Resolution 2: "Amend Section 22 "FINANCE", to include the following under "Other Financial Provisions":

"Subject to sections 13, 22(8) and 22(20), the General Meeting may make regulations for the proper and reasonable remuneration of Officers of the Association for services rendered to the Association. Such remuneration may include a stipend or Honoria and other benefits."

Moved: Kat Reed

Seconded: James Connolly

Status: Passed with 75% of those *present and voting*

*In favour - 41*

*Against - 0*

*Abstentions - none noted*

Kat

Part two! This adds a section in Finance under "Other Financial Provisions" - wording provided by external consultant and ANUSA Lawyer, and provides clarification as to how we pay the exec

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CHAIR - subject to dissent, passes chair back to the General Secretary

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

Question from Tom about MSL and timelines, things are coming.

James believes that Pineapple belongs on Pizza.

Jessy speaks on developments with various committees involved in union court redevelopment and ATAR replacements. Advocating for a student on the steering committee.

Eleanor- Course Awards Committee, Accommodation committee.

**Motion submitted from the floor:** "That ANUSA works with the university to ensure that parking is not affected by the redevelopments on campus, so students are still able to park on campus."

Mover: Erin  
Secunder: James C.

Erin - Speaking on behalf of Mish Khan - there is a significant loss of parking on campus

Noticing a lot of carparks being shut off and this affects the ability of students to get a park after 8.30. This is a large financial burden to students, as many students do not live close to public transport. Uni needs to provide more parking space, but redevelopments are lessening the number of parks on campus

James

Have already had meetings with people to fight for this - this is a consistent opinion of ANUSA, happy to second this motion

Status: Passed

Against - none

Abstentions - 3

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### **Item 6: Meeting Close**

The next general meeting of the Association is scheduled to be on Friday, 12 May 2017, location to be confirmed.

Meeting closed at: 3:38pm

Released: 5 April 2017 by Kat Reed

## PRESIDENT'S REPORT

James Connolly

### Executive Summary

1. Project Updates
2. Union Court Forum
3. Universities Australia Higher Education Conference
4. Haig Park Redevelopment
5. Department Stipend/Honoraria Arrangement & Support
6. Language Diversity
7. Student Partnerships
8. Resignations

### Further Information

#### 1. Project Updates

Project	Status	Expected Completion	Comments
MSL	Ongoing	April-17	To note the content population of MSL and the creation of all the necessary features remains ongoing. There are delays and we are attempting to acquire a clearer timeline from MSL for when the website will be fully operational. Our Administrative Assistants have been working hard on content population but without a Communications Officer this has been a protracted process. I'm very grateful to them for their work on this. We still await the details from clubs on their leadership and contact details for this to be built into the system.
ANU Union Membership	Completed	n/a	As was noted in the last SRC, Lewis Pope a General Representative was appointed ANUSA's representative on the Board. We have had multiple

			<p>meetings concerning the Union and I'm confident in his ability to represent undergraduate students in that capacity.</p> <p>Furthermore, to note I must correct the record. Constitutionally I did not 'resign' from the Union, I withdrew myself as ANUSA's representative and appointed someone else in my place.</p>
Course Rep Reform	Ongoing	December-17	<p>I have now completed two training sessions for Course Representatives within the Joint Colleges of Science. A total of 60 students attended between the two forums and the anecdotal feedback I received was positive though I will be constructing a proper survey with JCOS on the training and the broader Course Representative experience. I'd like to note my thanks to Anna Cowan, Deputy Dean Education of JCOS for her assistance and participation in this training including attending the sessions to highlight the importance of Course Representatives within JCOS.</p> <p>I am now seeking to work with CECS on their system of Course Representatives and evaluate other Colleges.</p>
Education Review	Ongoing	December-17	<p>I issued an out of session call for members from the University Education Committee for the steering committee that would oversee this project. Though a deadline was set a number of Colleges have not yet nominated a member. I will continue to work through this to try and build the membership of the steering</p>

			committee.
History Project	Ongoing	July-17	I am yet to receive any volunteers who are interested in pursuing this project. I would very much appreciate it if anyone interested in continuing the ANUSA History Project could email me at <a href="mailto:sa.president@anu.edu.au">sa.president@anu.edu.au</a>
Our Union Court Project	Ongoing	February-19	I've had meetings with the newly engaged university staff member who will see internal communications for the Union Court redevelopment. PARSA and ANUSA continue to use the Facebook page to highlight developments and opportunities to give feedback.
Go8 Advocacy Group	Ongoing	n/a	<p>I've met with the CEO, Deputy CEO and Strategic Advisor of the Group of 8. They are Vicki Thompson, Matthew Brown and Alex Kennedy. The meeting was positive but there still remains a lack of clarity about what relationship will be between the advocacy body I created and the Group of 8 itself. I was able to point out the utility of the body to the Group of 8 and explain the benefits. I also highlighted that it has come into existence as a result of deficiencies in the operations of the Go8.</p> <p>The tension in any prospective relationship is in the capacity to publicly criticise the work of the Group of 8. Whilst I believe that acknowledgement and opportunities to give feedback are important I also believe that it would be an untenable trade-off were we in turn forced to give up our right to publicly criticise the Group of 8 for representations they make. The</p>

			CEO is seeking counsel from the Deputy Vice Chancellors (Academic) on how to proceed.
Mature Aged Students Committee	Ongoing	n/a	<p>I sought and received data from PPM about mature aged students at the ANU. I have also had meetings with mature aged students about how to proceed with the committee. One has volunteered to assist in the work of the committee.</p> <p>A working group/forum is planned for Term 2 and end of term drinks are planned for the end of Week 6 at Wig &amp; Pen.</p> <p>To note this SRC I am seeking endorsement from the SRC for this committee and the work I have done on it.</p>
CRC Reform	Ongoing	May-17	<p>To note I organised a working group to occur on Wednesday 22<sup>nd</sup> March at 10am in the ANUSA Boardroom. I would highly encourage anyone interested to come along and provide feedback on the College Representative Council and its future.</p> <p>Any feedback can also be provided to me at <a href="mailto:sa.president@anu.edu.au">sa.president@anu.edu.au</a> or Kat Reed at <a href="mailto:sa.gensec@anu.edu.au">sa.gensec@anu.edu.au</a>.</p>

## 2. Union Court Forum

ANUSA alongside PARSA hosted the Deputy Vice Chancellor (Academic) Marnie Hughes-Warrington and Chris Grange, Executive Director of Administration and Planning in the BKSS on Thursday 16<sup>th</sup> March to deliver an update on the state of the Union Court redevelopment. The event was well-attended and an opportunity to address certain misinformation concerning the redevelopment.

In particular I'd like to highlight the concerns around the 'disabling' of SELT.



The university is not disabling SELT, they're quarantining the results. That simply means that the results will also note whether the course was in close proximity or in some way affected by the Union Court redevelopment. Students will still complete SELT, the results will still be made available and the results will be reviewed. The university is simply reassuring staff that if criticisms are made which are unavoidable as a result of the Union Court redevelopment that will not inhibit a member of staff's capacity to seek promotion.

Furthermore, to correct assertions that have been made about ANUSA's inaction on this matter when I first had this issue raised with me in early February within a week I had discussed the matter with the DVC (A), provided feedback on options she was considering and received assurances that what I have detailed above would be actioned. Furthermore, I sought public acknowledgement that this was the case at University Education Committee to ensure it was on the record and received it from the DVC (A).

### **3. Universities Australia Higher Education Conference**

To note, that I attended the Universities Australia (UA) Higher Education Conference between March 1<sup>st</sup>-3<sup>rd</sup> (in between compulsory class and necessary meetings). Overall the conference was a valuable experience and allowed me to network with a range of other Universities and gauge the priorities of the sector for 2017 which continues to be engagement with industry at the imploration of industry. It was also an opportunity to attend a speech by the Federal Education Minister, Simon Birmingham. Whilst he didn't provide clear details about the contents of the Federal Budget he did make inferences that implied continued support for the concept of deregulation of flagship courses. Considering the opposition from the NTEU, NUS and UA it is difficult to see whether the government will proceed with this proposal. I would like to see more students in the future formally included in the conference though I did attend an excellent session that included the President of the NUS and President of CAPA on a panel where the former highlighted the need for universities to better address sexual assault on campus and provide support and flexibility for low SES students whilst the latter focused on funding support for research students after three years.

I was able to participate in a panel discussion where I presented on course representative reform. This was an opportunity to highlight the importance of course representations as student representation at the foundational level to members of the sector including people from ANU.

### **4. Haig Park Redevelopment**

To note, I hosted members of the ACT government for a working group open to members of the student body on a master planning exercise for Haig Park. The event wasn't particularly well attended which was disappointing but

there was very good feedback provided for the master planning exercise. I will continue to liaise with representatives on the master planning process as the year progresses.

## **5. Department Stipend/Honoraria Arrangement & Support**

To note, I have been in discussions with the Department Officers to ensure that the funding arrangement for Department Officers was honoured and implemented. As per the regulations this required the Collectives to provide to me the split between stipend and honoraria out of the \$15,000 available and to whom it would be paid as well as regularity. I have sat down with different Department Officers to explain the process and have now received the relevant information from all Collectives besides the Ethnocultural Collective and Disabilities Collective.

Furthermore, as per the agreement reached between the former ANUSA President and the Department Officers I have confirmed that they will have access to the Employee Assistance Program which will include access to free counselling outside of what is already available to all students at ANU Counselling.

## **6. Language Diversity**

Now that the Language Diversity Committee has elected a chair I have met with them and another engage member to discuss their budget and how ANUSA can support them. As a committee I will oversee the committee owing to my previous experience in CAP and the CHL matter which the committee arose out of. At present we are working through their proposed budget and projects for the year.

## **7. Students Partnerships**

To note, Academic Board at the request of ANUSA will be considering the matter of Student Partnerships at AB2. This is an important opportunity for ANUSA and PARSa to highlight the importance of student representation, engagement and consultation. I will provide more details about how ANUSA plans to lead the discussion as they arise.

## **8. Resignations**

To note, the ANUSA CAP Representative Mish Khan and ANUSA CASS Representative, Waheed Jayhoon have resigned. I would like to formally thank both of them for the work they have done in their positions and the passion they have drawn on as demonstrated in the way in which they have conducted themselves. I am saddened to see them leave, particularly given the circumstances that prompted their resignations. It highlights the commitment required to fulfil these positions and how that can make them inaccessible to people who aren't able to financially support themselves by

other means. This is an ongoing challenge not only for ANUSA but for other student Associations as well.

### VICE PRESIDENT'S REPORT

Eleanor Kay

#### **Executive Summary:**

1. BKSS
2. Mental Health Committee
3. Appeals
4. University Committees
5. Union Court Redevelopment
6. Mental Health Symposium
7. University Mental Health Day
8. Honours Roll
9. Partnerships

#### **Further Details:**

##### **1. BKSS**

We've been approached by a group of postgraduate students who are hoping to set up a new initiative in Canberra. Essentially, they hope to set up organic "take one or leave one" style coat racks around Canberra city, that are accessible to people who are homeless or cannot afford a warm coat.

They've asked if they could leave a donation bin in the BKSS sometime in the next few weeks to get a bank of coats to get ready for their launch. Likely in the mid-semester break, they'll switch the bin for a coat rack, so that there are coats accessible on campus for students who might be struggling financially.

There will be more information and advertising coming soon, but if you or anyone you know is in need of a warm coat next term, please visit the BKSS! Also, if you have a coat you don't use, maybe you might want to donate it so someone else can keep warm!!!

##### **2. Mental Health Committee**

We have appointed Bolwen Fu to position of Deputy Chair of the MHC. Congratulations Bolwen – we look forward to working with you!

The MHC is meeting fortnightly on Tuesday's at 5pm. The next meeting is on 28<sup>th</sup> March – it would be great to have you along if you have interests in Mental Health advocacy and are keen to find out more. Also if any of your friends or acquaintances are interested – let them know where to find us!

The next event the MHC is preparing for is about Borderline Personality Disorders and the media. It's being planned for Wednesday Week 7 in the

evening – more info to come soon!

### **3. Academic Appeals**

Appeals are continuing to trickle in. Please, if you are struggling with problematic lecturers or issues with a grade etc, get in contact!

A reminder that Census Date is on 31<sup>st</sup> March – the last Friday of this term. Census date is the last day you can drop a course without paying and without it coming up as a fail on your transcript. If you're concerned about your academic performance and are considering dropping a course, make sure you do it before Friday! If you want advice on this, please talk to an academic advisor at your college, or a Student Assistance Officer at ANUSA – we're here to help!

A reminder that I also help students who require personal advocacy regarding their welfare. If you are concerned and need to talk to someone in authority and want support, you can come to me and I'm happy to help you throughout an appeal process.

### **4. University Committees**

*Coursework Awards and Admissions Committee (CAAC)*

- The university is exploring expanding the Year in Asia options to degrees outside of CAP. If you have any thoughts or reflections on this program, I'd love to hear them!

*UniSafe*

- If you have any feedback on the Consent Matters course on Wattle, please do pass it on to me! Student feedback on this is really valuable – positive and negative!
- In the draft University Experience Plan that Richard Baker has written up, he has included a KPI to "Develop a Campus Safety Plan". This is something that the UniSafe committee will be drafting in our next meeting in May. If anyone has any reflections on the key issues affecting safety on our campus, I would love to chat to you to ensure the campus safety plan addresses student concerns.

*Childcare Liaison Committee*

- My first meeting of the CCLC is in early April. As I am not a child carer, I am keen to meet to chat with undergraduate students who are carers while they study, to ensure I can adequately represent students to the university through this committee. If you are a carer and would be keen to chat to me about your experience, please send me an email at [sa.vicepres@anu.edu.au](mailto:sa.vicepres@anu.edu.au) - I would love to hear from you!

### **5. Union Court Redevelopment**

I've spent a fair amount of time over the past 2 weeks sitting in meetings and following up on things regarding the redevelopment. Not much to update, except to say thank you to those of you who came along to the information

session with Marnie Hughes-Warrington and Chris Grange on Thursday and asked intelligent questions. If you do have issues or questions relating to the redevelopment, please do direct people to James or myself and we'll answer what we can.

## **6. Mental Health Symposium (MHS)**

The Mental Health Symposium is happening on Wednesday May 3<sup>rd</sup>. Please put it in your diary/calendar – I would love to have some passionate student representatives in the room.

The theme for the day is essentially contributing to the Healthy University Action Plan that is part of the university experience plan that Richard Baker has created (see my previous OGM report). This plan will encompass many aspects of what it means to be a healthy university, but I'm hoping that the symposium will focus on specific aspects that relate to mental health, and the intersection of mental health and academia (how academic structure affect mental health; curriculum design and mental health etc). Again, if you have thoughts, feedback, ideas – please let me know!

## **7. University Mental Health Day**

This is happening on May 2<sup>nd</sup> – the day before the MHS. Universities across the UK and NZ will also be celebrating mental health on this day, and the theme is the intersection of physical activity and mental health.

The Wellbeing Project Coordinator is coordinating some events over the course of that day, working with a bunch of stakeholders on campus who are passionate about physical activity and mental health. The Mental Health Committee is working with Alex to get this off the ground, and might be running some events. If you're interested to find out more and contribute to the planning, come along to the next Mental Health Committee meeting – Tuesday 28<sup>th</sup> March at 5pm!

## **8. Honours Roll**

My first event for Honours Roll happened on Tuesday 21<sup>st</sup> March. We had 30 people register but only 11 attend, but I think the torrential downpour that started about 30 minutes before we started might have deterred some people from attending!! I think students found it valuable, but any feedback would be greatly appreciated (I published a response form so any attendees – please do fill it out! Your feedback is invaluable.)

The University is also keen to explore at more depth the honours experience and how we can better support honours students at ANU. If you have thoughts about your experience so far, or would like to provide feedback, I'll be creating opportunities to do this through the Honours Students @ ANU 2017 facebook page. Very keen to hear from you!

## **9. Partnerships**

I've been building a lot of connections with various stakeholders in the ANU

and in the community who are hoping to partner with ANUSA around Mental Health and student support. To detail:

- *English Language Classes* – I have been working with ASLC and Winson to set up and promote English Language Classes that are happening twice per week for the entire semester. These are running out of the ANUSA offices, and are a great opportunity for ANUSA to support and engage with international students who are seeking more informal opportunities to improve their English. If you are interested, the details are on our website, and on Facebook!
- *ProYouth Oz* – this is an organisations ANUSA promoted last year that does research and support around body image in young people.
- *Youth Homelessness Matters Day Ambassador* – I have been approached to be an ambassador for YHMD, which works to break the stigma around homelessness in young people. Noting that there are ANU students who are homeless and who our Student Assistance Officers support, I think it is valuable for us as an association to support the work happening in our community about this.
- *Counselling Centre* – continue to do wonderful things, and we are advertising their group support programs to ensure all students can access their services

### EDUCATION OFFICER'S REPORT

Jessy Wu

#### 1. Education Committee Meeting

For the rest of what has happened between OGM 1 and OGM 2, please consult the report submitted for SRC 2.

#### Education Committee

We held the first Education Committee meeting on Wednesday 22nd of March at 5pm. There was a good turn out - approximately 15 - 20 people attended. At this meeting I shared my vision for the Education Committee meeting - a hub for student activism, where passionate students come together to discuss issues affecting students, and brainstorm projects/campaigns/rallies which bring attention to these issues and agitate for change.

We brainstormed the issues we saw facing Education - these broadly fell into three categories. The first is the ANU's preoccupation with prestige - as reflected in the VC's rhetoric, the Tuckwell scholarship, and the changes to the ANU admissions scheme. The second was Centrelink - including payment delays and other administrative errors, the age of eligibility, and cuts to allowances. The third was the changes to teaching and learning in the pipeline - Union Court redevelopment, the move to online learning, and the move to trimesters.

We focused on brainstorming what we could do around the changes to the admissions scheme, as this is an issue that has captured student interest. We will be having a campaign planning meeting next week on Wednesday to discuss further.



### GENERAL SECRETARY'S REPORT

Kat Reed

Please see report to SRC 2 for (21st March 2017) full report on recent activities.

#### **Executive Summary:**

1. SRC 2
2. Safety on Campus
3. Assistant Chair
4. CRC Reform

#### **SRC 2**

- We passed 10 motions at SRC 2 which is our biggest number this year!
- Motions passed included 2 NUS Reaccreditation motions, 3 Education policies, a Murry's sponsorship deal and more. Please refer to the SRC 2 minutes or the livestream for more information.

#### **Safety on Campus Committee**

- Loren Ovens has been appointed Safety on Campus Committee chair and is working over the next 4 weeks to reinvigorate it.
- We have opened applications for 3 committee members. Applications open now and close Thursday 30<sup>th</sup> March COB. We are looking for a diverse range of people with ideas on how to improve the safety of students on campus and in the residences.

#### **Assistant Chair**

- Julia Beard has been appointed Assistant Chair and already has been doing a fantastic job!
- Julia's responsibilities include minute taking and producing awesome graphics to easily digest our meetings and official processes. Take a look at her graphic for SRC for an idea on what she's working on!

#### **CRC Reform**

- CRC Reform Working Group was held on Weds 22<sup>nd</sup> March from 10am-11:30am.
- 3 Gen Reps, 3 College Reps, President, Vice President and General Secretary attended.
- Discussion was productive, we reviewed the proposed changes and brainstormed some new ideas .
- We are currently exploring the pros and cons of having Gen Reps formal members of the CRC.
- Tom Kesina and I will be looking into some of the history of CRC over the break to have some comparisons.

- We will likely be working a little over the break to prepare the changes for the AGM.

### TREASURER'S REPORT

Harry Feng

#### Treasurer's Report

1. 2017 Agreement with Murrays
2. Expenditure report submitted
3. Progress on reforming Students Associations Committee
4. O Week report
5. Actionable till SRC3
6. YTD Profit-loss Report (1.12.2016 – 24.3.2017)

#### 1. 2017 Agreement with Murrays

ANUSA's 2017 agreement with Murrays has been finalised and signed. Key highlights are:

- Guaranteed \$30 ticket with free 6<sup>th</sup> trip
- 1.8% commission for every ticket bought with ANUSA's link (estimated annual income for ANUSA: \$6,000)
- A certain amount of free tickets might be offered to ANUSA as bonus
- Mid-year performance review will be conducted
- In return, ANUSA will offer social medial promotion (Facebook and website)

#### 2. Expenditure report submitted

According to the SSAF agreement, ANUSA is required to submit in total 4 expenditure reports (Schedule 2) to university every year. ANUSA's expenditure report for Q1 (1.12.2016 – 28.2.2017) has been submitted to university on **15<sup>th</sup> March**.

#### 3. Progress on reforming Students Association Finance Committee

The Student Association Finance Committee was first formed in light of recommendations from the EY Review conducted in 2015. Despite the effort ANUSA put in to make it functional last year, only one meeting was hosted successfully.

For 2017, I hope to take this as a platform to facilitate better communication and accountability on financial governance across students' associations however the progress has been delayed due to the fact that PARSA's new treasurer was only elected last week in PARSA's in-election.

Communication with PARSA and Woroni has been established with the aim to organise an initial informal meeting for the relevant stakeholders in week 5.

#### 4. O Week P&L Report\*

For 2017 O Week,

Income- Ticket/ Event sales: \$115,374.11	Expenditure- Events:
210,810.84	
Sponsorship: \$40,997.46	
Merchandise: \$9,363	
SSAF Allocation \$110,000	<b>Total:</b>
<b>220,173.84</b>	
<b>Total: \$256,371.57</b>	

**Total Profit: \$36,197.73**

\*Unconfirmed, final income/expenditure is subject to change due to the unsettled payments/invoices and etc.

#### 5. Actionable till SRC 3

- Follow up on SAFC, work with stakeholders to set a date for the first formal meeting;
- Finalise the preparation to form the working group;
- Audit relevant revenue/expenditure of FYCs

#### 6. YTD Profit and Loss Report

##### Profit & Loss

The Australian National University Students' Association

Incorporated

1 December 2016 to 24 March 2017

**24 Mar 17**

#### Income

Bookshop Commission	\$1,032.79
Sales - BKSS	\$2,252.31
Sponsorship - ANU	\$13,000.00
Sponsorship - External	\$40,795.64
SSAF Allocation	\$931,456.40
Ticket/Event Sales - First Year Camps (FYC)	\$16,435.32
Ticket/Event Sales - O Week	\$115,324.11
<b>Total Income</b>	<b>\$1,120,296.57</b>

#### Less Cost of Sales

BKSS Food/Consumables	\$3,181.01
Cost of Books Sold	\$144.73
<b>Total Cost of Sales</b>	<b>\$3,325.74</b>

#### Gross Profit

**\$1,116,970.83**

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**Plus Other Income**

Interest	\$246.08
Miscellaneous (Sundry) Income	-\$7,708.47
<b>Total Other Income</b>	<b>-\$7,462.39</b>

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**Less Operating Expenses**

Accounting/Bookkeeping - Xero	\$327.28
Administration Expenses	\$300.00
Auditing	\$60.00
Bank Fees with GST	\$463.57
Bank Fees without GST	\$103.77
BKSS Non-food	\$560.08
Bus expenses	\$2,367.52
Bush Week - Events	\$2,000.00
Cleaning	\$456.69
Committee projects - Mental Health	\$21.24
Consultancy	-\$4,132.27
Departments & Collectives	\$19,772.36
Education Committee	\$647.47
First Year Camps	\$42,430.01
College Representatives	\$800.27
Fees & Subscriptions	\$2,603.72
Grants and Affiliations Committee	\$614.43
Honoraria	\$1,000.00
Leadership and Professional Development	\$3,265.14
Legal Expenses	\$2,604.73
Marketing & Communications - Advertising	\$329.63
Marketing & Communications - Diary	\$9,572.73
Marketing & Communications - Merchandise	\$456.75
Marketing & Communications - Printing	\$1,537.08
Marketing & Communications - Software Subs	\$2,193.46
Marketing & Communications - Video	\$7,288.67
Marketing & Communications - Website	\$94.36
Meeting Expenses	\$216.49
Misc Committees	\$740.00
NUS	\$723.57
Other Employee Expense	\$8,789.96
O-Week Events	\$211,534.48
O-Week Merchandise	\$9,363.00
Printer	\$1,111.27
Salaries and Wages	\$215,415.54
Staff Amenities	\$115.00
Staff Development	\$980.33
Stationery/General Supplies/Postage	\$475.81
Student Assistance Unit Grants - Emergency	\$1,909.46
Student Assistance Unit Purchases - Food Aid	\$342.00
Student Engagement	\$551.73

Superannuation Expense	\$27,135.32
Telephone	\$56.35
Training	-\$324.54
Utilities	-\$2,219.71
Workers Compensation Insurance	\$3,868.51
<b>Total Operating Expenses</b>	<b>\$578,523.26</b>
<hr/>	
<b>Net Profit</b>	<b>\$530,985.18</b>
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## Reference F

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### SOCIAL OFFICER'S REPORT

Cameron Allan

#### Students Clubs Council

Some of the major things to flag:

a. Funding system:

The interim funding system for clubs and societies is now live. A funding module is to be provided by MSL in the future; however, there is no clear timeline for design and implementation of this module. To submit a budget request or a payment request, clubs or societies should go to the ANUSA website.

The form is being hosted by Jotform. I chose to use Jotform, rather than Google Form or Smartsheets, as it has all the administrative capacities we need to manage payments on the processing end, has the receipt upload feature, and is the most cost effective option.

Processing will be done by the ANUSA administrative staff, who work business hours Tuesday to Friday. Administrative staff will be responsible for approval of budget and payment requests, with any issues pertaining to interpretation of policy being escalated to the Executive.

The Clubs Council Executive ask for patience as we attempt to move through the first major lot of Payment and Budget requests.

b. Policy reform:

At the second Students' Club Council meeting, the Council passed amendments to the branch system. Now, the new branch system includes the following categories:

- Arts and Performance
- Discipline
- Faith and Religion
- Humanitarian, Social Justice and Advocacy
- Political
- Culture and Language
- Special Interest

Nominations are now open for Branch Representatives. This is an Executive position on the Council, and is open to all members of PARSA and ANUSA. If you know anyone interested in clubs policy or advocacy, encourage them to apply for this role. For questions, please email the Returning Officer, Carys Atkinson, at [sa.clubs@anu.edu.au](mailto:sa.clubs@anu.edu.au)

Once these Branch Representatives are elected, the Executive will be endeavouring to meet with each of them to devise a timeline for the year, including key policy reform and potential collaborative events.

At the meeting, the Council also codified the financial policy for clubs. This will form the basis of reform. The financial policies are, in essence, a formalisation of last years regulations.

c. Training:

The Executive have organised various training modules for clubs and societies. This effort has been graciously and effectively led by Lewis Pope, the Community Officer of the Executive.

The first training sessions focussed on Event Management. Two sessions were held. These sessions were led by Kat Carrington and Tom Kesina. All reports from these sessions were positive. Post-event resources will become available online ASAP.

The next two sessions will focus on Financial Management. These will be led by Harry Feng and Brendan Greenwood.

Early next term, the Executive will host Governance training.

I would like to personally thank Lewis for all his hard work in making the training sessions a success!

d. Grievance Policy

There is a clear need for The Clubs Council Executive to design a grievance policy for clubs. Over the last few weeks, quite a few situations have arisen that require a process for dispute resolution. It would be a good idea to formalise this process so that clubs know exactly what processes and support they can access in the occasion of a dispute.

This grievance policy should address three situations:

- Intra-club disputes: disputes between members within a club. The Clubs' Council Executive are in the process of contacting clubs with robust internal dispute processes to design a best-practise grievance policy for all clubs to adopt.
- Inter-club disputes: disputes between clubs. The Executive need to design and implement a formal process whereby clubs can lodge complaints regarding other clubs.
- Club-Executive disputes: disputes between clubs and members of the Clubs' Council Executive. If clubs' are not satisfied with the performance, decisions or conduct of any member of the Clubs' Council Executive, they need to have readily available avenues to address these issues. Likewise, if the Clubs' Council Executive raises issue with the performance, decisions or conduct of a club, formal avenues of recourse need to be available.

Designing these grievance policies will be a priority of the Executive over the next month.

e. Collaboration between clubs re online form

An online calendar has been posted on the ANU Clubs and Societies Facebook page for clubs to begin planning their calendar. This calendar will hopefully prevent clashes between major C+S events throughout the year.

The end goal is for this calendar function to be performed through the website. This option will become viable once clubs have the ability to access their MSL profiles. The timeline for access is ambiguous at this point.

f. Consultation hours

There will be weekly consultation hours for members of the Clubs Executive.

Details to be posted on the ANU Clubs and Societies Facebook page and emailed to clubs.

g. Projects



To maintain the momentum of the Clubs Council Executive, each member has decided on a personal project to focus on. These include:

- Developing collaborative event funding policy
- Revising theatre and performing arts funding policy
- Developing grievance policies
- Designing and running informational campaigns on club funding
- Designing metrics for decision-making at an Executive level, and communicating this information to clubs, so they are privy to how decisions about clubs are made
- Developing means of proving attendance levels at events
- Supporting newly affiliated clubs

If you have an ideas for major projects, do not hesitate to send an email to [sa.clubs@anu.edu.au](mailto:sa.clubs@anu.edu.au)

## **O Week Handover**

The O Week handover process is well underway.

I have had debriefs with the O Week team, the Friday Night Party team, and various members of the ANUSA staff. Our revised deadline for final handover documentation is the end of the mid-term break (Sunday 16th April).

## **Interfaith Week**

Interfaith Week is to be held in Week 10.

I have designed an action plan for how this will go ahead, including main risks associated with the week, major stakeholders to engage, and main thematic focuses of the week.

I have had some preliminary conversations, and am now communicating with some key stakeholders, including departments, clubs and societies and the Chaplaincy.

## **Things coming up:**

- a. Mentor program

I flagged this project in my previous SRC report. I have not had the chance to flesh this out yet, but intend on starting the recruitment process during med-term break.

The reasons I am starting up this mentor program include:

- There are not many opportunities for people to get experience in large-scale event management outside halls and colleges. I

want people of all university demographics to have the chance to organise exciting events

- We need more manpower than ever to ease the transition into Union Court redevelopment. Having a team working on events means we can achieve more for students
- The Social Committee structure of ANUSA is not very productive or robust

b. Event management resource

I am in the process of creating a 'How To: Event Management at ANU' guide in conjunction with Functions and Venue Hire. This guide will hopefully have the answer to all the questions you have ever had about F+S forms. I have given myself till the end of term to complete this project.

c. Bush Week directors

I will looking to open applications for Bush Week directors in mid-term break. More details to come.

d. Feedback for social activities

One of the major roles of the Social Officer is to facilitate social activities on campus. If you have any ideas for events, let me know at [sa.social@anu.edu.au](mailto:sa.social@anu.edu.au). I will be running a few events in Term 2, but am always on the lookout for more ideas.

## Reference G

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### DISCUSSION ITEMS / MOTIONS ON NOTICE

**Motion 1:** That the 2017 Budget be accepted.

Moved: Harry Feng  
Seconded: James Connolly

[See also ANUSA 2017 Draft Final Budget for supporting statements]

**Motion 2:** “That the Association repeal the existing Payment Regulations and adopt the Regulations set out in Appendix A as the Payment Regulations of the Association.”

Moved: Kat Reed

Seconded: James Connolly

**Motion 3:** “That the Constitution be altered to reflect the Payment Regulations passed in Motion 2 in the following areas:

- alter the role of the President to be primarily responsible for the effectiveness, productivity and direction of the Executive.
- include a new section to allow General Meetings to make regulations for the remuneration of Officers of the Association for services rendered by stipend or Honoria.

Moved: Kat Reed  
Seconded: James Connolly

**Special Resolution 1:** “That Section 10(8)h of the ANUSA Constitution that refers to the duties of the President in relation to employees of the Association, be amended to read:

“be primarily responsible for the Association's employees and ensuring the effectiveness and productivity of the Executive, subject to the overall direction of the Executive.”

Moved: Kat Reed  
Seconded: James Connolly

**Note: Section 10(8)h currently reads:** “*be primarily responsible for the Association's employees, in conjunction with the Executive;*”

**Special Resolution 2:** “Amend Section 22 “FINANCE”, to include the following under “Other Financial Provisions”:

“Subject to sections 13, 22(8) and 22(20), the General Meeting may make regulations for the proper and reasonable remuneration of Officers of the Association for services rendered to the Association. Such remuneration may include a stipend or Honoria and other benefits.”

Moved: Kat Reed

Seconded: James Connolly

## **APPENDIX A – PROPOSED PAYMENT REGULATIONS**

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### **Payment Regulations**

#### **3 PAYMENTS TO MEMBERS OF THE ANUSA EXECUTIVE**

##### **3.1 OVERVIEW**

- 3.1.1 Sections 22(8) and 22(20) of the Constitution provide that no payment may be made to a member except as reasonable payment for services rendered to the Association or for reimbursement of reasonable expenses. This Regulation is made under the Constitution to provide for reasonable payment to members of the ANUSA Executive (the Executive) for services rendered to the Association and reimbursement of expenses.
- 3.1.2 Subject to this Regulation, and subject to the availability and allocation of funding, members of the ANUSA Executive may be paid a stipend and provided with other entitlements specified in this Regulation.
- 3.1.3 This Regulation replaces existing Regulation 3 of the Payment Regulations.

##### **3.2 STIPENDS**

- 3.2.1 While holding office under the Constitution, the members of the Executive of the Association are offered a stipend for the work that they carry out in recognition of their services to the Association and its members.
- 3.2.2 The Executive are under no obligation to accept stipends, and may claim less than the maximum stipend provided for in this regulation.
- 3.2.3 Continued payment of stipend is subject to the terms of this regulation and the requirements of the Constitution and subject to continuing service to ANUSA in continuing proper performance of the responsibilities of office.

##### **3.3 STIPEND RATE**

- 3.3.1 The stipend for the President for the year 1 December 2016 to 30 November 2017, assuming the President is available and engaged in work of the Association during normal working hours and ceremonial functions and organisational meetings as required, is \$44,500 (subject to continuation in office during that period).
- 3.3.2 The stipend amount for the President has been determined on the basis of ensuring access and equity and to promote responsibility and accountability. The current ANUSA experience of the duties normally required of the President assumes that the President will prioritise the duties of their ANUSA office over other commitments, including study. The amount is also based on the resolution adopted under the ANUSA Constitution by a general meeting of ANUSA which considered the question of remuneration of executives dated 26 May 2016, and accordingly reflects the decision of members of ANUSA as to the

appropriate level of such remuneration. **Note:** Clause 3.3.10 deals with the situation where an office holder may be subject to limitations on allowable hours of service to ANUSA due to being an international student. ANUSA office is open to all undergraduate ANU students on a non-discriminatory basis irrespective of residency status.

- 3.3.3 It is not a requirement of office that the President devote the envisaged degree of commitment to their role. Where the President's other commitments make this envisaged level of commitment impracticable, this should be reflected in a re-allocation of proportional amounts among the other Executive, who would take on a greater share of the work of the Executive. **Note:** see further clause 3.3.9 and 3.3.10.
- 3.3.4 The stipend for the Vice-President, shall be for a maximum of 70% (estimated average of 24.5 hours per week) of the President's stipend.
- 3.3.5 The stipend for the Treasurer shall be for a maximum of 40% (estimated average of 14 hours per week) of the President's stipend.
- 3.3.6 The stipend for the Social Secretary shall be for a maximum of 40% (estimated average of 14 hours per week) of the President's stipend.
- 3.3.7 The stipend for the Education Officer shall be for a maximum of 40% (estimated average of 14 hours per week) of the President's stipend.
- 3.3.8 The stipend for the General Secretary shall be for a maximum of 40% (estimated average of 14 hours per week) of the President's stipend.
- 3.3.9 The annual stipend payments for members of the Executive for the period 1 December 2016 to 30 November 2017 are detailed in Schedule A to this Regulation.
- 3.3.10 It is not a requirement for any members of the Executive to be engaged for particular hours in providing service to ANUSA. If a member of the Executive is unable to contribute at the level anticipated in the allocations set out above, the Executive, with the agreement of five of the six members may determine in writing an appropriate proportional allocation reflecting the level of contribution each member is able to make and reallocate proportions between members, without increasing the overall budget allocated to remuneration of members of the Executive as a whole.
- 3.3.11 ANUSA recognises that the *Migration Act 1958* (Cth) limits the number of hours an International Student is permitted to work during study periods. No member of the Executive who is an International Student will be required by this Regulation to devote more hours to service as an ANUSA Executive that may result in contravention of any relevant requirements of the *Migration Act 1958* (Cth) or any equivalent laws or regulations.
- 3.3.12 Any changes to proportional allocations are to be noted by the SRC at its next scheduled meeting.
- 3.3.13 The total amount allocated for remuneration (Stipend and Superannuation) for the ANUSA Executive in 2017 is \$161,288 (default amount). Reimbursement of expenses incurred in accordance with

clause 3.8 are not subject to this limit.

- 3.3.14 If an increase in to the total budget (default amount) is proposed (excluding an increase in the Executive referred to in clause 3.9 and CPI increases under 3.3.15), any such increase must be approved by the SRC. Approval by the SRC will be a resolution passed by seventy percent (70%) of Representatives present and voting.
- 3.3.15 The stipend will increase on 1 December each year in accordance with movements in the Consumer Price Index (CPI – all groups) as at September each year for the previous 12 month period (e.g. Sept. Qtr. 2016 to Sept. Qtr. 2017).
- 3.3.16 If an increase in excess of the movement in the Consumer Price Index (CPI – all groups) is proposed, any such increase must be approved by the SRC. Approval by the SRC will be a resolution passed by seventy percent (70%) of Representatives present and voting.

### **3.4 WITHHOLDING THE STIPEND**

- 3.4.1 The ANUSA Executive may by a decision of four of the six members present at a meeting decide to reduce, suspend or withhold payment of the stipend in its entirety or for a specified period or by a specified amount for a member of the Executive if in the opinion of the Executive the member is failing to adequately perform the duties of their office. The Executive must counsel the member and provide them with a reasonable opportunity to remedy the identified shortcomings in performance before reducing, suspending or withholding the stipend in whole or in part (Ref. s.50 *Associations Incorporations Act 1991*)

### **3.5 STIPEND PAYMENTS**

- 3.5.1 The fortnightly stipend will be calculated by dividing the applicable annual amount by 26.083.
- 3.5.2 Taxation instalments, at the correct rate will be deducted from the fortnightly payments, as required by taxation law.
- Superannuation***
- 3.5.3 The Association will each fortnight, make a contribution at the rate of 9.5% of the stipend to a complying superannuation fund of the Executive member's choice. Contributions must be able to be made by electronic funds transfer. Superannuation is provided for Executive members as a matter of policy, as part of reasonable payment for services rendered.
- Payment Period***
- 3.5.4 For administrative convenience, an Executive member's stipend will be paid fortnightly on the Thursday immediately following the payment period by electronic funds transfer.
- 3.5.5 The Payment Period runs for a fortnight period from a Thursday (week 1) to a Wednesday (week 2).

#### ***Additional Remuneration***

- 3.5.6 Where the President is absent on leave or ANUSA business for a

period greater than five working days and the Vice President is required, in writing to undertake the role of the President they will be paid at the full time rate for the period that they undertake the President's duties.

- 3.5.7 Where the Vice President is replacing the President during a period of absence and the Education Officer is required, in writing to undertake the role of the Vice President they be paid the rate applicable to the role for the period that they undertake the Vice President's duties.

### **3.6 WORK ARRANGEMENTS**

- 3.6.1 Working arrangements will be subject to mutual agreement between the Executive member and the President, and should be sufficiently flexible to allow for an appropriate balance between the demands of their duties, studies and private life.

- 3.6.2 At the commencement of their term of office the Executive members will meet and agree with the President:

- (a) Working arrangements as per clause 3.6.1 above,
- (b) Role and responsibilities as per clause 10 of the ANUSA Constitution, and
- (c) Individual personal development requirements to enable proper performance of office.

- 3.6.3 Subject to the Constitution and Regulations, Executive members are subject to any ANUSA Policy stated to apply to them and to the following ANUSA Policies in respect of their role as a member of the ANUSA Executive:

- (a) Acceptable use of Information Infrastructure
- (b) Association Media Policy
- (c) Bullying
- (d) Code of Conduct
- (e) Conflict of Interest
- (f) Discrimination
- (g) Domestic Violence
- (h) Grievance Management
- (i) Review of Decisions
- (j) Sexual Harassment and Harassment
- (k) Under-performance and misconduct
- (l) Work Health and Safety

### **3.7 ABSENCE FROM DUTIES**

#### ***Leave of absence***

- 3.7.1 Executive members are entitled to absent themselves from their duties with the Association for a total of 20 normal working days absence (pro-rata according to the proportions in regulations 3.3.1 – 3.3.8) per annum, with the approval of the President, or the Executive in the case



of the President.

- 3.7.2 Executive members are required to take leave of absence during the period 25 December to 1 January for days not prescribed as public holidays (including any substituted days) falling during that period. An Executive member may elect not to be paid for those days.

***Personal and Compassionate Absence***

- 3.7.3 Executive members are entitled to be absent for an additional 20 normal working days (pro-rata) per annum for personal illness, bereavement or for care of immediate family or member of the member's household, essential religious or cultural purposes; wellbeing or compassionate grounds.

- 3.7.4 For the purposes of regulation 3.7.3 immediate family means spouse, de facto partner, child, parent, grandparent, grandchild, sibling, or a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner.

***Additional Leave of absence***

- 3.7.5 Executive members may take additional leave of absence during which period the member will not be entitled to payment of stipend, with the approval of the President, or in the case of the President with the agreement of the Executive. Such additional absence is discretionary.

***Normal Days of service***

- 3.7.6 Normal days of service for Executive members are days which are not public holidays or weekends and which are not during the ANU Christmas closedown.

**3.8 TRAVEL AND OTHER EXPENSES**

- 3.8.1 The Association will meet reasonable travelling or other expenses incurred by Executive members when travelling on Association business, or purchasing material for the Association, subject to production of receipts for any expenditure incurred.

- 3.8.2 All travel is to be approved advance by the President, or the Executive in the case of the President.

- 3.8.3 Travel will be administered in accordance with the Associations' Travel Policy.

**3.9 CHANGES TO THE EXECUTIVE**

- 3.9.1 Where it is decided, in accordance with the provisions of the ANUSA Constitution that the composition of the Executive is to be changed, the Executive must, by consensus determine the number of hours to be worked by the additional role and any changes in the allocation of responsibilities and functions.

- 3.9.2 Where an Executive role is duplicated the allocation of hours among Executive members undertaking the role are to be, as far as possible equitable noting an individual's work, study and personal

requirements.

3.9.3 All changes to hourly allocations, roles or responsibilities are to be noted by the SRC at its next scheduled meeting.

### **3.10 EXPECTATIONS AND RESPONSIBILITIES**

3.10.1 It is an expectation while continuing in office that all members of the ANUSA Executive are carrying out the responsibilities of office in a responsible, and effective manner and with professionalism. This expectation is a continuing requirement for eligibility for payment of stipend.

### **THE RESPONSIBILITIES OF THE PRESIDENT**

3.10.1 The President is responsible under this Regulation for ensuring all members of the Executive properly and effectively perform the duties of their office.

3.10.2 Pursuant to clause 3.10.1 the President may counsel a member of the Executive where the member is failing to adequately fulfil the duties of their office, including meeting the expectations of this regulation.

3.10.3 If a dispute arises concerning adequacy of performance or if there is continued poor performance or non-performance after counselling, the President may refer the matter to the Executive for decision in accordance with this Regulation including under clause 3.4.1 (Withholding the Stipend) or 3.3.10 (proportional allocations) and in accordance with section 10 of the Constitution.

3.10.4 In the case of the President, the Executive as a whole may carry out the counselling function.

### **3.11 PERSONAL DEVELOPMENT**

3.11.1 At the beginning of their term of office each member of the Executive will meet with the President to ensure there is a clear understanding by the Executive member of their role and responsibilities.

3.11.2 The President and the Executive member will also identify and agree expectations and development goals for the coming year that reflect:

- key accountabilities and goals (expectations) for the period.
- key skills and attributes necessary to achieve success in their role and,
- identify and agree development actions to assist the person

achieve personal excellence and maximise their contribution to the Association.

3.11.3 These discussions will be summarised using the Statement of Expectations form contained in the Associations *Career and Professional Development Policy*.

3.11.4 At regular periods the President and the Executive member will meet to review progress and achievement. These review discussions are an opportunity to provide feedback, support, direction and encouragement in relation to the progress and achievement of expectations and any agreed development plan.

## Schedule A

### Stipend Amounts

The annual stipend payments for the period 1 December 2016 to 30 November 2017 are:

#### Annual Stipend per Office

Office Bearer	Stipend (\$)	Superannuation (\$)	Total (\$)
President	44,500	4,227	48,727
Vice President	31,595	3,002	34,597
Treasurer	17,800	1,691	19,491
Social Secretary	17,800	1,691	19,491
Education Officer	17,800	1,691	19,491
General Secretary	17,800	1,691	19,491