

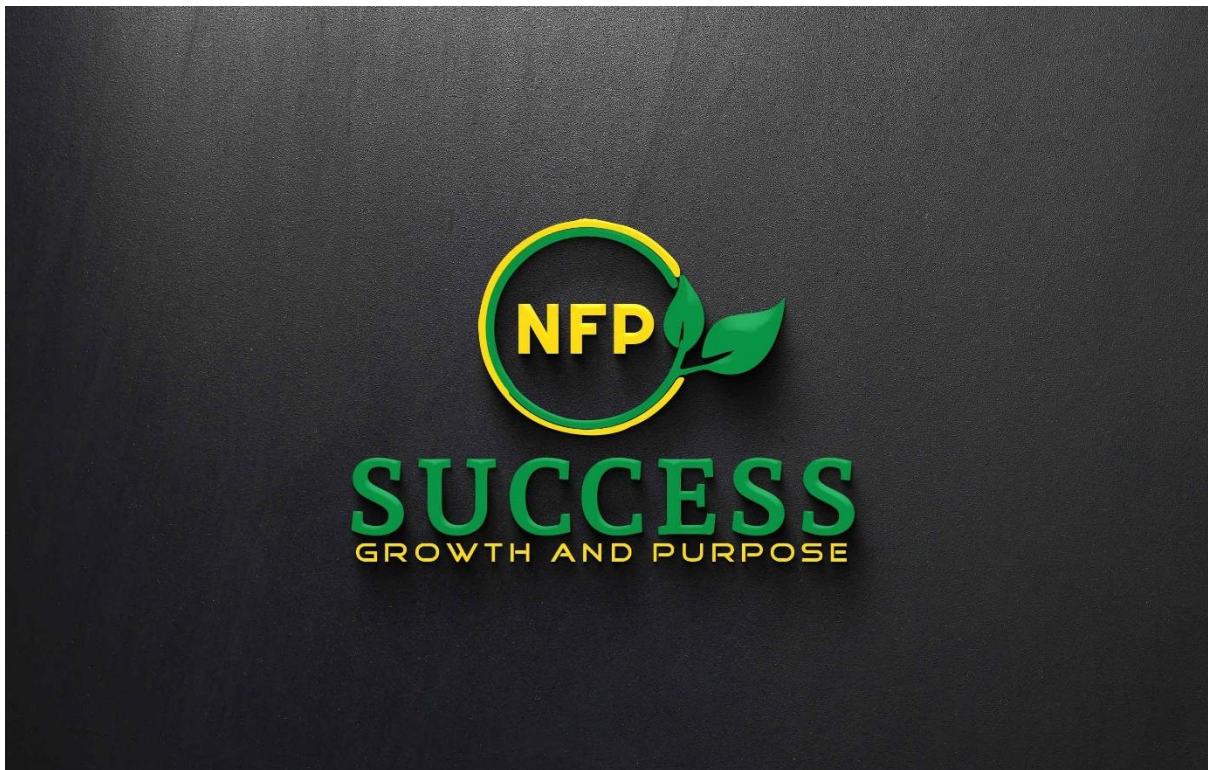


# Review Report

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This report was finalised on 16 December 2024 by Paul Colyer, Senior Project Consultant, NFP Success



## 1. Purpose and Scope

This review has been commissioned by ANUSA and is focused on the processes and procedures of the Environment Department (also called the Environment Collective or EC). It aims to review both the ANUSA Constitution and the Environment Department Constitution in terms of department functioning and financial compliance with Student Services Amenities Fee (SSAF) guidelines.

This review aims to identify opportunities for improvement and action to assist ANUSA in ensuring efficient and effective management in the future. This review covers the period from 1<sup>st</sup> December 2022 up to 1<sup>st</sup> December 2024.

## 2. Executive Summary

The ANUSA Constitution serves as the primary governance document and holds ultimate authority over the Environment Department. It is crucial for the Environment Department to operate in alignment with the ANUSA Constitution, reporting its activities and financial expenditures.

The reviewed documentation indicates a reduced focus on the core elements of the Environment Department's purpose over time. This has led to noncompliance with both the Constitution and guidelines for effective operation which could contribute to jeopardising funding in the future.

### *Key Findings*

Key governance considerations should be prioritised to ensure probity, transparency, and fiduciary responsibility. The ANUSA Constitution outlines the fiduciary obligations of the Environment Officer and the department, emphasizing that all decisions must be in the best interest of the department while upholding their Constitution.

Given the Department's role in environmental activism, high expenditure to events not predominantly focused on environmental issues, raises questions about the alignment of spending with the Department's constitution.

The SSAF guidelines are explicit about the appropriate use of SSAF funding, stating that funds must not be used for purposes other than those described in clause 5.3 of the SSAF guidelines. This review has found that the Environment Department has shifted its focus from its core purpose, with an increased emphasis on non-environmental political agendas and travel expenditures not aligned with its constitutional mandate.

### *Key Recommendations*

- Develop a Terms of Reference (TOR) for the Environment Department for greater clarity and alignment with the ANUSA Constitution.
- Implement refined governance practices, including regular reporting, budget transparency, and clear protocols for conflict of interest and accountability.
- Enhance training programs for new Environment Officers on governance, constitutional interpretation, SSAF compliance, financial management, record keeping, and strategic planning.
- Provide additional training and coaching for trustees and officers to ensure understanding of their roles and responsibilities through a 'critical friend' approach.
- Refine expenditure approval protocols to include ANUSA Executive oversight which limit approval amounts for the Environment Officer.

- Establish improved communication structures between the Environment Department and ANUSA Executive to enhance transparency and collaboration.
- Provide training for the President and Executive to better support Environment Officers.

The suggested recommendations aim to realign the Environment Department's activities and expenditures with its constitutional purpose and governance requirements, ensuring transparency, fiduciary responsibility, and effective operation.

### 3. Background

The ANU Environment Department is established under the ANUSA Constitution. It is an activist body with a focus on environmental justice. Their work involves campaigns, education, and training. The structure includes one officer who represents the Environment Department in other ANUSA spaces, four co-conveners who help facilitate the collective, and general members who build the collective goals of the Environment Department. All members are involved in decision making and campaign planning. The collective breaks into smaller working groups to focus on specific tasks, goals, or campaigns.

Currently, there are four working groups: Fossil Free ANU, School Strike 4 Climate Contingent, Election and Voting, and Comms and Media. They meet fortnightly as a collective, and working groups have smaller meetings in between to focus on planning specific actions. *(extracted from ANUSA website)*

### 4. Methodology

The methodology and information used in this report included:

- A general background provided by ANUSA
- Desktop review of documentation provided by ANUSA, including ANUSA Website and social media
- Briefing meetings with ANUSA President, General Manager and General Counsel
- Conversations with both outgoing and incoming Environment Officers

### 5. Preliminary Findings

#### **Governance Structure**

The ANUSA Constitution (Appendix 1) serves as the primary governance document for the Student's Union, thereby holding ultimate authority over all ANUSA departments, including the Environment Department. It is vital that the Environment Department operates in alignment with the ANUSA Constitution. To ensure compliance, the Environment Department must report its activities and financial expenditures at each SRC meeting and provide annual written reports. (Cl. 9.3, 11.2, 11.5)

The Environment Department Constitution (Appendix 2) outlines their purpose as engaging in environmental activism, promoting environmental sustainability on campus, and fostering collaboration among environmentally focused groups at ANU. (Cl. 1.1)

Although the Environment Department operates independently of the ANUSA Executive, it must always align with the ANUSA Constitution. (Cl 11.2) It is also bound by its own Environment Department Constitution.

## **Interview Responses**

### *Outgoing Environment Officer*

- *"We are a broad-based activist group on campus involved in environment issues but also issues related to imperialism and campaigning against it, in the links it has with the destruction of the environment."*
- *"There are not that many spaces at the university that are involved in this type of activism and that has been a big part of what we are doing."*
- *"We campaign through the EC lens which has political considerations and elements, but the primary focus of our work is the destruction of the planet and various ways that takes place."*

### *Incoming Environment Officer*

- *"We are an activist group, but you could say we are an advocacy group also"*
- *"Our purpose is really only defined in broad terms"*
- *"In practice over the years, it has been the place socialists, communists and anarchists are shoved into – we have always taken a broad hard left mandate."*
- *"We have our own constitution but essentially, we are a part of ANUSA constitution – no legal separation" "The executive can't tell departments what to do"*
- *"ANUSA is totally separate from the university...we have our own legal entity and control our own governance. But the university imposes its ability to oversee everything we do, and they must approve any constitution changes and can withdraw funding at any time. That is a massive tension and the University and ANUSA have an antagonistic relationship esp. this year."*

## **Observations**

It is noted that the Environment Department Constitution is clear about the purpose and process (see Appendix 2), however it appears there is a knowledge void between understanding and action when it comes to adhering to the tenets of both Constitutions. Having a separate constitution for the Environment Department does complicate matters when each year there is a newly elected Environment Officer and office holders who do not necessarily have a solid understanding of the protocols required for operation. Throughout the reviewed documentation, there seems to be a reduced focus on the three core elements of their purpose which has occurred over a period. There has been a consistent influence on the Environment Department over several years where membership has been less focussed on environmental issues. This may be due to both an unclear pursuit of purpose in the Environment Department but also the specific and narrow focus of the other ANUSA departments which have a very clear and well-defined mandates for key student communities e.g. BIPOC, Women's, Indigenous.

## **Financial Analysis**

ANUSA distributes baseline funding to the Environment Department each year in respect of activities. However, baseline funding was not provided to the Department in 2023 or 2024 and the Department operated out of its reserves.

In reviewing the financial documents and statements the following is noted:

### **2023**

- The Environment Department estimated spending of \$10,000 for travel and conferences (noted on Oct 22<sup>nd</sup>, 2023, AGM minutes), whereas campaigns were only estimated to be \$1,000 and merchandise apportioned \$5,300

- April – the Environment Department allocated \$6,000 to Keep Left and Marxism Conferences

### Observations

Given the Environment Department’s purpose is to focus on environmental activism the high budgeted amount for travel and conferences in 2023 to events which do not have a predominant environmental focus brings in to question the alignment of the Environment Department spending with the purposes set out in the Environment Department’s constitution. Whilst it is a given, that students attend a variety of conferences as delegates or in a protest capacity, it is not clear to what extent these conferences are purpose or activity related. In looking at the conference agendas the link to environmental activism is limited to small threads and sessions which have a specific environmental focus.

### 2024

- Budget spending estimations included \$5,000 baseline funding (which was not distributed), \$8,500 for travel and conferences and \$7,000 for campaigns. There was no evidence of a budget estimation for merchandise.

### Observations

2024 appears to be a year of focussed spending on protests and merchandise which supported activities that did not have a high environmental focus. Events such as the Disrupt Land Forces expo protest in Melbourne, the purchase of items not relating to environment campaigns and attendance at the NUS Conference.

It should be noted that due to a significant rollover from 2023 for the Environment Department, ANUSA did not distribute the usual baseline funding for 2024. The documents suggest that the Environment Department was concerned about the potential reclaiming of unspent funds by ANUSA.

Influence from the Socialist Alternative Australia (SAIt), a political organisation, does appear to be quite evident in interview responses but also in the types of campaigns, protests and spending of the Environment Department. This could become problematic if budgeting and spending are predominantly focussed on these types of activities and become hard to reconcile with their core purpose and difficult to justify with ANUSA and ultimately with ANU. Ultimately, the continued spending on activities which do not meet the core purpose can be deemed inappropriate and face the possibility of withdrawn funding in the future.

### Analysis Sampling

In reviewing the bank statements and financials of the Environment Department there are several transactions which warrant further investigation. These are listed below:

Event	Attendance	Budgeted	Expense	Alignment with Purpose in Constitution	SSAF Compliant	Potential conflicts of interest managed
Marxism Conference 2023 7-9 April Melbourne	18	Yes \$3,000 (March 28, 2023)	8 <sup>th</sup> May 2023 Cost \$3,447.60	No	No	No
Keep Left 2023 8-9 <sup>th</sup> April Glebe Town Hall	2	Yes \$3,000 (March 28, 2023)	2 transactions 1 <sup>st</sup> May 2023 Cost \$295.10	No	No	No
Land Forces Expo	14	Yes \$4,000 (August 27, 2024)	14 transactions between 10/9/24 - 7/10/24	No	No	No

8-14 September 2024 Melbourne			Total cost \$2,449.64			
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### Observations

The budgeting and spending funds on the above activities highlights a questionable approach to realising priorities for the Environment Department. Although there may have been similar activity in previous years as stated in the interview responses below and found in rolling minute records, this does not justify spending large portions of funding on activities which do not meet the explicit purpose of the Environment Department (CI.1.1). It is also questionable whether the Environment Department considered all aspects of the spending before committing to the expenditure. Answering critical governance questions should always be at the top of mind to ensure probity, transparency and fiduciary responsibility:

- Does this activity meet our principal purpose requirements?
- Who is invited to attend – active members or a general invite?
- How many attendees should be sent and at what cost?
- Were any conflicts of interest discussed at the time of decision making?
- Do these activities meet SSAF Guideline requirements?
- What post activity evaluation will there be to inform future activities?

It is also interesting to note that it is recorded in the rolling minutes of March 7<sup>th</sup>, 2023 (incorrectly written as 27<sup>th</sup> in minutes) that the Environment Officer stated they had '\$32,000 to spend or ANU will take it away'. The motion was passed to spend more. In relation to the Marxism Conference, it is also notable that the invoice provided to the Department (for 18 beds) does not provide any information as to the individual to whom the beds were allocated. No other documentation appears to provide that information. Because of this, it is not possible to conclude how that expenditure might have supported the purposes of the Environment Department. No documentation supports the scale of attendance (18 individuals), a number which (based on names in the 2023 minutes) may have exceeded the active membership of Department at the time.

In respect of Land Expo, ANUSA have provided information that they have been unable to verify whether the reimbursement for a plane and bus ticket for a particular individual to attend the Land expo was in fact paid to a student. The name of the person which appeared on the invoice could not be verified as a being the name of a former or current student of ANU.

Apart from sending students to the EdCon and NUS conferences which have some minor correlation to the environment department, other transactions are harder to justify with an environment lens. Throughout the documentation a variety of smaller transactions also took place which were for activities which could be deemed as political activism rather than environmental activism. E.g. 26<sup>th</sup> April 2024 \$144.16 and 23<sup>rd</sup> May 2024 \$441.89.

The ANUSA Constitution is clear under Clause 22A around the fiduciary obligations of the Environment Officer and the department. All decisions made must be in the best interest of the department whilst upholding their Constitution. The broader Student Representative Council (SRC) includes the Environment officer and therefore any perceived conflict of interest or action which deviates from the Constitution must be made known to the General Secretary. (ANUSA Regulations 2.2, Const.22A (9))

Social media posts by various students on 12<sup>th</sup> March 2024 regarding the 2024 Marxism Conference funding, highlight a growing concern and frustration towards the Environment Department about the lack of focus on environment sustainability initiatives.

In summation, the financial activity of the Environment Department has identified use of funds on several occasions which do not align with the Departments stated purpose.

## Interview Responses

### Outgoing Environment Officer

- *"There are a lot of through lines (at the conferences) -engaging in environmental activism on a national scale and linking with students from other campuses and learning lessons from their campaigns. This has been a standard for spending from other officers and my spending has been in line with what other officers have done in the past."*
- *"We had a budget but spent a lot less than budgeted for, but most was campaign expenses (e.g. divest from weapons companies land forces, fossil fuels (but that is less this year, cutting ties with AUKUS)."*
- *"I believe it has been acting in the nature of the constitution and benefits students and those interested in environmental activism, and everything has been done in compliance with the constitution."*

### Incoming Environment Officer

- *"Lots of other avenues thru university for political activism but focussed on EC because clubs don't get funding, but EC has guaranteed funding each year and EO is a salaried position annually (approx.\$21k) so attracts people because of guaranteed resources and a high salary"*
- *"The conferences have environment sessions but are not environment related generally. The union is against the NUS over the years. The Socialist Alternative (SAlt) group control the EC are positive about the NUS and they are heavily involved in the EC."*
- *"Frankly the EC gets more money than they know what to do with. In 2023 we rolled over 23k plus extra 10k. We can't spend that just on pamphlets!"*
- *"EC looks to other ways to spend the money. ANUSA pay 35k to affiliate with NUS ...we subsidise the conference fees for people to attend."*
- *"The EC should have less money to address this type of expenditure."*

## SSAF Funding & Guidelines

### The Student Services Amenities Fees (SSAF)

In 2011, the Australian Parliament passed legislation allowing approved higher education providers to charge a fee for student services and amenities of a non-academic nature. These fees are charged annually to each enrolled student and currently stand at approximately \$351.

Each year, a percentage of these fees are passed onto ANUSA to run their programs, departments, clubs, staffing, administration and procedures which assist and support enrolled students. These funds are distributed in three tranches.

The Australian Government provide guidelines for the administration of the SSAF, and the ANU consequently create a funding agreement between the University and ANUSA themselves.

The following excerpts provide an overview of the current ANU/ANUSA agreement:

### Guidelines and Use of Funds

Clause	Description
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3.1.1	Make available funding to the Student Association to provide services and amenities to students for a positive and vibrant student life.
3.1.2	Ensure Funds are managed and administered in an accountable and transparent manner.
3.1.3	Ensure timely and effective communication and information sharing between parties.
4.1	Monitor ongoing progress under the Agreement including public reporting and expenditure tracking
4.4.3	ANU may suspend payments if Funds are spent otherwise than in accordance with the Agreement.
4.6	All payments subject to providing a correctly rendered tax invoice.
5.2	Funds must not be used to purchase alcohol, support a political party, or support election of a person or for a purpose other than a purpose described in clause 5.3 (see appendix 3 approved use of funds)
5.5	ANU may cease expenditure if Funds are expended in breach of the Agreement.
9.1.1	Maintain proper governance arrangements and ensure Funds are used as permitted by Law and Agreement.
10.1	Provide Reports to ANU in the required format, including financial information.
11.1.1	Keep adequate books and records to identify receipt and expenditure of Funds separately.
18.2.3	If Funds are wilfully spent other than as permitted, the funds can be terminated.

## Interview Responses

### Outgoing Environment Officer

- *"Never been told by ANUSA that our funding is being spent incorrectly, it has never been raised."*
- *"We have an approval process, and I have been in communication with the President and Treasurer, asking lots of questions to get a cohesion between us"*
- *"ANUSA has only raised concerns since October '24 via email but did not explicitly say what it was about. That was the first it had been said about actual lack of compliance with SSAF - so I am confused."*
- *"No funding was received this year (2024) so being going off of our rollover. Don't know why decision was made, I made enquiries multiple times – told there was issues needed to be worked out in vague terms ...nothing specific."*
- *"Didn't end up being a problem for us because we just kept spending under the rollover – but it doesn't meet ANUSA own constitutional requirements not to give our baseline funding of 5k ...so it unclear to me."*
- *"Communication could have been better esp. if there was a concern, and I asked multiple times and I didn't get responses many times to emails. Had to follow up a lot, mostly through emails and SLACK (team messaging)"*

### Incoming Environment Officer

- *"Lots of different environment activity over the last few years but not very much serious environment action this year."*

## Observations

The SSAF guidelines are very clear and explicit about how ANUSA and their respective departments may use SSAF funding. The guidelines stipulate how money can be spent and the administrative protocols which must be followed as part of the annual acquittal/audit process.

While there is clarity in the guidelines around the approved use of funds (Appendix 3), there is equal clarity around how the funds cannot be used. Besides no spending on alcohol, political parties or in support of a person’s election it also states funds must not be used ‘for a purpose other than a purpose described in clause 5.3’ (SSAF 3.21.2). This review takes this to mean that anything else that is not listed on the SSAF guidelines.

Under the ANUSA Finance Regulations Part 4.5, a stipend may be withheld if responsibilities are not being fulfilled as per the duties outlined in the Constitution. (CI11.3, 11.5)

Therefore, it could be assumed that the recent focus by the Environment Department on events, protests and merchandise which are not clearly environment related, contravenes the stated intent of the Environment Department constitution and draws a thin line of connection, if any, to any environment related theme or activity.

A key observation from the interviews conducted was that there appears an absence of timely and clear communication between ANUSA and the Environment Department. This may be the perspective of the Environment Department, and this review does not have enough information to determine the extent or facts of this situation. However, a regular process of consultation between the ANUSA President and Department Officers has been in effect for at least two years. The ANUSA President does not have direct supervisory responsibility or authority over Department Officers.

Department Officers are responsible for the management of their Department (ANUSA Constitution 11(3)). Also, it is a key responsibility of Department Officers to attend training that may be provided by ANUSA (See Appendix 2, Finance Regulations 4.5.2(d)). These areas would include scope of the role, SSAF funding requirements, conflict of interest, ANUSA Code of Conduct, ANUSA policies, proper management of funds and reporting requirements. In practice, ANUSA provides annual training on these issues to Department Officers. Department Officers have an obligation to attend such training (see Appendix 1, Finance Regulations 4.5.2). Nonetheless training and guidance does not appear to have been sufficiently effective in the case of the Environment Department.

### Rolling Meeting Minutes (2023-24)

There is evidence of much robust political debate throughout the Environment Department which centred on both environmental issues as well as focussed political discussions and protest action for issues which were not environment related.

*Discussion Threads over 2 years:*

2023 Environment	2023 Political	2024 Environment	2024 Political
School Strike for Climate Action	Edcon and NUS Conferences	Earth day	Merchandise spending for flags
La Nina effect		Bush week	Militarism events discussion
Carbon Emissions			Displaced refugees- West Papua – Australian funding of Indonesian military
Nuclear – AUKUS impact	Nuclear – AUKUS impact -antiwar protests	Nuclear/climate presentation	Northrop Grumman petition
	Attendance at Keep Left and Marxist Conference		Updates on overseas conflict
Port Kembla Protest		Global warming 1.5 deg. discussion	Campus action is unprecedented – increase political merchandise
Fukushima Nuclear waste			Disrupt Land Forces expo attendance

Beyond Uranium -waste dumping		ANU's investment in oil and weapons needs to be opposed	ANU's investment in oil and weapons needs to be opposed
El Nino discussion			Submarine conference protest
			Political disruptive forms of action are a good step forward for environmental activism

## Interview Responses

### *Outgoing Environment Officer*

- *"Common to discuss after conferences and campaigns and plan next steps but we don't minute everything just key points and decisions."*
- *"Protests have been initiated after these conferences etc. over last few years."*
- *"ANUSA executive don't really ask for follow up about next steps and follow ups generally. but do get discussed at SRC meetings."*

### *Incoming Environment Officer*

- *"Some activism is focussed very much on environment, but a lot isn't."*
- *"We are always going to be an activist/advocacy organisation...but there is a 6. political tension with the broader union."*

## Observations

It is expected that student activism can and will take many forms during university life. The Environment Department has a specific purpose in their constitution to be instrumental in environmental activism, focus on environmental sustainability on campus and collaborate between active groups at ANU.

In reviewing the rolling minutes over the past 2 years, the Environment Department has shifted its focus and moved away from its core purpose during this time. It is understood that environmental activism needs to be proactive and will undoubtedly incorporate a degree of political activism. For example: climate change cannot be addressed without including political change and action. However, it appears to be a blurred distinction between environment and politics when the recent predominant focus is action relating to issues that are not environment related. This has occupied at least 75% of the 2024 agenda in the Environment Department and marks a significant departure from their stated purpose.

## 6. Discussion and Recommendations

### Interview Responses

#### *Outgoing Environment Officer*

- *"We really need better and clearer communication between ANUSA and EC."*

#### *Incoming Environment Officer*

- *"We should be building the collective to attract more students from outside the socialist alternative (SAIt) organisation. Currently everyone is a member of the SAIt, so I am focussed to bring more students in from outside that organisation."*

- *"I am committed to ensure the department spends money in a way that is in line with any recommendations. We are a democratic group, and I am only one person and as a trustee I control department spending. I am committed to following your recommendation to the maximum extent possible."*

### **Observations**

It is evident that the Environment Department has a strong influence on both membership and passionate activism. The power and attraction of the Environment Department to the socialist alternative and hard left has resulted in the Environment Department enlarging its footprint in areas other than the environment. These influences have become a key factor in the activities of the Environment Department.

A task for the Environment Department is to create a more diverse member base which will attract environmentally minded students who would like to focus on environmental activism, sustainability on campus and increased collaboration with like-minded groups. In this way they can be a department truly inclusive of all students.

### **Key recommendations**

This review has considered a great deal of documentation that has shown a change in direction of the Environment Department over time. This is not attributable to any one person but through a changing demographic and a narrowed lens about what the environment encapsulates and stands for across the university landscape.

It is clear the Environment Department has moved away from the three core tenets of its stated purpose to a more crystallised view of how environmental elements are threaded into the more political geoscape of the university itself but also the broader impact in the world.

In looking at how the Environment Department operates currently, the use of funds for purposes other than environmental issues, there is an overfocussing on non-environmental political agendas and a lack of clear protocol or understanding in making decisions related to their purpose.

Therefore, this review suggests that the following recommendations are enacted to ensure proper safeguarding and effective operation of the department into the future.

### **Governance**

- Having two constitutions creates confusion and it is suggested that a Terms of Reference (TOR) for the Environment Department with more specific rules and regulations would allow greater transparency and clarity for all office holders.
- Refinements could include - greater cohesion to the ANUSA Constitution through increased awareness and record keeping, clear requirements/avenues for ANUSA to request information on a regular basis, specific standing agenda items which clearly address budget, spending, conflict of interest and accountability.
- Create rules/regulations which outline clearly the process to align all activities and events with the stated purpose in the Constitution. E.g. By-Laws

### **Training and Development**

- Training and Development – consider enhancing training and development across key governance issues to ensure both understanding and compliance for newly elected Environment Officers. This training may also be useful to any person considered to be a 'trustee' to allow full understanding of the requirements of the Constitution and its Regulations.

- Interpretation of a Constitution and its impact on core purpose
  - SSAF compliance
  - Update with financial awareness courses
  - Update training about efficient minute keeping and record keeping
  - Refresh understanding around reporting to Boards and Executive
  - Assistance with strategic planning for a specific purpose. E.g. discussions and process around priorities and how they are actioned.
- Specific further training for Officers to fully understand the expectations of the role in relation to use of funds, funding guidelines and conflict of interest.
  - Consider individual coaching techniques for Environment Officers to allow a 'critical friend' and 'mentor' approach to learning and development.

### **Funds Management**

- Refine the protocols for approval of expenditure to include ANUSA Executive, e.g. checklist of actions when considering use of funds.
- Address the use of baseline ANUSA funding and set in place protocols to manage how the Environment Department spend funds.
- Limit the amount which can be approved by the Environment Officer, with all other spending needing to be approved by the Executive. This would improve governance.

### **Relationships and Communication**

- Improved structure for communication between Environment Department and the ANUSA executive to promote greater transparency and collaboration in the future e.g. create protocols which address effective and efficient communication between the groups.
- Training for the President and Executive to enable them to fulfil their support obligations of Environment Officers. This would also assist to improve relationships with such a large group of elected positions.

## **7. Appendices**

### **Appendix 1**

#### ***ANUSA Constitution and Regulations: Relevant excerpts from ANUSA Constitution***

4.1 The objects of the Association are:

- (a) to promote the welfare of, and further the interests of, students.
- (b) to work for quality and equity in higher education.
- (c) to afford a recognised means of representation for Students within the University and the wider community.
- (d) to foster student life by providing support and representation for Clubs; and
- (e) to foster community, equity and diversity within the University.

5.2 any person who is a Student is an ordinary member of the Association.

3.1 the General Secretary interprets this Constitution, the Regulations and policies.

9.1 -9.4 The Executive consist of 7 positions including the President and there are 7 Departments including the Environment Department.

9.17 A Department Officer must be removed from office if: (a) a resolution is carried by a two-thirds majority of those present and voting at a meeting of the relevant Department calling for their removal; and (b) the Disputes Committee accepts that the Department Officer has acted in the fashion alleged by that resolution.

11.2 The Departments of the Association are to be governed by their individual Constitutions and Regulations. and must not be inconsistent with the Constitution or Regulations of the Association.

11.3 The Women's Officer, Queer\* Officer, Environment Officer, Indigenous Officer, International Students' Officer, Disabilities Officer, and Bla(c)k, Indigenous and People of Colour Officer are responsible for the management of the affairs of their respective Department.

11.5 Each Department Officer must: (a) submit a report to each SRC meeting detailing recent activities of the Department, together with the income and expenditure of the Department to date; (b) submit a written report of their Department's income and expenditure to the Treasurer at the end of each Financial Year; a

11.6 Each year the Association must give each Department an amount of no less than \$5,000 for use in respect of the activities of the Department. Each Department will be audited each Financial Year as part of the independent audit of the Association.

14.1 The Student Representative Council (SRC) shall be the committee of the Association in accordance with the Act and shall consist of: Schedule A: (a) the Executive; (b) the General Representatives; (c) the Academic Representatives; (d) The Parents and Carers Officer; (e) the Department Officers from the Disabilities, Environment, Indigenous, International Students', Queer\*, Women's and Bla(c)k, Indigenous and People of Colour Departments;

14.3 The SRC may, subject to this Constitution and the Regulations: receive at each of its meetings a report detailing recent activities and expenditure from: each department

22A

(1) An Officer must act with care and due diligence in the exercise of their functions and duties. (Reference: Section 66A of the Act)

(2) An Officer must act in good faith in the best interests of the Association and for a proper purpose in discharge of their duties. (Reference: Section 66B of the Act)

(3) An Officer must not improperly use the Officer's position to gain advantage for the Officer or another person or to cause detriment to the Association. (Reference: Section 66C of the Act)

(4) An Officer must not use information gained in that role to gain advantage for that person or another person or to cause detriment to the Association. (Reference: Section 66D of the Act)

26.14 The Department Officer of a Department must, except for minutes containing confidential information or personal information, cause or require minutes of meetings of the Department to be made available to members of the Department.

## **ANUSA Finance Regulations**

### **2.2 Conflict of Interest**

2.2.1 Officers of the Association must comply with section 22A of the Constitution.

2.2.2 Subject to section 22A, officers of the Association should avoid participating in making of financial decision in respect of which, although not constituting a material

personal interest, they may reasonably be considered to have a real or perceived conflict of interest.

2.2.3 If an Officer of the Association is involved in the making of a financial decision in respect of which they may reasonably be considered to have a real or perceived conflict of interest then they must inform the General Secretary of that conflict of interest in writing.

2.2.4 The General Secretary must inform the SRC of any reported conflict of interest at the first SRC meeting after the General Secretary is informed of that conflict of interest

#### **4.5.1 and 4.5.2**

4.5.1 It is a requirement of payment of stipend that the stipend recipient is fulfilling the core responsibilities of the Departmental Officer or of the work delegated to them.

4.5.2 The core responsibilities of the Departmental Officer are:

- (a) Duties set out in section 11(3) of the Constitution
- (b) Duties set out in section 11(5) of the Constitution
- (c) Duties set out in section 26(14) of the Constitution
- (d) To attend any induction training set as mandatory by the ANUSA President
- (e) Ensure proper financial records are maintained by the Department and provide financial information, financial documents and financial reports relating to the operation of the Department in a timely manner on request from the ANUSA Treasurer.
- (f) Ensure that expenditure of funds of the Department is compliant with SSAF requirements and any funding agreement to which ANUSA is subject; and
- (g) such other duties as are reasonably determined from time to time by their Department and set out in the Department Constitution.

## **Appendix 2**

### ***Environment Department Constitution – relevant excerpts***

1.1,2,3 Purpose of the Environment Department ('the Department' or commonly called the 'Environment Collective'): is to get involved in environmental activism, boost sustainability efforts on the ANU campus and beyond, and create a collaborative space for all the eco-focused groups at ANU to work together.

2.1. Not be taken to be inconsistent with the ANUSA Constitution

6.1. The ANUSA Environment Officer ('the Officer') shall convene the Environment Collective and administer the Environment Department

6.2. The Officer shall hold office in accordance with the ANUSA Constitution

7.1. The Department may elect one (1) or more conveners to assist the Officer to administer the Department

9.1. The Department is a constituent part of ANUSA and constituted in accordance with the ANUSA Constitution

9.2. The Department shall operate independently of the ANUSA Executive

14.1. The Department shall determine the process by which decisions are made, including by consensus or majority vote

17.1. There shall be at least three (3) Trustees of the Bank Account of the Environment Department 17.2. The Trustees shall be the Officer, and two other Members approved at a Meeting of the Department 17.2.1. Any money transfer must be signed by two trustees, one of which shall be the Officer

18.1. All expenditure shall be in accordance with the budget

19.1. An Ordinary Meeting or General Meeting or AGM of the Department may create a petty cash fund of up to \$100 to be administered by the Officer

19.1.2. Funds shall only be refunded if a receipt or similar proof of expenditure is presented to the Officer

20.1. The Officer shall maintain records of all expenditure of the Department

20.2. The Officer shall report the expenditure of the Department to any body required by the ANUSA Constitution

### **Appendix 3**

#### ***SSAF Approved Use of Funds***

<b>Clause 5.3</b>	<b>Purpose</b>
5.3.1	Providing food or non-alcoholic drink to students on an ANU campus
5.3.2	Supporting a sporting or other recreational activity by students
5.3.3	Supporting the administration of a club most of whose members are students
5.3.4	Caring for children of students
5.3.5	Providing legal services to students
5.3.6	Promoting the health or welfare of students
5.3.7	Helping students secure accommodation
5.3.8	Helping students obtain employment or advice on careers
5.3.9	Helping students with their financial affairs
5.3.10	Helping students obtain insurance against personal accidents
5.3.11	Supporting debating by students
5.3.12	Providing libraries and reading rooms (other than those provided for academic purposes) for students
5.3.13	Supporting an artistic activity by students
5.3.14	Supporting the production and dissemination to students of media whose content is provided by students
5.3.15	Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled
5.3.16	Advising on matters arising under the Australian National University Act 1991, the ANU's statutes, rules or policies
5.3.17	Advocating students' interests in matters arising under the Australian National University Act 1991, ANU's statutes, rules or policies
5.3.18	Giving students information to help them in their orientation
5.3.19	Helping meet the specific needs of overseas students relating to their welfare, accommodation or employment



