

## **General Council Meeting**

### **John Paul II Meeting Room**

**06 May 2019**

**Minutes written by Lauren Italiano**

#### Attending

**Monte Nathan (President)**  
**Kirralee Coulter (Vice-President)**  
**Mat Stasak (Treasurer)**  
**Lauren Italiano (Secretary)**  
**Kaitlin Thorpe (Academic Director)**  
**Tessa Harris (Women's Officer)**  
**Grace Cuddihy (International & Residences Officer)**  
**Olivia Trahair (Events Director)**  
**Charlotte Lee (Deputy Events Officer)**  
**Maneesh Kelly (Sponsorship Officer)**  
**Eloise Ashton (Environment Officer)**  
**Thomas Desmond (Clubs Director)**  
**Benji Rabeling (Equity & Access Officer)**  
**Macy Gregson (Mature & Postgraduate Officer)**  
**Bree Macaulay (Sport & Health Officer)**  
**Amy Terzi (Media & Publicity Officer)**

#### Attending via proxy

**Nil**

## Apology

**Brodie Mack (Welfare Director)**

**Heather Urry (Assist Officer)**

## Absent

**Nil**

## Opening

Monte opened the General Council Meeting of the Student Association on 6 May 2019 at 6:28pm.

## Agenda Items

### **1. Acknowledgment of Country/Silent Reflection**

Monte reads through the acknowledgment of country. The Council observes a 30 second silent reflection.

### **2. Passing of last meeting's minutes**

Monte asks if any council members who attended the meeting on 8 April 2019 have any amendments. Monte moves to pass the minutes from the meeting on 8 April 2019 as amended as an accurate representation of the last meeting. Seconded by Tom. All councillors are in favour. The motion is passed.

Monte asks if any council members have any amendments to the minutes from the email meeting on 23 April 2019. Monte moves to pass the minutes from

the meeting on 23 April 2019 as amended as an accurate representation of the last meeting. Seconded by Charlotte. All councillors are in favour. The motion is passed.

### 3. Proxies/Apologies

Apologies received – Brodie Mack

Monte moves that the Council approve Brodie’s and Heather’s apologies. Seconded by Charlotte. All are in favour. The motion is passed.

Proxies received – Nil

Absences – Nil

### 4. Marketing Director Co-Opt

Kirrilee refers to her paper. She notes that Oli decided to withdraw due to his workload. She says further that in the last three years there has only been one member of the marketing team who has stayed in the role for the full term. She hopes that the planned changes to the council structure can improve this. She says that the executive believes the best plan is to co-opt Amy Terzi (Media & Publicity Officer) into the role, as she has experience of the Council and the portfolio, and it would be difficult to expect someone to come new to the council and take on the responsibilities of the role this late in the term.

Amy leaves at 6.33pm.

Kirrilee asks for any comments. Maneesh and Charlotte think it is a good idea. Monte notes that Amy has really stepped up within her current role and thinks she will do a good job. Eloise asks about filling the Media & Publicity role.

<b>Motion</b>	<i>To remove Amy Terzi from her role of Media &amp;</i>	Moved: Kirrilee Seconded: Kaitlin	Abstentions: Amy
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	<i>Publicity Officer and co-opt her to the role of 2019 NDSA Marketing Director</i>		Passed: All other councillors in favour
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Amy returns at 6.35pm.

Kirralee says the executive spoke about filling the Media & Publicity Officer role and have received a lot of interest from one particular student. This student has emailed on multiple occasions about initiatives and events, and has studied media at school. They are passionate about Fremantle and representing students. Monte reached out to ask them if they would like to fill the role, and asks if any councillors have any reservations. Kirralee notes that the Council will not co-opt them tonight, and they have been asked to submit an application for the specific role. The Council can decide via circular resolution, if councillors do not have any concerns. Olivia notes that she is concerned that passion may not translate to design skill. Amy notes that she likes the enthusiasm, because she can teach any skills in design software that are needed. There are no other reservations.

## 5. President's Update

Monte has been meeting with the University, the Mayor and the City Director of Parking. The Mayor asked to receive a submission on the idea of parking permits. Monte refers to the report he drafted and provided to the Mayor, which was dismissed out of hand. He says that the next step is to look into more sustainable transport options, and to work with the University to promote the use of these options. He also thinks that the Council should consider working with private parking providers.

He asks for councillors' thoughts. Maneesh does not believe the City is going to move on this point, and believes the Council needs to work with other options that are not based around parking. Charlotte asks if the meetings are between the City, University and the NDSA. Monte says that the University

(through David McLean) has regular but separate meetings with the City. Monte says that the parking is an issue that the University is not really pursuing with the City. Benji asks about other options such as different bus routes. Amy says this is not possible for a lot of students, who still live a long way away. Monte notes they have talked about extending the CAT buses. Benji suggests a direct bus route from stations such as Murdoch that come directly to the university campus. Monte says he will be talking to Transperth. Grace says there is a Transperth liaison person who does information nights within the University.

Monte raises the consultation group for the course evaluation forms. He is concerned about the amount of paper that the practice of running the evaluations involves, but has been informed that the University prefers to use paper as they get more engagement. Grace suggests having an ipad which uses survey monkey. Kaitlin says this would take too much time. Tessa and Amy suggest doing the evaluations as a compulsory submission on Blackboard. Eloise says that time is important. Students all know that they will get 20 minutes in Weeks 10 or 11 to fill these forms out. She thinks if the same time is provided for everyone to fill the forms out on blackboard that would also work.

Monte asks if there are any other sustainability issues that students have raised. Charlotte notes that there are units that require both physical and online assignment submission. Grace notes that there are units that require documents to be printed out and used in class but these are not assessed or collected, so students could be using electronic copies.

Kaitlin says these issues were raised at LTC and there are concerns for staff who find it hard to read assignments on the screen, and also struggle with having to sit in front of the screen for such extended periods of time. Tom thinks that staff who are really concerned about marking on-screen should be the ones to print out the assignments they need to mark.

Maneesh says he knows from experience that some staff are less proficient than others in using Turnitin or Blackboard, and thinks that this is one reason

why the University will be reluctant to get rid of physical submissions altogether. Bree says that students are expected to learn how to use Blackboard, and thinks that the same could be expected of staff. Maneesh thinks other alternatives could be to provide better recycling facilities such as paper-only disposal bins. Grace notes that some staff use a lot of paper handouts, which is also not environmentally friendly. Tessa says that the University would already be aware of the amount of paper that is wasted. Kirralee and Monte note that if the NDSA can introduce more sustainable practices that could be setting an example on campus.

Monte raises SSAF. In 2011 the WA Government passed legislation permitting universities to charge fees for non-academic services. The legislation also requires that 50% of SSAF, if it is charged, must go to the student representative body. Monte notes that the University does not charge SSAF, and would not be required to provide it to the NDSA even if they did because the NDSA is not a Guild and is not mentioned in the University statutes. Grace raises concerns about levying more fees in addition to the University's already high fees, and the costs of transport and parking in attending university in Fremantle. Monte says that the benefits would outweigh this additional cost, especially because the funding could go towards the Assist Program to help students are really struggling financially. It could also be used to fund other revenue generating projects such as student-run cafes. ANU is an example of a University where the student representative body is not a Guild and still receives SSAF by putting in an application for it every year. Monte says that in previous years the University pushed for SSAF, drafted all the policies, and was in conversation with the NDSA about what percentage they would receive. However the Board of Governors did not approve the levying of SSAF. The matter is currently at a standstill.

Eloise says that having attended other universities, she thought it was a large amount at the time she had to pay it because she was not in position to ask how it was being spent and no information was provided. She thinks that if there was transparency about the fee being charged, students would not mind paying SSAF as much. Kaitlin notes that for students who are already close to

reaching their government funding limit, this additional expense could be a problem. Bree says that at UWA students who pay SSAF opt into the Guild discount program without having to pay extra. Monte clarifies that the same would happen at Notre Dame if SSAF were introduced. He thinks that if the Council can develop a comprehensive plan for how its percentage of SSAF would be used the Board of Governors might look on it more favourably.

On Thursday, some of the NDSA Council attended a lunch for early offer students. This was a great opportunity to meet some young leaders and discuss the NDSA. Monte would like councillors to start keeping an eye out for leaders around the University that might be interested in joining the NDSA. Much like last year, the NDSA will approach some students via email, encouraging them to get involved, and keep an ongoing register.

The political candidates for Fremantle have asked if the NDSA want to be at the debate on Wednesday and pose questions. Eloise says she would like to, and asks what sort of questions should be asked. Monte notes that questions can be sent through earlier.

As a general note, the executive believes the NDSA needs more student consultation. Monte asks for councillors who have any ideas for events, surveys or more ways to talk to students, to please pass those on.

Monte notes that the SAUNDA joint meeting is still in progress. He is booking a meeting between himself, Tom and the Societies President at UWA.

## **6. Vice-President's Update**

Kirrilee says that she has been editing the NDSA Council terms of reference generally. She says that departments such as clubs and welfare need to be expanded, and this is reflected in the strategic vision. She says that there is a plan for a clubs, academic and welfare council. The presidents of these would be part of the NDSA Council. The clubs council would include the club

presidents. The academic council would include school-based representatives and also include a postgraduate rep.

Charlotte asks for clarification about what roles would be part of the overall NDSA Council. Grace notes that it is already hard to fill roles and is concerned about introducing new roles. Monte notes that clubs council regularly has 30 people attend, because the workload is less and the meetings are not as regular. Grace notes the new council Presidents would have a huge workload, with the NDSA Council meetings and their department Council meetings.

Kirrilee thinks that this would be assisted by the expansion of their councils, to include executives. Olivia thinks the revised structure would only create more confusion in terms of councillors' roles. Kirrilee says that there is already a clubs council, there needs to be an academic council, and introducing the welfare roles from the strategic vision would create 8 officers which is too unwieldy to not have a council in that department as well.

Macy asks how the overall focus of the NDSA will be maintained with so many expanded departments. Kirrilee envisions that issues would be dealt with much better if dealt with by a body that is specifically directed at that area. Grace and Kaitlin question the role of the overall executive. Lauren notes that there still needs to be a co-ordinating body and Kirrilee and Eloise refer to initiatives such as SSAF and parking that do not fall within a particular department but would still need to be worked on. Kirrilee says that the changes will be gradual.

The City of Fremantle has asked that the Council help it investigate and push for student housing on campus to be in line with future state requirements. Kirrilee will be doing some research on this with Grace and Monte to see how the Council can help in this area.

David McLean has spoken to the City of Fremantle regarding increasing lighting on campus and en route to the train station. Kirrilee will provide an update when she receives one.

The University will be providing an OHS information webpage open to the public and students. Students will be able to see the OHS resources and contacts available, and report and stay up-to-date on OHS issues on campus. Kirralee believes this is a great initiative and will keep the Council updated. She notes this is something to link back to the NDSA website when the time comes. She notes that the OHS Committee Meeting also discussed a duress alarm and a CCTV policy which is currently being written.

The executive has been in contact with the US consulate which would like to hear any feedback on any issues that young people face today. The Consul-General has asked whether there are any initiatives or issues the Council would like to raise with them to better inform them of issues currently facing this university generation and culture. This can include concerns in the education, technology or international affairs as some industry examples. Councillors can talk to Kirralee about how some of our network relationships (including with the US Consul) can aid them and their initiatives for students.

## **7. Treasurer's Update**

Mat refers to the profit and loss statement for the previous month. He notes that the Murder Mystery Night recorded revenue of \$77.55 is not reflective of the actual revenue because it is a reimbursed payment.

He notes that the Council's current position compared to last year is about \$7000 lower. He notes that the Council started with \$5000 less than the 2018 Council and had fewer discount sales.

## **8. Academic Update**

The Academic Handbook is still in the process of being written. Kaitlin hopes to present it at the next council meeting

She has also been in contact with Selma Allix in regards to exams being conducted poorly and the continued use of lecture chairs as desks. She will update the Council when she receives a response.

## 9. Environment Update

Eloise notes that some items from the kitchen have gone missing so she is looking at other options. She thinks that campus services can implement an eye-plate.

Kaitlin leaves at 7.40pm.

Eloise notes that councillors would have the key or code necessary to unfasten the items and move them or add others. She notes that there is no way to simply fasten them or keep items in a cupboard without significant carpentry.

Kaitlin returns at 7.42pm.

Eloise says installing an eye-plate it would be relatively cheap.

<b>Motion</b>	<i>To expend \$50 on items to secure kitchen appliances in ND3.</i>	Moved: Eloise Seconded: Grace	Abstentions: 0 Passed: All in favour
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She has purchased a more sustainable coffee maker for the office than the current pod machine.

The Sustainability Working Group (SWG) discussed two main items at its last meeting. A coffee cup recycling bin would be provided through Simply Cups. The SWG discussed whether registration would be through it, the NDSA, or separately of both, and also whether multiple bins are possible for students and staff. The SWG also discussed composting on campus. Eloise notes that a composting group presented, but appears to be inappropriate for broad scale

use on campus. Eloise is looking at quotes for compost collection services so as to avoid issues around managing the system on campus. Alternatives would mean there would be designated composting buckets or bins to be collected weekly by a service provider. Otherwise staff and students can take compost home. The SWG identified the residences as a better focus.

Eloise raises the campus energy challenge, where a meter will be read for each building. She thinks this will provide students with some agency over the spaces they use, such as by turning off lights in unused classrooms.

Grace leaves at 7.46pm.

Eloise would like to do a social media post to encourage staff and students to try and reduce the energy used in their buildings.

She notes she is working with the SWG on more sustainable transport options. One example is a shared car. She would also like to work for more sheltered bike racks in more central and safer areas on campus.

She raises the rearrangement of ND3. Grace returns at 7.49pm.

Eloise identifies the table tennis location as a problem, blocking the walkway and toilet access, and impinging on the seating area. She also notes that there is not enough seating available. She thinks the pool table location works well. She will take a design plan to David McLean.

## **10. International & Residences Update**

Grace will make a poll for availability for councillors to attend the residences' end of semester event, and hopes to pass expenditure via circular resolution.

The travel tip information booklet for residences is nearly complete. Grace will work with Kaitlin to decide what format it should be produced in.

## **11.Mature & International Update**

Macy is planning to organize the coffee catch ups and writing workshops for next semester. She will attend the lunch being hosted by the Mature Age Network on 21 May where she hopes to confirm the best dates for these events.

She will contact David McLean to get an update on the progress of the parents room.

## **12.Welfare Update**

Monte refers to the food items for exam study snacks that Brodie has got quotes for. Eloise says it is concerning that all of these items are individually packaged and generating a lot of waste. However she is not sure about alternative options, and concedes that concerns of convenience and hygiene mean that these are the best options. Grace suggests having a sign encouraging responsible waste disposal. Benji notes that last time the NDSA provided cereals and bread and that this might be a better way for students to just take what they need and also mean less waste.

The Council will ask Brodie to come back with some more options.

The plan for Wellness Week 2 will be substantially the same as Wellness Week in Semester 1. Brodie plans to have the same focus points for each day but with more activities and interactive stations.

## **13.Assist Update**

Maneesh leaves at 8.01pm. Monte notes that the food pantry items would come out of the welfare budget and would have to be non-perishable items. The items are based on university recommendations as well as what UWA does. He also notes that Lawley's bakery will regularly supply bread. Mat has no issues from a budget perspective.

<b>Motion</b>	<i>To expend \$461.95 on food for the food pantry from Campbells.</i>	Moved: Monte Seconded: Tom	Abstentions: 0 Passed: All in favour
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Lauren notes the additional expenditure approved earlier for other food pantry items.

Maneesh returns at 8.04pm.

#### 14. Equity & Access Update

Benji raises the plan to have bunting for IDAHOT day in coloured fabrics. People can decorate the individual flags.

<b>Motion</b>	<i>To expend \$21.54 on coloured fabric for a banner for IDAHOT.</i>	Moved: Benji Seconded: KC	Abstentions: 0 Passed: All in favour
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Benji raises purchasing napkins. Lauren says she thinks \$24 for 240 napkins is very expensive. Grace asks if cheaper options in primary colours are available. Monte does not think it is too much and thinks it is important to keep to the theme. Lauren thinks the idea of having primary colours is also a good idea as a colourful alternative to using a rainbow.

Maneesh thinks it would be good to have the coloured napkins being carried around campus.

<b>Motion</b>	<i>To expend \$24 on napkins for IDAHOT.</i>	Moved: Benji Seconded: Maneesh	Abstentions: 0 Against: 1 Passed: All other
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			councillors in favour
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Benji refers to the BBQ during Reconciliation Week.

<b>Motion</b>	<i>To expend \$193.50 on sausages, rolls and onions for a BBQ during Reconciliation Week.</i>	Moved: Benji Seconded: Tom	Abstentions: 0 Passed: All in favour
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Benji refers to the Equity & Access Subcommittee. The first meeting went well, although there was a low number of members and it would be great to see more next semester. The Subcommittee plans to meet again in Week 13. Although it is a busy time in semester it might be worthwhile reminding clubs that their equity representatives are members of this Subcommittee, and other nominees are also welcome.

Benji notes that the gender transition guide is in progress, to be worked on and finalised over the winter break

Benji says that the staff have confirmed the Indigenous artwork around campus will be labelled next semester. Lauren says it would be good to publicise the labelling of the artwork otherwise it will most likely go under the radar.

## 15. Media & Publicity Update

Amy wants to change some of the ways that marketing is done. She asks councillors who are considering a big event to do a face to face or phone meeting with the marketing team to discuss ideas.

She will update the marketing form to reflect these changes and send it out.

## 16. General Business

### *Events*

<b>Motion</b>	<i>To expend \$188.79 on food and drink for the Murder Mystery Night.</i>	Moved: OT Seconded: MK	Abstentions: 0 Passed: All in favour
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Lauren and Monte will collect these supplies Friday morning. Tom will collect the ice. Olivia raises a flash sale. Maneesh notes that the event is the same weekend as GTM. Lauren says she thinks it would be good to do flash sale early rather than at the last minute. Kirralee says the issue with this is that there has not been enough explanation of the event yet. Tessa suggests infographics, and Amy says she will plan something for Tuesday with the possibility of a flash sale on Wednesday. Benji suggests doing another email to all students, and Amy will send her infographic through the email.

Olivia asks about assigning guests' characters, as guests need to know to organize costumes. Tessa suggests having a box of spare costume items. Bree thinks it is better for the Council to have spares as it is otherwise just an additional expense and effort for guests.

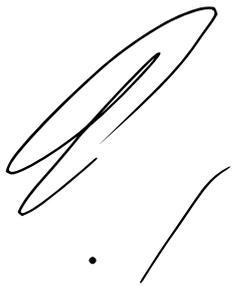
Charlotte wants to thank Tessa, Grace, Tom and Benji for their help with the pancake brunch. She notes that it went really well and had a lot of student interest. Grace thinks it would be good to get Red Frogs involved in more events.

Olivia asks about items for a grazing table and Monte notes that equipment can be requested from Campus Services.

Grace notes that the Council should have a scrap paper box in the office.

Closing

Monte closes the meeting at 8.31pm.

A handwritten signature in black ink, consisting of a large, stylized 'M' followed by a smaller 'N' and a period.

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**Montefiore Nathan**

*President*

Notre Dame Student Association