

**Flinders University Student Council Meeting**  
**Agenda of the Meeting held on Tuesday 3<sup>rd</sup> March 2015**  
Meeting Room, Flinders University Student Association  
5:00pm.

Additional Documents:

- Appendix 1: Election Regulations.
- Appendix 2: Postgraduate Conference Proposal
- Appendix 3: Matters for Executive Meeting

1. Welcome and Meeting open
2. Apologies
3. Welcome Guests
4. Accept Minutes from previous meeting
5. Reports
  - 5.1. President's Report
  - 5.2. General Secretary's Report
  - 5.3. Education Officer's Report
  - 5.4. Environment Officer's Report
  - 5.5. Queer Officer's Report
  - 5.6. Women's Officer's Report
  - 5.7. International Officer's Report
  - 5.8. Welfare Officer's Report
  - 5.9. Social Activities Officer's Report
  - 5.10. Accessibility Officer's Report – none received
  - 5.11. Post-Grad Officer's Report – none received
  - 5.12. Indigenous Officer's Report
  - 5.13. MSE Report
6. Matters for decision
  - 6.1. Approval of honoraria for February – Gen Sec
  - 6.2. Approval of spending approved by Executive – Gen Sec
  - 6.3. Honorarium payments to student council - MSE
  - 6.4. Election regulations – MSE
  - 6.5. FUSA AGM agenda item - MSE
  - 6.6. ET Regulation Changes
  - 6.7. Student Council Standing Committee's regulations–MSE
  - 6.8. Proposal for Post-Graduate Student Event – Post-grad officer
  - 6.9. Queer space lunch – Queer Officer
  - 6.10. Office bearers financial responsibility – Queer Officer
  - 6.11. Queer Officer O'Week spending – Queer Officer
  - 6.12. Proposal for FUSA representation – Ann Raith

- 6.13. Yoga Event Proposal – Welfare Officer
- 6.14. Multicultural Event Proposal – International Officer
- 6.15. Proposal for electronic billboard – Mitchel Huffa
7. Matters for discussion
  - 7.1. Resources for Sub-Committees - MSE
8. Matters for noting
9. Meeting closed
  1. **Welcome and Meeting Open**
  2. **Apologies – Ann Raith**
  3. **Welcome Guests**
  4. **Accept minutes from previous meeting (see attached minutes from December and February)**
  5. **Reports**

## **5.1 President's report**

### **Orientation activities.**

February is always busy with welcoming new students and engaging them in the Student Association. This engagement has taken many forms, from delivering numerous addresses to students during induction sessions, to small group discussions and through to one on one discussions in the lead up to, and during, Oweek.

FUSA signed up 1169 new members during Oweek and at induction sessions during February, which is a great result! A big thank-you to all SC members that helped out during February.

During Oweek I had an opportunity to have numerous discussions with various clubs and societies about the year ahead. Many club and society members are concerned about the impact of the plaza and other redevelopment work during 2015 on the main campus. I have a list of concerns and questions about which I will be liaising with the university over the next few weeks.

A personal thank you to Emma for organising the Mature Age space during Oweek and allowing me to speak at their event. Mature age students are a growing part of our university community and they have a number of interesting and different ideas about a way forward for FUSA and Flinders in general.

### **Working with SC members.**

During the month I have continued to work with a number of SC members on various exciting projects and events being organised. I have made contact with most office bearers and offered some friendly suggestions for work relating to issues that are relevant to their portfolio.

Just a few thoughts on FUSA organised events. I think FUSA events should be open for all to participate and non-discriminatory. Obviously there are some events that we put on for a target group to address issues particular to them (eg. Mature age, Queer, International Students etc), and we are very up-front about this when we do and have a clear and agreed reason for doing so.

However I believe when SC members are organising FUSA events, the events should remain secular and not (intentionally or otherwise) espouse a particular religion. Our Flinders community is made up of students who believe in a range of organised religions, different spiritualities or like myself are non-believers but respect the right of freedom of religion and belief. Any student should be able to attend a FUSA event without religious preaching and doctrine being part of the official content of the event.

When organising events it is also very important to remember the impact of oppression based on race, class, gender, religion and sexuality, to name just some. FUSA has strong positions against oppression, so please be mindful of content. This means being careful about who you invite to speak at events.

### **University Committees.**

A major part and expectation of the SP role is attending a number of university committees. This includes University Council, Academic Senate, and the Student Appeals Committee. During February I have been involved in the induction process for these bodies and attended some of the first meetings for the year. Unfortunately I lament to report that, despite it being very early in the academic year, there are already some serious cases being investigated by the students appeal committee, on which I sit.

### **Some sad news.**

Since the last SC meeting, two Flinders students have died. Both deaths were unexpected and have impacted the schools, clubs and social networks they were a part of within the Flinders community. I have been keeping a close eye as SP and offered assistance when appropriate.

### **Education campaign.**

I have continued to be involved in the campaign against the Federal government deregulation plans for higher education fees. This has meant working closely with people at Flinders, on a state level and nationally. The National Day of Action on March 25 is an important event for Flinders students to voice their opposition to what I believe is bad policy that will have adverse outcomes for students in the future.

## **5.2 General Secretary Report**

Flinders University Student Association



## **Communication with other OB's**

I have been in communication with other office bearers regarding O'Week, their FUSA activities, and the national campaign. This has included some of our office bearers here at FUSA, and the NUS National Women's Officer and the NUS National General Secretary.

## **Education Campaign**

I have continued my leading role in the campaign against the Liberals and their attacks on students. This has involved the work detailed in the "O'Week" section of my report, lots of other postering, leafleting and conversations with students on campus, and also off campus in the city. I have been in touch with the NUS National Education Officer regarding the campaign.

## **5.3 Education Officer's Report**

### **SRN and Education Collective**

With the tireless work and support of all FUSA staff, we are 'rolling out our most dynamic and inclusive collective project'. I have had many meetings with Jonathon to discuss the shape and direction we wish to take this project leading into the future. Kudos to the media staff for helping us get a virtual/digital space up and running so quickly – all student can now sign up to this initiative online.

I also met with the Student Assist team over the possible implementations of the above project and how they can be more heavily involved with student engagement.

I strongly believe we are taking the right steps towards a better represented Flinders University and I encourage all of Student Council to help me spread the word about the new collectives being rolled out throughout this year.

### **O-week**

Every year orientation week is a chance for FUSA to really spruik the message of what we do as a student organisation around the University. I spent countless hours (I counted – it was around 10) at the FUSA stall throughout the week, as well as attending two introductory lectures, the Academic Preparation Program (with Jonathon Louth) and the Education First Year Welcome Assembly (with Catherine Wagg), in order to create the awareness around the FUSA brand for first years. It was disappointing to not have more Student Council representatives around during O'week for various reasons, however was good to see the Student Assist team and all FUSA staff in the Humanities Courtyard helping to spread the word.

### **School Associations**

I am continuing my endeavour to acquaint myself with all current school based associations – so far it has been met with little success due to University holidays only just finishing up. I have also initiated a brand new association in the School of Education with 2 passionate 2<sup>nd</sup> year students. This looks to get up and running in the next couple of weeks. I will also be involved in the initiation of the Health Science Association which has been brought off of the ground by Adam Rau.

#### **5.4 Environment Officer Report**

I put in some hours on the FUSA stall during O'Week on Monday, Tuesday and Thursday. During the week I met with the NUS Women's Officer to discuss upcoming student union campaigns. I also met with the FUSA President and General Secretary to discuss my upcoming public transport survey. I also spent time discussing the state of public transport with many new and continuing students at O'Week in preparation for my survey.

I met with a representative from FEAG and discussed promotion of the SOS conference at Flinders this year. I spoke with the NUS Environment Officer to discuss the first semester and my survey.

The result of these discussions is a plan for a student survey on the use and the quality of public transport, which I anticipate will begin to be developed soon.

I've also done lots of leafleting for the Education NDA, in the city and at fringe festival events, as well as putting up posters for the NDA during o'week at Flinders and UniSA. I also attended the latest EAN meeting to discuss and debate the way forward in the campaign with activists from other campuses.

#### **5.5 Queer Officer Report**

The first two months of this year have been filled with preparation for O'Week, Queer Society meetings, and planning for the year.

The Queer Space for 2015 is also now available, and needs lots of attention to make it a warm and welcoming space rather than just a white box!

O'Week Stall	12 hours
O'Week Preparation	2 hours
Queer Society Meetings	2 hours
Research into other university queer programs	1 hour

Emails and Facebook communication	2 hours
Queer Space set up	1 hour
Queer Society Admin	3 hours
Shopping for O'Week	0.5 hour
Quotes for equipment for O'Week and QS equipment	1 hour
Planning for 2015	2 hours

### **5.6 Women's Officer Report**

So far this month I have begun organising the year's calendar for the Women's Collective, including events for Blue Stockings Week and White Ribbon Day. I have also been in contact with the NUS Women's Officer for South Australia to organise coordination of events. I have organised the first Women's Collective meeting for Thursday March 5 at 1:00pm and written the agenda for the meeting. It will be an introductory meeting to plan the year ahead. I have also regularly updated the Women's Collective Facebook page and have worked on recruiting more members for the Women's Collective via Facebook messages and posts. I have also discussed plans for the new Women's Room via email correspondence with FUSA staff.

### **5.7 International Officer Report**

In January, I tried to have contact with the former international student's officer to have access to last year activities report, and discuss about what should be done in 2015. I have been trying to call, text, and email, but not hearing anything, so far.

I met with representative from the Indonesian student's association (Thursday 26/2) to discuss about the 8<sup>th</sup> INDOfest 2015. INDOfest is a huge collaborative effort by 100s of people from Adelaide's Indonesian community and Australians who share their love for Indonesia. Held annually, since 2008, it aims to strengthen ties between Australia and our closest neighbour by showcasing the wonders of Indonesian culture, heritage and cuisine. INDOfest is Australia's largest and most successful Indonesian festival. The centerpiece event of INDOfest is family day in Adelaide's Rymill Park on East Terrace. This year, the family day will take place on 12 April 2015. Here is the link if you are interested to find more information: <http://www.indofest.com.au/>



I'll help the committee to circulate the information (via email blast and put a link in flinders or maybe Fusa website in news section?) about INDOfest 2015 to other international student in Flinders and invite all Indonesian communities' members or leaders, students, and everyone who interested in contributing their time, skill, experience, and energy to participate as volunteers in INDOfest 2015 event.

Planned for Multicultural event (please refer to attached proposal), and met with other international student (mainly new student) to share the Idea. I have spoken with student from Nigeria, Kenya, Bangladesh, Sri Lanka, Indonesia, Vietnam, and Myanmar. I received various responses, mainly positive, but I still need to talk with more international student to get more feedback. By the time I send this report to Grace, I'll be at the welcoming event for the new international student held by ISSU, this afternoon (Friday, 27/2), 3-5pm in physical science courtyard, and talk with more international student there.

I also met with Professor Salah Kutieleh (Thursday 26/2), the Director of Transition Office to share the idea, because he and his team organize multicultural dinner regularly for Australian scholarship awardee. I had my multicultural dinner last year. He supports the idea and we will follow up after I decided all the details of the event (how big the event will be, final time and location, budgeting, etc).

Went to O'week and met James, Grace and Brodie to catch up. I also met Shannon to chat about postgrad officer's event next March.

## **5.8 Welfare Officer Report**

Program to improve students' mental and physical wellbeing:

- I looked into what was already available at Flinders.
- I read up on the benefits of meditation and yoga.
- I met with Wendy Gower the Sports Centre Manager re the Fit and Well Program and the Mindfulness Triathlon.
- I will be starting something similar to the Fit and Well program but making it free so that it is more accessible to students.
- I will be meeting with Adam next week to plan this further.
- I will be working with Flinders One on the Mindfulness Triathlon.

O'Week:

- I helped on the FUSA stall for a few hours on the Wednesday.

Work Rights Initiative:

A campaign to improve student's knowledge of their work rights, especially for international students on visas



- I read up on Fair Work info
- I met with Vanessa
- I will meet with Steph re communicating the info once things calm down after o' week

## Stamp Out Fat Talk Feb:

A campaign that seeks to stop conversations that reinforce society's unrealistic beauty ideals and contribute to body dissatisfaction. It encourages positivity, healthy living, and the celebration of diversity.

- I printed out and put up posters around campus.

## Miscellaneous:

- Emails.
- Writing motions.
- Spoke to Sue re food vouchers and emergency loans.
- Attended a meeting with the Education Officer, General Secretary, President, MSE and Jonathan re the future of student representation.

## **5.9 Social Activities Officer Report**

### Pub Crawl

After having pre-confirmed most of the pubs on the crawl (exceptions being those we have used before), the Clubs and Events Officer and myself were ready to have sales open in O-week. Unfortunately, with the setback of Dog and duck closing down due to lock-out laws, and multiple pubs either giving us misinformation or being completely uncontactable, we have finally confirmed the whole crawl, and tickets should be available on the FUSA store this week.

### Outdoor Cinema

Once the proposal was approved by SC last meeting, I set about trying to decide which films to schedule when. A meeting with Adam Rau confirmed for us that, film rights pending, we will be running this event from week 2 of this semester (5 events) and from week 10 in semester 2 (3 events) to ensure suitable lighting and weather. I discussed with James Vigus and Rosalie Dow-Schmidt collaboration between FUSA and the Queer Society to screen Pride (2014) as a promotional event for the society, this is going ahead in week 5. The schedule for the year is as follows:

Monty Python and the Holy Grail (1975) – March 10th 2015

Bridesmaids (2011) – March 17th 2015

Aladdin (1992) – March 24th 2015 Lion King (1994) - March 24th 2015

Pride (2014) – March 31st 2015

Happy Gilmore (1996) – April 28th 2015

Guardians of the Galaxy (2014) – October 13th 2015

Step Brothers (2008) – October 20th 2015

The Princess Bride (1987) – October 27th 2015

Tuesdays were chosen as the event day after viewing the timetabling data, and discovering that Tuesdays are still one of the busiest days on campus for student attendance.

### O-Week

Well, we all know how busy o-week was. I was on campus from 9 each morning, assisting with the set up of two club stalls. When available, I was on the FUSA stall promoting our services and events, including the collectives and subcommittees. I also made it a point to walk around the event when I could, to discuss Student Council and FUSA events with clubs both new and old.

### World's Greatest Shave

I am still waiting on my information/host pack to come through, but I am setting a tentative date for our shave as Friday April 3<sup>rd</sup>, which is in week 5. I would like to request of SC members if they know any hairdressers, entertainers, or anyone who can help to make this day a success to please send me their details in an email.

### **5.10 Accessibility Officer Report**

None Received

### **5.11 Post Grad Officer Report**

None Received

### **5.12 Indigenous Officer Report**

26<sup>th</sup> February – Monthly meeting with Flinders Indigenous Students Association (FISA) president.

23<sup>rd</sup> February – Sent out welcome email and email about the comedy night to all First Nations students. Yunggorendi and FISA are also advertising on their Facebook pages.

17<sup>th</sup> February – Spoke to first year Yunggorendi students at their orientation week about my position, as well as run-down of FUSA.

15<sup>th</sup> February – Contacted Australian Indigenous Mentoring Experience (AIME) about partnering with our First Nations students as many of our students have wanted to get involved in the past but has only been an opportunity for UniSA students – am proud to say we now have the opportunity to apply. AIME are well-known and respected in community and our students are looking forward to giving back to our own communities in this way.

13<sup>th</sup> February – Attended the 8<sup>th</sup> Anniversary of the National Apology to the Stolen Generations breakfast with Yunggorendi staff.

11<sup>th</sup> February – Created budget proposal to fund First Nations Students to attend Aboriginal Comedy Allstars show – currently selling tickets.

10<sup>th</sup> February – Spoke with Flinders University Rural Health Society about their Indigenous Officer position and recommended a student, also about sub-committee position as the president is a First Nations person (this would mean I would have someone from Sturt).

5<sup>th</sup> February – Skyped for an hour with ATSI NUS delegate from Sydney about national Indigenous campaigns/ events to be organised and supported this year.

1<sup>st</sup> to 26<sup>th</sup> – Numerous discussions with First Nations students about sub-committee positions (all positions now filled).

## **5.13 MSE Report**

### **Manager Student Engagement – Update – MARCH 2015**

#### **Finalisation of FUSA spaces in the new Hub**

There will be a meeting next week with the Hub Project Team and the architects Woods Bagot to make the final decisions on the ‘look and feel’ of the FUSA spaces in the new Student Hub including FUSA, Queer Space, Women’s Room, Clubs Space and Empire Times.

We are hoping that key student representatives can come along and have input into these important decisions.

#### **Electronic Voting System**

The University has undertaken to increase its scope of other vendors that provide a managed service within their ‘Electronic Voting System’. The plan is that the University will have a new EVS set up that FUSA can use in time for the Annual Elections later in the year. The scope will now also include an investigation of ‘paper-based’ elections.

#### **Student Radio**

A research exercise was undertaken into potential consultants to provide advice to FUSA with regards to the establishment of a Student Radio Station. Invitations were sent out to potential interested parties to apply for the consultancy. A panel consisting of myself, Media Officer and the Social Activities Officer (whom has a background in community radio) will sit on the panel to decide on the consultant(s) to use.

#### **FUSA Development Grants**

The FUSA Development Grants represent an important reconfiguration of the Student Activities Funding. In its previous form, the Student Activities Funding was poorly defined and not particularly well promoted. The changes reflect a shift to a more equitable and accessible process. The previous guidelines lacked clarity and were poorly defined. The guidelines (which were loosely inherited from the Vice-Chancellor's Office) have now been replaced by a coherent set of criteria for applicants to respond to. Importantly, the new criteria ask students to link their application to FUSA's overall aims of promoting and advancing the rights, interests and welfare of students. Previously, students had to respond to the University's strategic plan.

The decision to award the Grants was previously an arbitrary process. Accompanying the formal grant application process will be the Development Grant Selection Committee. The Committee will be formed by one FUSA staff member, a member of Student Council and an external member. The composition of this year's committee is James Vigus, Jonathon Louth and Robert Simms.

### **Student Representation** - *Student Representation & Development Officer*

I have been working on a range of significant projects. These have included:

- Redrafting the election regulations
- Setting up a pilot Education Collective
- Developing the sub-committee structure
- Drafting the criteria and rolling out the New FUSA Development Grants

Other activities I have been involved in:

- I visited six Victorian Universities to examine their representative and volunteer structures
- I presented to a number of groups during Orientation week (and collected over 400 new members in the process)
- Setting up the AGM
- I am on the University Board considering/evaluating a new election voting system.
- I am involved with the Assessment Policy Review

Moving forward I will continuing my work on:

- Review of representative structures across the University
- Promoting and/or setting up School Associations
- Reviewing the constitution
- Rolling out new Collectives
- Undertaking student consultation for the Assessment Policy Review
- Working on a FUSA membership drive

## **Student Assist** – *Team Leader, Student Assist*

### 1. Student data

The data listed in this document refers to inquiries made by students on a first contact basis, as well as ongoing casework with existing student cases. When a student contacts Student Assist to request information, advice in relation to a grievance or seeks financial counselling and/or financial assistance, the information is entered into the ARK system, a confidential case management system only accessible by Student Assist

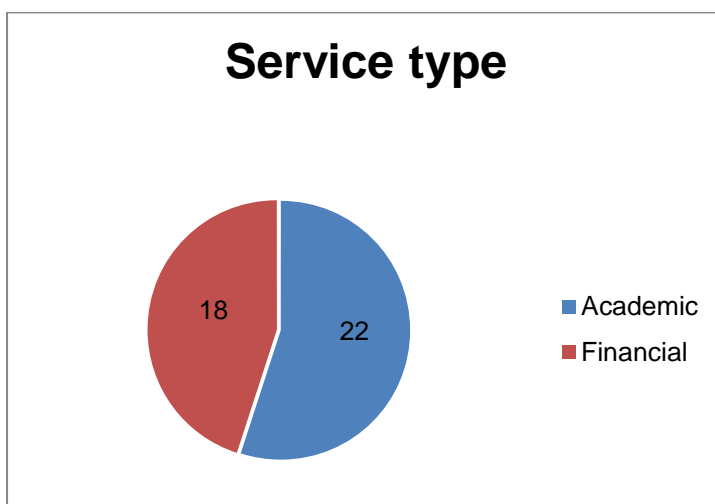
Student Assist opened 24 new cases over the month of February. Case workload has been steady with requests from students involved in summer schools, ongoing placement issues and appeals against final topic grades extended until 2015.

There has been an increase in the numbers of students seeking loans for textbooks. One particular student sought assistance from the SFAO in relation to their electricity account owing in excess of \$4,000, which has involved negotiation with Utility Providers.

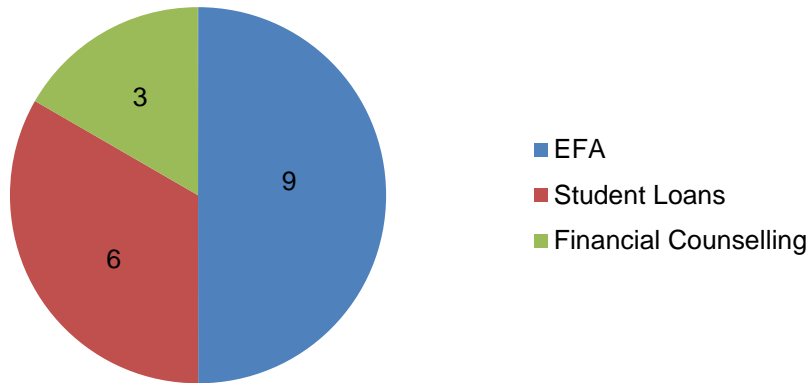
The SFAO has also has overseen a complex case involving student with multiple creditors who is currently hospitalised.

Student Assist continues to work closely with HCD, ISSU and the schools and faculties to the end of achieving positive outcomes for students.

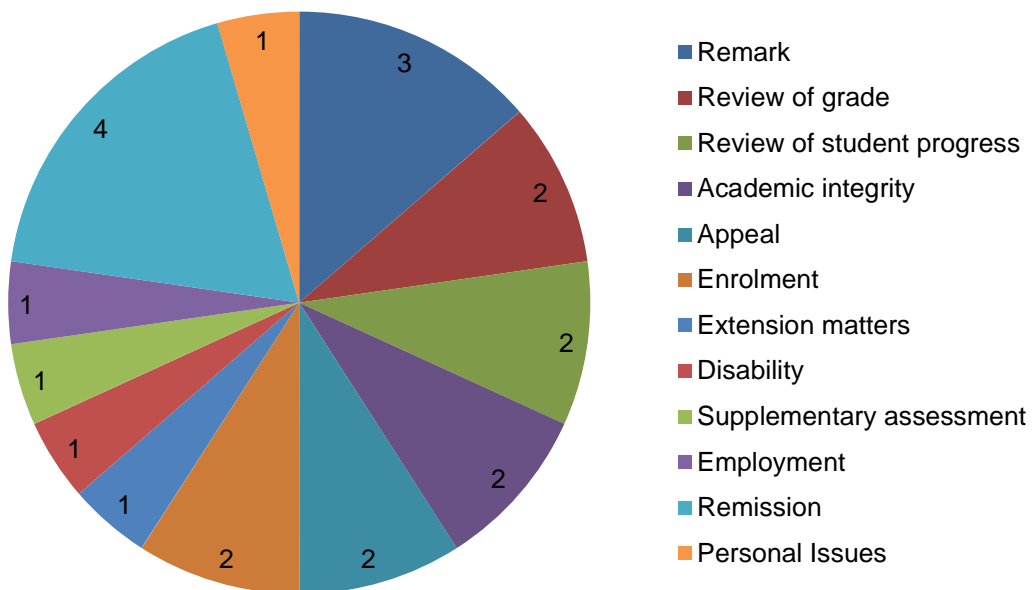
Below is a graphic summary of the monthly reporting data for the new 24 cases as well as ongoing casework:

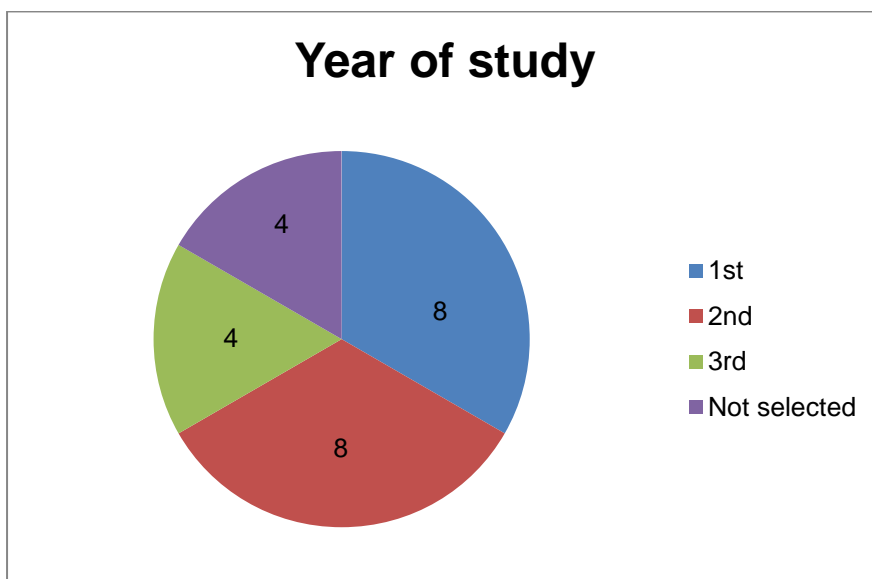
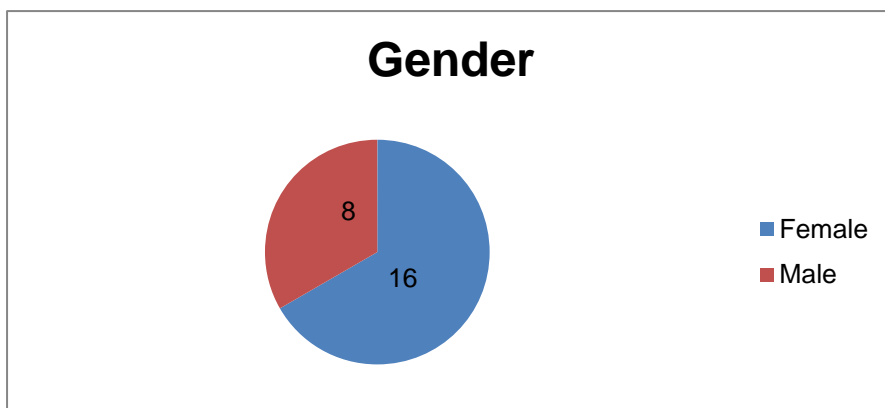
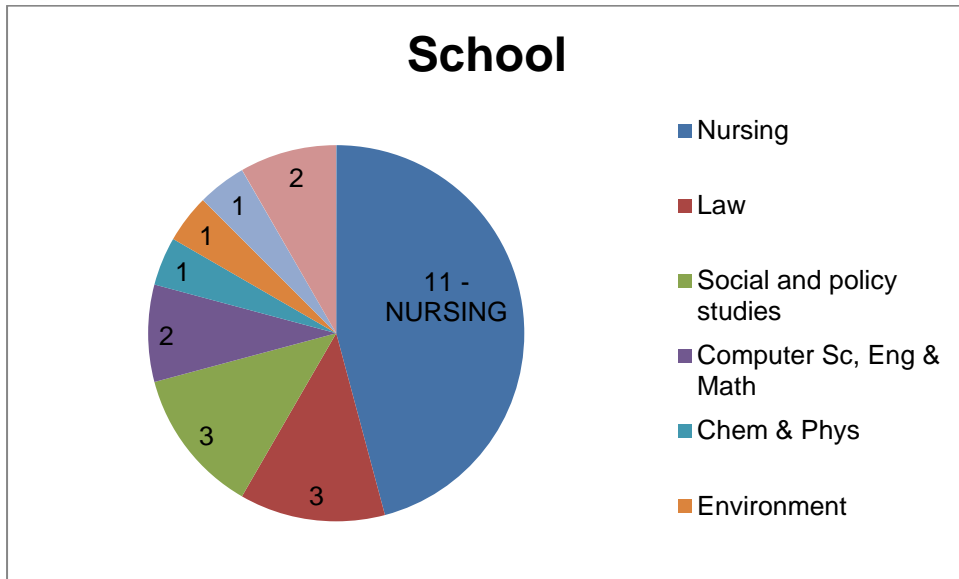


## Financial issue type



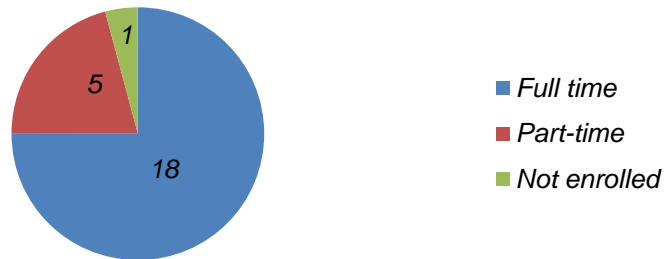
## Academic issue type



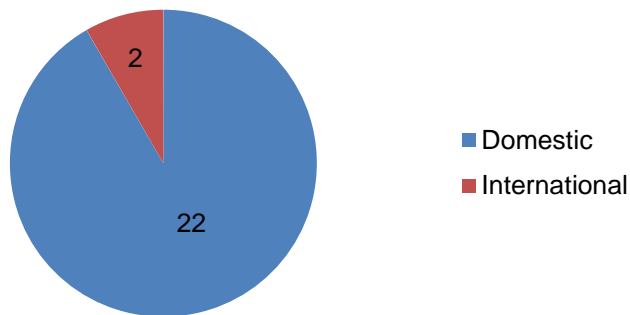




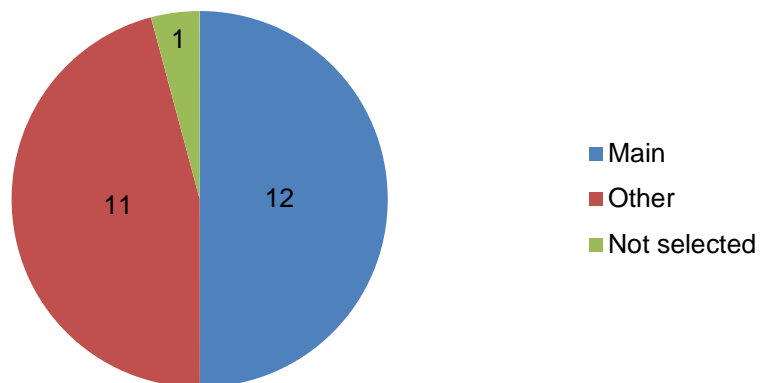
## Enrolment type



## Equity group



## Home campus



## 2. Student Assist activity

<p>Meetings/communications</p>	<ul style="list-style-type: none"> <li>- Met with FUSA Education officer re Education Collective and any assistance or role for Student Assist</li> <li>- Met with Welfare Officer re potential awareness campaign regarding student work rights.</li> <li>- Ongoing discussions with counterparts at USASA.</li> <li>- ISANA committee discussions – preparation for April Professional Development day</li> <li>- Meeting with Sustainability Officer Matt Jeffrey on University’s new project. Brainstorming session. Discussion with FUSA environment officer re future involvement.</li> <li>- Discussions with Student President regarding O’Week presentations and non-metropolitan campuses outreach</li> </ul>
<p>Policy</p>	<ul style="list-style-type: none"> <li>- Assessment policy submission input</li> <li>- Invited to attend School of Nursing Review of its Clinical Learning Contract Process: ongoing contribution into the new PEPLA</li> </ul>
<p>Research</p>	<p>Ongoing research and for assessment policy review</p>
<p>Awareness/Outreach</p>	<p>Presentations during O’Week:</p> <ul style="list-style-type: none"> <li>- Paramedic 1<sup>st</sup> year cohort</li> <li>- Flinders Living Speedy dating</li> <li>- 1<sup>st</sup> Year Medicine</li> <li>- Post-graduate Nursing</li> <li>- Yunggorendi</li> <li>- Undergraduate Nursing</li> <li>- Access Unit presentation</li> </ul>

	<ul style="list-style-type: none"> <li>- Rural Welcome</li> <li>- Academic Preparatory Program</li> <li>- Bachelor of Disability – 1<sup>st</sup> Year</li> <li>- Bachelor of Nutrition and Dietetics – 1<sup>st</sup> year</li> <li>- Master of Speech Pathology</li> <li>- ISSU</li> <li>- O’Week stall presence</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>- Student Assist attended Trello in house training</li> <li>- SFAO attended Microsoft Excel course presented by Dynamic Web Training</li> <li>- TL attended ‘Supporting staff with disabilities’ Flinders training</li> </ul>
Projects	<ul style="list-style-type: none"> <li>- Assessment policy – progress underway for - review due 12<sup>th</sup> March and meetings with Don Houston from Centre of University Teaching</li> <li>- PEPLA contribution and meetings</li> <li>- Planning underway for launch of Student Assist to be held during March or early April to build awareness of service to commencing students</li> <li>- S.A. to launch Sturt Room in March</li> <li>- Student Assist website: update</li> <li>- Tonsley presence</li> </ul>

**Clubs and Events – Clubs and Events Officer**

The past month has been heavily event-oriented in preparation for O’Week and our weekly events.

*O’Week*

O’Week was quite successful, and feedback from guests and clubs alike indicated that the event worked well in the Humanities Courtyard. Most clubs were happy with their stall

positioning in the courtyard as while they were not always in the most visible position, their proximity to clubs with similar interests allowed healthy cross-promotion between the clubs.

Comments made during the week were the lack of live music, the lacklustre performance of the 'Trash Test Dummies' and that the DJs were played too loud. I will work with the O'Week Student Directors' group to ensure that live music is included in future O'Weeks, and that the Trash Test Dummies are not used in future. The volume of the DJs was due to the DJ themselves turning up the volume on their own devices, and was not the fault of our PA Technician Paul Harrison. Paul discussed this issue with the DJs in question, however feedback will be provided to the O'Week Event Organiser to ensure DJs understand their role in the event as background music, rather than a main attraction.

Overall, attendance on Monday and Tuesday was strong, however dropped off significantly on the Wednesday and Thursday. This is not unusual, and similar patterns of attendance have been seen in previous O'Week events. The location ensured the event was condensed, which assisted in making the event feel more lively on the later days of O'Week.

Considerations should be made into the design of 'drawcard' events to increase attendance on these later days.

### *O'Week FUSA Stall*

Despite some initial teething issues on Monday morning (as not all equipment was delivered to the Humanities Courtyard on Friday as expected), the FUSA Stall was quite popular. Student Council and Casual Staff received an information pack that contained example 'scripts' of ways to promote FUSA services in a way that led to the member signing up to one of the services we offered. These services included:

- FUSA Membership
- Joining the Education Collective
- Joining FUSA Sub-Committees
- Joining Clubs and Societies
- Registering for an 'Interest Group' (to obtain enough interest to proactively create clubs, societies or events around this interest)

- To purchase Pub Crawl Tickets

Complications with the locations of the pub crawl meant pub crawl tickets could not be sold during O'Week. Further, Student Council and Casuals found the use of the tablets resulted in substantial delays to sign up members. Consequently, a paper system was implemented to ensure members could be quickly signed up for FUSA services, however moving to a paper-based system consequently did not allow the other services to be offered at the stall.

### *O'Week Scavenger Hunt*

The FUSA Scavenger Hunt was targeted primarily at first year students to allow them to locate important facilities on campus in a fun, competitive manner. While there was some confusion regarding the location of one of the items, the competition ran smoothly. The number of groups for each day were limited to 6 teams of 5, however due to attendance dropping off later in the week, a greater allocation of teams will be placed earlier in the week.

### *O'Week Outdoor Cinema*

The Outdoor Cinema was quite successful, with an attendance of 240 guests, with an additional 40 (approx.) arriving and leaving due to the lack of lawn space, which could not be helped. This is a fantastic location for outdoor events, however due to the trees in the area this was not well suited for an Outdoor Cinema. Other considerations had included the sports ovals, however Anchor Court was selected as it was not as open to the elements (wind, etc.). In future the use of the Humanities Courtyard will be more suitable; however this area unfortunately could not be used during O'Week. The support from Flinders Living in ensuring the event did not clash with their own schedule was likely a major factor that led to the event being successful.

### *Clubs Day*

Clubs Day will be held on Wednesday the 4<sup>th</sup> of March, and will be a similar set up to O'Week on a smaller scale. Focused on clubs, there will be various club stalls and demonstrations along with a free BBQ. Ongoing discussions are being held with the School of Humanities regarding sound limitations for the area for Clubs Day and future events.

### *Club Cup*

The Club Cup is scheduled for Friday the 6<sup>th</sup> of March, where clubs from both FUSA and Flinders One will participate in a campus-wide challenge, with the winning club receiving a trophy and name on a perpetual trophy, along with additional prizes. Unfortunately despite heavy promotion to the clubs across the FUSA Clubs and Societies page, email and in-person with flyers, there are still a low number of registered teams. As this is the second attempt to run this event (the first in semester 2 2014), if cancellation is required we will need to reconsider how to engage the club community on campus.

### *Club Awards*

The Club Awards will be held on the evening of Friday the 6<sup>th</sup> of March to coincide with the Club Cup. This is an awards night with free food and non-alcoholic beverages along with the announcement of clubs that have been awarded for their efforts across the 2014 year. Registration remains low at approximately 40 guests despite repeated emails, social media posts, messages to club social media accounts and telephone calls over the last 2-3 weeks. Communication with the clubs has been exhaustive, and consequently the success of the event rests solely on the willingness of the clubs to get involved. We expect a last minute influx of guest registrations to come through and remain optimistic that attendance will improve.

### *Semester 1 Pub Crawl*

Despite initial complications with venue locations (particularly with one location, Dog & Duck, closing down unexpectedly), Pub Crawl Tickets are now ready to be promoted and sold from Week 1 of this semester. Casuals will be hired to promote the event across campus, handing out flyers and distributing posters. To cater to the large number of pub crawl guests we have historically experienced in semester 1 (as most venues are unable to cater to the large numbers of guests), the pub crawl has been divided into two separate routes, from the east side and west side of the city respectively. Both routes end in the same location, ensuring the crowd is reunited in a location capable of catering to this capacity.

### *FUSA Says Relax*

FUSA Says Relax events will begin again in Week 1 of Semester 1, offering free stationery, free lunch, free hairdressing and free massage services, along with 'unplugged' acoustic

music to ensure minimum disruption to nearby schools. The event will rotate on alternating days and locations between the Bedford Park and Tonsley campus.

#### *Welfare Breakfasts (Free Brunch)*

Welfare Breakfasts will also begin in Week 1, Semester 1, offering a static stall and satellite stall each week, rotating between various locations and on alternating days.

#### *Outdoor Cinema Screenings*

Nine films will be screened via FUSA's outdoor cinema (8 events, with one "double feature"), held in semester 1 and in the later weeks of semester 2, in the Humanities Courtyard. This is to begin in Week 2 of semester one, depending on the approval for film screening rights. The current schedule is as follows:

Monty Python and the Holy Grail (1975) – March 10<sup>th</sup> 2015

Bridesmaids (2011) – March 17<sup>th</sup> 2015

Aladdin (1992) – March 24<sup>th</sup> 2015

Lion King (1994) - March 24<sup>th</sup> 2015

Pride (2014) – March 31<sup>st</sup> 2015

Happy Gilmore (1996) – April 28<sup>th</sup> 2015

Guardians of the Galaxy (2014) – October 13<sup>th</sup> 2015

Step Brothers (2008) – October 20<sup>th</sup> 2015

The Princess Bride (1987) – October 27<sup>th</sup> 2015

## **6. Matters for Decision**

### **6.1 Approval of Honoraria for February**

I move that honorarium payments be approved for \_\_\_\_\_.

### **6.2 Approval of spending approved by Executive**

I move that the spending approved by the executive for the Indigenous students welcome dinner be approved.

### **6.3 Honorarium payments to student council**



## **Background**

It has come to my attention that the current system of the payment of honoraria to Student Council Representatives and Empire Times Editors is not appropriate. In the case especially of the Student President, General Secretary and Empire Times Editors, they are expected to work long hours and have to go weeks without remuneration whilst they wait for payments to go through.

I don't believe that this is sustainable. For the students in these positions to be as productive as they can be and so that they don't have to rely on other paid positions to the detriment of their role as a student representative the current system needs to change.

## **Proposal**

I am proposing that all honoraria for all Student Council Representatives and Empire Times Editors is paid on a fortnightly basis throughout the year.

From now, until the next meeting in April, I would be happy to collaborate with a working party of Student Council Representatives to design a process whereby Student Council Representatives are given warnings and if necessary have their honoraria withheld for a period if they are not participating as per the expectations.

## **Motion**

Student Council endorse all Student Council Representatives and Empire Times Editors to be paid their honorarium on a fortnightly basis throughout the year. The Manager, Student Engagement will collaborate with a working party of Student Council Representatives to design a process whereby Student Council Representatives are given warnings and if necessary have their honoraria withheld for a period if they are not participating as per the expectations.

## **6.4 Election regulations – MSE**

The Student Representation and Development Officer has engaged in intensive research into best practice with regards to election regulations across many student organisations across Australia. Attached are the proposed FUSA Election Regulations and the current FUSA Election Regulations.

## **Motion**

Student Council endorse the proposed changes/additions to the FUSA Election Regulations as prepared by the Student Representation and Development Officer.

## **6.5 FUSA AGM agenda item**

### **Introduction**

During the last two and a half years in my role as Manager, Student Engagement and in conversations with student representatives, FUSA staff and other student organisations across the country, it has become apparent to me that there would be benefits from changing the tenure of Student Council Representatives and Empire Times Editorial Team from 1 January – 31 December to a 12 month period of 1 December – 30 November.

## **Background**

Currently, the tenure for the Student Council Representatives and Empire Times Editorial Team is based on the calendar year. Changing the period of tenure would be beneficial for the individual representatives elected to Student Council, the Empire Times Editorial Team and FUSA as a whole.

Changing the tenure from the calendar year of 1 January to 31 December to a 12 month period of 1 December to 30 November has the following benefits:

### *Utilising the Momentum Created at the Induction Training*

Student Council would have completed their Induction in the last week of November and will be able to use this momentum to get started with their projects and planning for the year ahead. This will limit the impact of the understandably quiet Christmas holiday period and allows for important planning ahead of Orientation Week.

### *Planning*

Student Council would have the opportunity to meet in December to commence its strategic planning for the year ahead. The earlier start date will allow for more detailed planning and preparation of campaigns and other activities. The extra time will ensure that Student Council ‘hits the ground running’ at the beginning of the academic year. The change of tenure will also mean that representatives can begin their working relationship with FUSA staff earlier and therefore get assistance earlier with planned campaigns, O’Week and other activities.

### *Event Planning*

The Social Activities Officer along with the Social Activities Sub-Committee can begin planning the event schedule and the events themselves in December. This means that the Social Activities Officer and FUSA staff would have more time to plan and prepare for the FUSA events, resulting in better events for all students. This will be especially useful for planning for O’Week and the events to be held in the first few weeks of the semester.

### *Empire Times (ET)*

The last edition of ET is usually released in early November, meaning that the Editorial Team have then completed their work for the year. It therefore does not make sense for them to continue in their roles until December 31. If the new Editorial Team could begin on

December 1 then they can begin the necessary training, mentoring and handover to allow them to begin preparing for the first edition, which is typically released on O'Week. I have received anecdotal information from previous and current ET Editors and the Media Officer that there is a lot of pressure on the ET Editorial Team (whom may have no experience in the creation of a magazine) to learn all they need to know and then create the first edition of the magazine, which deadline could be late January/early February.

### *2016 Planning*

2016 will be a huge year for Flinders University and FUSA. It is the 50<sup>th</sup> year of the University and the new Hub and Plaza Redevelopment will be completed. FUSA will be moving into brand new premises with new opportunities to connect with students. This will require a lot of planning by Student Council with regards to how FUSA presents itself in the new year and what campaigns, events and activities it would like to run in O'Week and semester one.

### **Proposal**

I am proposing that the tenure of Student Council Representatives and the Empire Times Editorial Team is changed from the calendar year of 1 January – 31 December to

a 12 month period of 1 December to 30 November.

### *Constitution Change*

This change requires a constitutional change, which would be the following:

#### 14. Terms of office

14.1. Office-bearers of the Association, Student Council Officers and the ordinary members of the Student Council, elected at the annual elections hold office from **1 December to 30 November the following year.**

Section 22 of the FUSA Constitution states how the Constitution can be altered:

#### 22. Alteration of the Constitution

22.1. Subject to the approval of the University Council, this Constitution may be altered by a resolution passed by at least two thirds of members voting at a General Meeting of members or by a binding decision of a referendum in accordance with Clause 19.6.

I propose that the above alteration be an agenda item at the FUSA AGM on the 31<sup>st</sup> of March 2015.

### *Empire Times Regulations Change*

This change would also necessitate a change to the Empire Times Regulations, specifically 7.5 which states:

7.5. The term of office for Empire Times Editors is from the 1st of January to the 30th of December in the year that they are elected.

This change requires a 2/3 majority at a Student Council meeting.

## **Options**

There are three main options open to Student Council to proceed with this constitutional change and of course there is also the option of leaving the tenure as it is.

### **Option 1**

The change of tenure begins in 2015 so that for the 2016 Election of FUSA Student Council and Empire Times Editorial Team (being held in 2015) that the tenure be changed from 1 January, 2016 – 31 December, 2016 to 1 December, 2015 – 30 November, 2016.

#### *Student Council*

The current Student Council who were elected from 1 January 2015 – 31 December 2015 pass a motion to cease as FUSA Student Council as of 30 November 2015 (one month earlier than the period they were elected for) to allow for the incoming Student Council to govern FUSA from 1 December, 2015 – 30 November, 2016. Honoria will be honoured in full.

#### *Empire Times*

The Empire Times Editorial Team elected from 1 January 2015 – 31 December 2015 would remain as Editors until 31 December but would be engaged only in handover and training to the new Editorial Team who would begin their tenure on the 1 December, 2015 and go through until 30 November, 2016. Honoria will be honoured in full.

### **Option 2**

The change of tenure begins in 2015 so that for the 2016 Election of FUSA Student Council and Empire Times Editorial Team (being held in 2015) that the tenure be changed from 1 January, 2016 – 31 December, 2016 to 1 December, 2015 – 30 November, 2016.

#### *Student Council*

The current Student Council remain in their role until December 31 2015 but would effectively enter a 'caretaker mode' from December 1 2015 – 31 December 2015. The newly elected Student Council remain powerless until January 1 2016 but for a period of one month from December 1 2015 – 31 December 2015, they will meet as 'Student Council Elect' and begin planning for 2016. Honoria will be honoured in full.

## *Empire Times*

The Empire Times Editorial Team elected from 1 January 2015 – 31 December 2015 would remain as Editors until 31 December but would be engaged only in handover and training to the new Editorial Team who would begin their tenure on the 1 December, 2015 and go through until 30 November, 2016. Honoria will be honoured in full.

### **Option 3**

The change of tenure begins in 2017 so that for the 2016 Election of FUSA Student Council and Empire Times Editorial Team (being held in 2015) that the tenure be changed from 1 January, 2016 – 31 December, 2016 to 1 January, 2016 – 30 November 2016 and the new period of tenure begins from there on.

## *Student Council*

The current Student Council remain in their role until December 31 2015 and the next Student Council are only in their role for 11 months from 1 January, 2016 – 30 November 2016.

## *Empire Times*

The current Empire Times Editorial Team remains in their role until December 31 2015 and the next Empire Times Editorial Team are only in their role for 11 months from 1 January, 2016 – 30 November, 2016.

### **Student President as a member of University Council**

With the change of tenure as suggested in this proposal, there does arise a conflict with the period of tenure of the Student President as a member of University Council, whom is appointed from 1 January – 31 December. I have discussed this with the Head, Policy and Secretariat and she has confirmed that a Student President whom is elected from 1 December – 30 November could remain in their role on University Council until the 31 December after their tenure is completed on the Student Council on the 30 November given that the Vice-Chancellor appoints this position ad personam as opposed to the Student President holding an ex-officio position.

This arrangement makes a lot of sense given that there is one University Council meeting in December and it would be unfair for the incoming Student President to have to attend this with no prior training or background.

Therefore if the changes to the period of tenure do occur, the tenure for Student President as a member on University Council would remain during the calendar year.

### **Motion**

Student Council endorse an agenda item to be added to the FUSA AGM on March 31<sup>st</sup> 2015 that will change the tenure of Student Council Representatives and Empire Times Editorial Team from 1 January – 31 December to a 12 month period of 1 December – 30 November.

Student Council supports the following process to allow this change to occur: (enter Option as per above).

## **6.6 ET Regulation Changes**

### **Current:**

#### **15. Empire Times Editors' Honoraria:**

- 15.1 The Empire Times Editors will automatically receive their honorariums on a fortnightly basis.
- 15.2 In the event of one issue being more than twelve (12) days late or three issues being less than twelve (12) days late, the student council may withhold for a period, the Empire Times Editors honoraria payment pending advice from the Media Officer to withhold the Empire Times Editors' honorariums.

### **Proposed:**

#### **15. Empire Times Editors' Honoraria:**

- 15.1 The Empire Times Editors will automatically receive their honorariums upon each edition's arrival, once signed off by the Media Officer with the exception of 15.2.
- 15.2 In the event of one issue being more than twelve (12) days late or three issues being less than twelve (12) days late, the student council may delay the Empire Times Editors honoraria payment pending advice from the Media Officer to approve or deny the Empire Times Editors' honorariums for that edition in the next meeting.

## **Motion**

Student Council endorse the proposed changes to the Empire Times Regulations as attached.

## **6.7 Student Council Standing Committee's regulations**

Proposed changes:

The addition of:

- (c) members of the Education Collective

To section 2.2

**Motion**

Student Council endorse the proposed changes to the Student Council Standing Committee's - Regulations as attached.

**6.8 Proposal for Post-Graduate Student Event**

I move that the Postgraduate Conference proposal be approved.

**6.9 Queer space lunch**

The Queer Space has been moved, and it is important to try and promote its new location, both to students who have been using the space, and new students. The new location is a long way away from where it was previously, and so the Queer Society and Queer Officer are trying to entice more people by hosting an Opening Party!

We'd like this to be a free lunch for students, and would expect a maximum of 20 to attend.

The date of the Lunch is expected to be the 11th of March

*Budget*

<b>Item</b>	<b>Price</b>
Flinders One Catering 3 x Platters	\$240
10" Square Celebration Cake	\$40
Dips from Supermarket	\$20
Fruit from Supermarket	\$30
<i>Total</i>	\$330

**Motion**

I move that Student Council approves \$330 for catering for the launch of the 2015 Queer Space.

**6.10 Office bearers financial responsibility**



Office bearers sometime have reason to spend small amounts of money, to successfully carry out their role. For example someone running an event might need to buy milk, duct tape, or some other small thing that had been forgotten in a budget. Someone might have a great opportunity for a small project come up with less than a month's notice. Currently, any amount requires Student Council approval. This seems unnecessary for small purchases, particularly since we have a history of office bearers not spending much of their budget at all. Student Council members are elected to a position of responsibility, and it makes sense for office bearers to be able to make decisions about some of their budget without specific Student Council approval.

I move that Student Council approves Office Bearers spending on items of up to \$100, at their discretion. Office Bearers will reflect any spending in their monthly reports.

### **6.11 Queer Officer O'Week spending**

In O'Week we had a last minute idea to give away cupcakes decorated with pride flags on the Queer Society Stall. I would like to approve this retroactively so we can pay for them!

Cupcake Quotes:

Perrymans Bakery - \$0.50 ea (Free delivery)

Coles - \$0.52 ea

Woolworths - \$0.52 ea

*Conflict of Interest Disclosure: Queer Officer 2015, Rosalie Dow-Schmidt is married to one of the owners of Perrymans Bakery. Considering the cupcakes in question retail for \$2.20, we were given an extreme discount on a much higher quality product than we would have bought otherwise.*

I move that Student Council approves \$50 to pay for cupcakes used by the Queer Society during O'Week 2015.

### **6.12 Proposal for FUSA representation**

I would like to put forward a proposal for FUSA representation either outside or inside the library for one day per week, as I feel that the Engineering Building is too far away for most students to pop in. I would be happy to fill this role for 2 hours per week on a Wednesday or Thursday as my classes finish at midday.

### **6.13 Yoga Event Proposal**

#### **Event Proposal – Welfare Officer**

Yoga and Mindfulness Program

**Purpose:** to help manage stress, increase productivity and improve students' mental and physical wellbeing.

**Activities:** Five weeks of mindfulness classes and by five weeks of yoga classes.

**Time:** 1pm Wednesdays

**Start Date:** t.b.a.

**Run by:** FUSA Welfare Officer, Flinders One Sport and Fitness, and qualified instructors.

**Promotion:** posters and social media (via both FUSA and Flinders One Sport and Fitness).

**Budget:**

\$75 per session for instructor and use of the group fitness room

Total: \$750

**Motion:** that Student Council approves the above proposal and allows for minor alterations as deemed appropriate by the Welfare Officer and the Sports Centre Manager with regards to the program and the budget.

## 6.14 Multicultural Event Proposal

1. Introduction
2. Aims
3. Time and Location
4. Components of Event
5. Budget
6. Promotion
7. Queries

### 1.0 Introduction

There are about 4,000 international students from 85 countries that currently studying in Flinders Uni. This statistic is quite fantastic, and if there is one event that can get us together to share and celebrate our multicultural diversity, that would be a great event. I noticed that it was perhaps planned last year by FUSA (by the former international student's officer), so I want to make it happen this year.

As a part of my Introductory Academic Program last year, I had a nice multicultural dinner organized by the transition office. I found out from flinders website, that this month alone (06/02), Flinders has welcomed the largest ever group of Australia Award students. Students from 22 countries came together at a multi-cultural dinner last Friday (6 Feb 2015). - See more at: <http://blogs.flinders.edu.au/transition/2015/02/09/multi-cultural-dinner-with-our->

[introduutory-academic-program-iap-students/?utm\\_source=rss&utm\\_medium=rss&utm\\_campaign=multi-cultural-dinner-with-our-introduutory-academic-program-iap-students#sthash.4TkqS40Z.dpuf](http://introduutory-academic-program-iap-students/?utm_source=rss&utm_medium=rss&utm_campaign=multi-cultural-dinner-with-our-introduutory-academic-program-iap-students#sthash.4TkqS40Z.dpuf)

As an international student myself, I found that kind of event is very joyful, and helps us to break our cultural barriers and making bond and friendship with another international student.

Coming from that, I would like to arrange a multicultural event (it could be dinner, or day time event). The invitation is primarily for the new international students, but I still open up to the idea that the event could be for all the international students in Flinders. I am still in the planning stage and will working and decide which is best (especially for the timing, resource and budget wise).

## 2.0 Aims

- To create opportunity for international student to meet and share their multicultural diversity
- To collect aspirations and hopes from international students in their time of studying in Flinders
- To promote FUSA profile to the international students in Flinders

I am targeting around a minimum 250 people from 20 countries for this event.

## 3.0 Time and Location

*To be confirmed.* After mid break (End of April or Beginning of May).

*To be confirmed.* Humanities courtyard or Flinders Living.

## 4.0 Components of Event

### Primary Activity

The main activity will be performances from international student (dance, singing, music instrument playing, etc), speeches from selected people (Dean, FUSA, ISSU, international students, etc). The event should be free and participant are required to use their colorful traditional costumes.

### Secondary Activities

FUSA will provide booths for international students who want to use it for promoting their culture, to provide more info about their country, and sell their traditional food.

I am not sure if we need to charge them for the booth, but I am thinking to make it become a competition. Prizes will be provided for the most favorite booth, and there maybe door prizes for the audience, or a selfie competition with their traditional costumes.

I still work on other ideas to collect international student's aspiration throughout the event.

## **5.0 Budget**

I still work on my research for budgeting (I need more time to finalize details of the event) and will finalize my proposed budget in the next council meeting (April).

## **6.0 Promotion**

Promotion will occur via the FUSA website, FUSA Facebook Page, emails from the international student's officer & flyer and poster distribution. This should be started a maximum two weeks before the date.

The international student's officer will collaborate with international student's clubs/association, and will work closely with small team consist of other international student (mainly new international student) to organize promotion to other international student in Flinders.

## **7.0 Queries**

Queries can be directed to the International Student Officer, Siti Maesaroh, at [international.officer@flinders.edu.au](mailto:international.officer@flinders.edu.au) ; phone: 0469809309.

## **6.15 Proposal for electronic billboard**

### Introduction

This proposal outlines a proposal to either purchase and install or gain access to an electronic screen for advertising FUSA as well as Club and Society events and information at either Flinders Library Main Campus or at Flinders Laneway. The aim of the billboard will be to give information about events and activities on campus which can be easily seen due to the lack of information that can be given out as due to the Student Hub & Plaza Redevelopment. There are currently many issues with clubs and societies not being able to get out messages of events to the public without resorting to overflowing billboards and concrete pillars, which now have shrunk in size due to the redevelopment. FUSA is also unable to give out messages easily and quickly through poster format.

### Proposal

A TV, television stand, and microcomputer (computer-on-a-chip) or new TV with USB Photo support will be rolled out to an area where there is heavy traffic. This will be running approved notices from FUSA updated every week, with submissions from clubs and societies as well as other information being able to run in a slideshow.

Suggestions for the area:

Flinders Laneway – This will most likely be the easiest area to get into. We would require approval from FlindersOne to install here. Heavy amounts of traffic as well as a captive audience while eating. May be too distracting or interfere with food vans, is outside under shelter. Flinders Main Library – Heavy traffic at all times. Would require library as well as most likely academic approval. Issue of location of installation. Outside FUSA Engineering Lv 4 or 3 – Medium to Low traffic. Would require almost no approval. Could increase foot traffic for FUSA by alerting people that the FUSA office is close.

Suggestions for Microcomputer and TV:

Kogan - 50" Kogan LED TV (HD with USB): \$500 Kogan - 32" Kogan LED TV (HD with USB, with DVD): \$258 JB HiFi - 32" Soniq LED TV (HD with USB, with DVD, Refurbished): \$199

## Appendix 1: Election Regulations

### FUSA Election Regulations

As ratified 11/02/2014

#### 1 Preamble

The Student Council has established the Regulations contained herein to provide for the conduct of elections and referenda.

#### 2 Definitions

In these regulations, unless some other meaning is clearly intended:

“**Academic day**” means a means a day on which University classes are normally scheduled, during a standard University semester, and which is not a Saturday, Sunday or public holiday;

“**Association**” means the association known as “Flinders University Student Association”;

“**Droop formula**” means the formula first published in 1868 by mathematician and lawyer, Henry R Droop as used for all single transferable vote (STV) systems in Australia with reference to the method of calculating the quota;

“**Inappropriate**” means behaviour that includes but is not limited to being misleading, offensive, deceptive, discriminatory or defamatory;

“**Constitution**” means the Constitution of the Association as approved by University Council;

“**International student**” is an enrolled student who is studying at a campus located within Australia and holds a temporary entry visa or otherwise deemed to be an international student by the University;

“**Manager, Student Engagement**” is the person employed by the University responsible for ensuring open and effective communication and liaison between the University, the Association and students;

“**Offensive material**” means defamatory material or material that discriminates on the basis of a person’s age, sex, sexuality, race, chosen gender or other personal characteristic under the terms of the South Australian Equal Opportunity Act;

“**Postgraduate student**” is a student who is enrolled in a course of study defined by the University as a postgraduate award;

“**Returning Officer**” means a person or organisation engaged by the Student Council to conduct elections;

“**Student**” means any enrolled student of the University, whether that person is enrolled as a full time, part time, non-award or external student;

“**Student Council**” is the governing body of the Association;

“**quota**” means the number of votes a candidate needs to be certain of election, calculated using the formula:

$$\frac{\text{total number of formal votes}}{(\text{number of candidates to be elected} + 1)} + 1 \text{ (disregarding any remainder)}$$

For example, if there were a total of 10 000 formal votes and 4 candidates to be elected, the quota would be:

$$\frac{10\,000 + 1}{(4 + 1)} = 2001$$

### 3 Principles

- 3.1 In accordance with Section 16 of the Constitution, all elections must be by conducted by secret ballot and must use optional preferential voting.
- 3.2 Only the ballots of valid voters will be included in the count, and each voter will be entitled to vote once only.
- 3.3 The vote counting system will be auditable.
- 3.4 The security of the vote counting system and the privacy of each voter in lodging a vote will be protected by appropriate protocols and procedures.

### 4 Election of Office Bearers, Student Council officers and ordinary members of the Student Council



- 4.1 An ordinary election to fill the positions of office-bearers of the Association, Student Council officers and ordinary members of the Student Council shall be held between 1 August to 15 October of each year.
- 4.2 A person elected at an ordinary election shall hold office until the expiry date for his or her term of office, as specified in the Constitution.
- 4.3 Casual vacancies will be filled in accordance with the Constitution.
- 4.4 If at any election one or more positions are unfilled, the Returning Officer shall inform the Student Council and the Student Council shall treat the unfilled positions as vacancies to be filled in accordance with Clause 4.3 of this Regulation.

## **5. Eligibility of candidates**

Any enrolled Flinders Student is eligible to be a candidate for election to the Student Council or a standing committee of the Association, except:

- 5.1 Only women identifying students are eligible to be a candidate for the position of Women's Officer;
- 5.2 Only Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex or Queer identifying students are eligible to be candidates for the position of Queer Officer;
- 5.3 Only Aboriginal/Torres Strait Islander identifying students are eligible to be a candidate for the position of Indigenous Students Officer;
- 5.4 Only international students are eligible to be a candidate for the position of International Students Officer;
- 5.5 Only postgraduate students are eligible to be a candidate for the position of Postgraduate Students Officer.

## **6 Appointment of Returning Officer, Assistant Returning Officers and Scrutineers**

- 6.1 The Returning Officer must be appointed no later than the first academic day in the week ten weeks before the Annual Elections, or as soon as practicable before a by-election or referendum not held in conjunction with the Annual Elections.
- 6.2 Each election shall be conducted by a Returning Officer who shall be the Manager, Student Engagement. If the Manager, Student Engagement is not available to undertake the role of Returning Officer, the Student Council shall appoint a Returning Officer for the election or referendum. The Returning Officer shall not be a candidate for election, nor shall he or she be eligible to nominate or second a candidate for election or be entitled to vote.
- 6.3 The Returning Officer may appoint such other Assistant Returning Officers as he or she sees fit to conduct any aspect of this election process on his or her behalf.

Assistant Returning Officers shall not be candidates for election, nor shall he or she be eligible to nominate or second a candidate for election or be entitled to vote.

- 6.4 For each election, the Returning Officer shall appoint at least two scrutineers who are students and are not candidates for election.

## **7 Conduct of the Ballot**

- 7.1 For the purpose of elections a ballot will normally be conducted electronically using a computer software package approved by the Student Council.

- 7.2 The electronic election system will use a computer program that transfers individual votes into a count or election tally. The characteristics of the electronic system and the methodology to be adopted will be as follows:

- each voter must express a first preference to cast a formal vote;
- duplicate preferences and preferences following interruption in the sequence of a ranking will be deemed informal;
- a quota will be calculated as required for proportional representation using the Droop formula;
- surplus votes of elected candidates will be transferred according to a voter's optional preferences;
- the value of surplus votes will be calculated with each vote having a fractional value;
- the remaining candidate with the lowest number of votes will be eliminated and the votes will be re-distributed according to voter preferences;
- a tie will be broken by random selection by the computer.

- 7.3 If it is not practicable to conduct an electronic election for any given election, for that election the ballot will be conducted using a manual election process consistent with Clause 7.2

## **8 Election Web Site and election material**

- 8.1 Under the supervision of the Returning Officer, an election web site will be constructed and managed by the responsible officer in the Information Technology Services, to provide information to voters and to operate as a 'virtual polling booth'.

- 8.2 The election web site will provide voters with access to nomination forms, candidate statements, electronic ballot forms and instructions on how to cast a vote.

- 8.3 The Returning Officer will be responsible for authorising all information relating to the election that is to be posted on the web site or emailed to voters, including the

nomination form, the closing date for nominations, the names of candidates, the statements of candidates, and voting instructions.

- 8.4 It is mandatory to submit a candidate statement, which is limited to 300 words. This must be submitted to the Returning Officer via email at least 48 hours before the opening of the election.
- 8.5 All election material, including but not limited to leaflets, posters, t-shirts, websites (including social media pages) to be utilised by candidates or teams of candidates must be submitted to the Returning Officer for authorisation. The Returning Officer may, at their discretion, decline to authorise any election material if in the opinion of the Returning Officer it is inappropriate.
- 8.6 Election material must be submitted to the Returning Officer at least 48 hours before the opening of the election. After 48 hours only alterations of previously approved material are allowed to be re-submitted.
- 8.7 Any candidate or team of candidates that publishes, displays or distributes any inappropriate material will be required to remove the material in question by the Returning Officer and issue a retraction if appropriate. Any candidate or team of candidates that is found to breach this may receive a warning or be immediately disqualified.
- 8.8 No candidate or team of candidates is to engage in coercion or intimidation of voters.
- 8.9 Display of materials, excluding banners, are not permitted unless they are on the concrete bollards on the plaza or on general notice boards. Banner location must be approved by the Returning Officer.
- 8.10 Display or distribution of election material is not allowed in any computer labs, tutorial rooms, lecture theatres, the library or any eating or drinking areas.
- 8.11 Candidates are not allowed to offer food, beverage or other items outside of approved promotional material to students as part of their campaign.
- 8.12 Candidates or Teams of candidates are not allowed to use the Association's resources, including but not limited to photocopiers and stationery for electoral campaigning.
- 8.13 The use of mailing lists obtained through the Association, Clubs or Societies or Student Representative Networks is not permitted for distributing election material or promotion.

## **9 Election Procedure**

- 9.1 The Returning Officer will determine the eligibility of voters, candidates, nominators and seconders in accordance with the University's official student records. The Returning Officer's ruling on such eligibility will be final.
- 9.2 The Returning Officer will request that an electronic electoral roll for the relevant electorate be generated from the Student Records System, together with an email address for each individual on the electoral roll.
- 9.3 The Returning Officer will, not less than twenty-eight calendar days before any election, notify each student of the election and invite nominations, normally by way of an email notification to all members of the electorate.
- 9.4 Nominations for election will be lodged with the Returning Officer by a time to be nominated by the Returning Officer on the fourteenth calendar day after the opening of nominations. Each nomination must be in writing on paper from an eligible student giving his or her signed consent to the nomination, and bearing the signature of a nominator and a seconder who must also be students.
- 9.5 If upon the closing of nominations the number of candidates does not exceed the number of positions to be filled, the Returning Officer will declare such candidate or candidates elected. If the number of candidates exceeds the number of positions to be filled, the Returning Officer will arrange for electronic notification to be sent to each student, and electronic access to be given to:
  - a ballot form;
  - instructions concerning the method of voting and the return of the ballot using the electronic voting procedure.
- 9.6 For each election, the order of the candidates' names appearing on the ballot form shall be determined by random selection, under the supervision of the Returning Officer and in the presence of the scrutineers.
- 9.7 Each student who wishes to record a vote shall lodge his or her ballot form before the close of elections, in accordance with the electronic lodgement process instructions provided to voters.
- 9.8 Voting shall be open for a period of at least three (3) academic days.
- 9.9 In accordance with Section 19 of the Constitution, where a referendum is being conducted at the same time as an election, the Returning Office must ensure that at least ten (10) academic days notice of the dates and times of voting for the referendum and the question or questions to be put are given to students.

## **10. Electronic Vote Counting**

- 10.1 At each election, votes shall be counted electronically by computer. The scrutineers will be provided with information about the electronic counting process and will be informed of the outcome of the count.
- 10.2 Only the ballots of valid voters will be included in the count. Voter validation will be achieved by using two personal identifiers (e.g. - his or her allocated student number and email address) to log into the voting site.
- 10.3 Each voter may vote once only. Voters must place the number 1 against a candidate's name to cast a formal vote, and may list the other candidates in order of preference. Voters may cast an informal vote if they wish to, but to ensure that this is not done unwittingly, they will be alerted when they create a ballot that will be informal.
- 10.4 A computer file will directly record the vote and it will not be possible to link the voter to the vote. Votes will be recorded in the file in order of polling in accordance with the code so as to show all selections made. Following validation of the voter, identifying information will automatically be removed from the cast ballot to ensure voter anonymity and privacy. Once a voter logs off the web site the ballot will be permanently cast and cannot be altered.
- 10.5 Prior to the poll closing, the Returning Officer may authorise the addition to the electoral roll of the name of an eligible voter, who for technical or other reasons, was not included in the roll or was unable to vote on the web site. No postal ballots will be provided for.
- 10.6 After the poll closes, the ballot file will be subjected to the tally program, under the supervision of a responsible officer from the Information Technology Services. There will be no manual entry of data from one file to another.
- 10.7 In the event that polling is interrupted by a temporary breakdown or temporary unavailability of the server, there will be no extension of the polling period, except if the interruption occurs on the final day. In the latter event, the polling period will be extended to 6.00 pm on the next academic day. Where a serious breakdown occurs, the Returning Officer will seek from the Student Council approval to arrange for the whole or part of the election process to be run again either electronically or manually.
- 10.8 The system will be auditable and will be subject, as appropriate, to scrutiny by the Returning Officer and scrutineers.
- 10.9 At the request of the Returning Officer, hard copy reports will be produced at each step in the electronic voting process to enable the Returning Officer and scrutineers to monitor the accuracy of the roll, the balloting data and the count, and to enable the reports to be reconciled to ensure that all ballots are accounted for.

## 11 Election Results

- 11.1 At the completion of the tally, the tally reports will be forwarded to the Returning Officer, who will review the reports and then declare the result of the election.
- 11.2 As soon as possible after the counting of votes has been completed the Returning Officer shall declare and notify students of the result of the election.
- 11.3 The Returning Officer shall also inform the candidates of the result of the election, and on request, will inform each candidate in confidence of the number of votes cast for each candidate in the election.

**Note:** These election regulations are based on the Flinders University's Election Policy and Regulations available at: <http://www.flinders.edu.au/ppmanual/governance/election.cfm>

**Appendix 2: Postgraduate Conference Proposal****Postgraduate Conference Proposal****Contents**

- 1.0 Introduction
- 2.0 Components of Event
- 3.0 Budget
- 4.0 Important Dates
- 5.0 Location
- 6.0 Queries

**1.0 Introduction**

I, the postgraduate officer, would like to arrange a kick-off event for the 2015 academic year for post-graduate students. This event is intended to get post-graduate students to sign up for our FUSA mailing list, meet other post-graduate students, and fill out questionnaires on what they are hoping for from FUSA this year. Food and beverages will be offered. This event aims to receive approximately 50 postgraduate students across campus. We will use this opportunity to promote FUSA by helping students understand who we are and how we can help them this year. I will ask students to RSVP to me letting me know how many of them are attending so that we don't have too little or too much food. I also hope to involve Site Maesaroh, the international student officer, by asking her to organize for some of the international student clubs to have some tables and opportunities to sign up for multi-cultural events.

**2.0 Components of Postgraduate Conference****2.1 Primary Activity**

We will have a catered dinner and give students a chance to chat. I will say a few words of welcome and encourage students to participate in the creation and initiation of a Post-Graduate Students Association and to sign up for the Educational Collective.

**2.2 Secondary Activities**

Food and beverages will be provided.

**2.3 Promotion**

Promotion will occur via the FUSA website, FUSA Facebook Page, emails from the post-graduate student officer & poster distribution.

### 3.0 Budget

Please see the budget for this event below. I plan on catering food from a local Chinese restaurant.

Food/Drink/Groceries	Estimated	Cost p/unit	Quantity
Food and beverages	\$500		
Printing Ads for Event	25\$		
<b>Total</b>	<b>\$525.00</b>		

<b>Total Expenses</b>	Estimated		
	<b>\$525.00</b>		

### 4.0 Important Dates

#### 4.2 Facebook Promotion

Facebook promotion will begin one week before the event.

#### 4.3 Poster Distribution

Date to begin poster distribution will occur two weeks before the event.

#### 4.4 Event Date and Time

This event will be held on Wednesday March 25<sup>th</sup> 2015 from 5pm to 8pm.

### 5.0 Location

We are hoping to get the function room, but if isn't available we will have to change plans.





## 6.0 Queries

Queries can be directed to the Post-Graduate Officer, Shannon Abeywardena, at [postgraduate.officer@flinders.edu.au](mailto:postgraduate.officer@flinders.edu.au)

## **Appendix 3: Matters for Executive Meeting**

### Matters for Executive Meeting

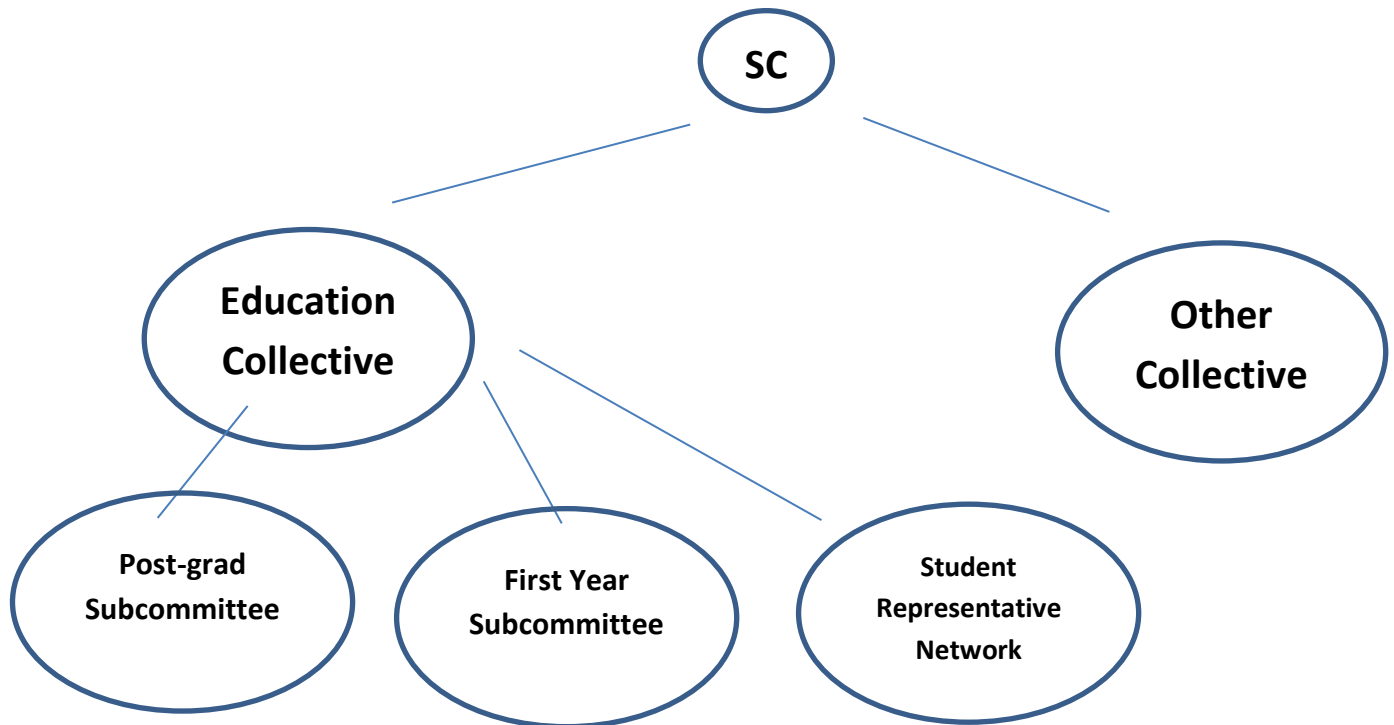
As Student Council may or may not be aware, this year in the position of Education Officer and with the assistance of FUSA staff we are endeavouring to strengthen currently existing school associations as well as create new ones where they don't exist. There are already two new associations set to be formed within the coming weeks; Bachelor of Health Science Association and School of Education Association respectively. As part of the forming of a new association - an AGM and elections are required to be held. As part of encouraging students to attend providing a BBQ lunch and potentially some drinks will help to do so. I wish to assist these student representative groups get underway as much as possible and with that in mind I am proposing the following motion

**I move that Student Council support for the Education Officer to allocate \$1000 out of his OB funds to help finance BBQ's being held at newly formed school based association AGM and general elections.**

### Student Representative Structure

Over the coming months, FUSA will continue to roll out a new and fresh way of representing the students of Flinders University. Jonathon Louth has worked tirelessly to put together a model of collectives, providing FUSA and general OB sub-committees as the backbone of these groups. The first one is already rolled out, the Education Collective, which comprises of the SRN, the post-graduate sub-committee and the first-year sub-committee. For these groups of students to be successful, I would like SC's formal approval of the proposed representative structure reform.

**I move that Student Council support for the fresh approach to representative structures at Flinders University and is in agreement that Jonathon Louth continues to liaison with student council of the make and model of the FUSA collectives. Student Council also supports the Education Collective and all members will actively promote and endorse students signing up to the inclusive project.**



### School Representative Network

We have set a preliminary date for the first SRN meeting to be held on April 1<sup>st</sup> from 12pm in the Oasis function space. I have already received some great positive responses and should have close to a dozen students willing to attend already. This is absolutely essential and as a structure has not gotten underway for the last 2 years. I have worked closely with FUSA staff and will continue to do so in order to make it a worthwhile event.

**I move Student Council supports the Education Officer allocating \$300 from his OB funds to provide food and drink at the Student Representative Network launch on April 1<sup>st</sup> and that all SC support and endorse students signing up to the Education Collective and as a result joining the SRN.**