

La Trobe Student Union Council Meeting Minutes

Council Meeting:

The *fourth* meeting of the La Trobe Student Union (LTSU) will be held on Friday 5th June 2020 at 12pm via Zoom link online.

Meeting opened by the chair at: 12:09pm

Meeting Agenda:

Acknowledgement of Country

1. Procedural Matters
2. Confirmation of Previous Minutes
3. Matters Arising from the Previous Minutes
4. Correspondence
5. Office Bearer's Reports
6. Other Standing Committee Reports
7. Other Reports
8. LTSU Policy
9. Other Business
10. Next Meeting

Acknowledgement of Country

On behalf of the LTSU Student Council members present, we would like to acknowledge the traditional custodians of the land on which we meet today. We pay our respects to the Wurundjeri people, the Elders past and present.

1. Procedural Matters

1.1 Attendance: Annabelle Romano (President), Abhishek Madan (General Secretary), Akshat Bodele (ISA President), Anushi Goyal (City Campus), Broday Tanner (MSA), Ashraf Imam (Education Vice-President), Sumiyyah Aziz (Women's Officer), Chloe Andrews (General Member), Christopher Graham (Rabelaise Editor), Cooper Dickson (Welfare officer), Jake Mcguiness (Environment Officer), Jasmine Kinderis (Welfare officer), Arun Parvathyraj (General Member), Jayde Hopkins (Indigenous Officer), Kate Benesovsky (Queer Office) , Kylie D'Aloia (SSA) , Musa Qamar (Post Graduate Officer), Olga Novak (SSA President), Prajuli Maharjan (General Member), Stephanie Brisese (Education and Public Affairs Officer), Steven Frampton (Activities Officer), Thomas Balaskas (General Member), Warsan Tubea (Executive General Member), Areesha

Nazeer (General Member), Shehbaz Singh Sandhu(Ethnocultural Officer), Ahsanul Karim Fayaz (General Member), Pooja Ganesh (City Campus)

Students Present: Alex, Ben Murphy, Bella Henry, Alex Vo, Abbey Slattery, Claire Elliot, David Cannavo, Eric Saychelle, Finn Cosolo, Georgie Beatty, Isabelle, Joel Blanch, John Morgan, Joshu Hicks, Sanjith Konda House, Kristen C, Lauren, Leah Holden, Lukas Jameison, Mark Conforti, Matthew White, Matthias Radja, Nahui Ludekens, Pam Kiriakidis, Skye Griffiths, Taksh Nanda, Tushar Malik, Will Devine, Jacob Joseph, Jesse Felsing, Andrea, Constantines, Azizah Bagci, Ashim Sapkota.

1.2 Apologies: Lewis Kimpton Drake (Environment Officer), Angus Turner (Activities Officer), Sayed Durriaz Ahmed (Ethnocultural Officer), Roja Modundi (Women’s Officer), Robert Campbell (Education and Public Affairs Officer)

1.3 Not in Attendance without Apology: Hang Yu, Olivia White, Hannah Lockwood, Clodie Veyrac, Kate de Witte

Procedural Motion: Time for student council be increased to the extent where all present (60) can have their questions and issues raised.

Motion failed.

2. Confirmation of Previous Minutes:

Moved:

Seconded:

Due to technical problems, everyone had not received the minutes. Will be sent out and this would be confirmed in the next council.

3. Matters Arising from previous minutes:

Due to technical problems, everyone had not received the minutes. Will be sent out and this would be confirmed in the next council.

4. Correspondence:

Nil.

5. Office Bearer’s Reports

5.1 Position: President – Annabelle Romano

This month was a little quieter than the previous:

- Asked to host a financial guidance webinar for students specifically for the COVID-19 crisis.
- Restarted OB meetings.
- Bi-weekly meetings with Jessica Vanderlelie and the BSA, WSA, MSA and SSA Presidents and General Managers.
- Monthly meeting with Jessica Vanderlelie.
- Attended the Vice-Chancellor's Information Session of Academic Board.
- Attended Academic Board as an executive member.
- Attended the Campus safety working group as a student representative.
- Attended the all-staff forum with the Vice-Chancellor and Senior Executive Group.
- Frequent meetings with the General Manager and Executive.
- Continuing with the Project Team and SGM information.
- Weekly comms meeting with comms team, General Manager and Executive.
- Launched the WAM petition.
- Launched the LTSU Student Impact Survey, now closed.

Thomas emailed in first week of May requesting information and on 28th May regarding Finance.

Annabelle notified Thomas in council that the month end reports had not been completed and would therefore change the rest of the year's reports. Annabelle said she will send out the required financial information when it is finalised.

5.2 Position: General Secretary – Abhishek Madan

- Discussion about the financials of the LTSU
- Worked on the student impact survey
- Attended the all staff forum with Vice Chancellor and senior executive group
- Attended Club AGMs and assisted them in holding online AGMs
- Attended the financial guidance webinar
- Worked on the WAM petition and alternatives with the Team
- Working on the different policies after the announcements from the University
- Supporting clubs in whatever help they required
- Frequent meetings with the Executives and the General Manager
- Holding weekly OB meetings

5.3 Position: Education/Vice President – Ashraf Imam

Over the month of May, the executive and I have had frequent communication over planning the steps and actions we aim to take from our survey and petition that we did last month. Both campaigns were a success with a large number of responses, due to this we have been active in our reaction and we aim to use it to back up our arguments.

In the month of May, I chaired two OB meetings, ensuring all office bearers were on schedule and doing projects for their departments. The student union has been active and efficient.

On regards to the education committee, it was held on the 25th of May, it was extremely insightful and beneficial, strong points were brought up and discussed. Some concerns of the LTSU has been brought up to hopefully be discussed on the next committee meeting.

I have been speaking with Advocacy, with April Vocale and Kat Norden to guarantee I am following the right steps, doing the correct thing and acting in an efficient manner.

I had a meeting with Kat and Steph (ed-pub/public affairs officer) to discuss our potential plan of action and what we can do in our role.

In the following month, I plan to put action to the LTSU petitions and survey, by having meetings with executive team and higher ups to discuss potential changes to things such as WAM policy

5.4 Position: Postgraduate Officer – Musa Qamar

In the month of May, I continued assisting post graduate and under-graduate international and local students by guiding them how to apply for the covid-relief fund and other services that are provided by the university. I also assisted on-campus residents get financial aid from the accommodation services by guiding them through right channels. I have also distributed the survey and petition that was presented by the LTSU and raised awareness of the WAM campaign.

For the month of June, I will work on more ideas on how we can enhance online learning for the students as we continue to study from home. Also for the students impacted by this pandemic academically, I will work on assistance plans that will help them cope up with their exam stress and be more focused.

5.5 Position: Education & Public Affairs Officers – Stephanie Briese & Robert Campbell

In April, we made 10 commitments for May. Here's a recap and our progress on these 10 commitments (several were similar and have been merged).

1. We committed to help the LTSU Executive with the #SaveOurStudents campaign in any way they would allow. In May, we were not consulted before aspects of this campaign were ran (re: WAM petition).
2. We committed to help the LTSU set up any online activities not yet planned. We will send these to Freyja as a list of ideas for Semester 2.
3. We committed to campaign for adjustments to WAM policy. This was in keeping with a report we wrote to the University, as well as a decision made at an EdPub meeting in late April that we (Ashraf, Robert, Stephanie) would organise a petition if the University turned down the recommendations of our report. Unfortunately, we were not consulted before the petition was released. On the night of its release, an Executive member contacted several departments asking them to promote the petition. We were not contacted. Since releasing that petition, no meaningful campaign structure has been discussed with us (nor, to our knowledge, with the wider OB group). Stephanie wrote in the Office Bearer Microsoft Team on May 19 that more needed to be done. This message has been ignored.
4. We committed to campaign for the University to commit to the rest of Semester 1 remaining online. The University made this announcement without our intervention soon into May.
5. We committed to campaign for the University to openly confirm that every class transitioned online will return to face to face after the COVID-19 Crisis. We wrote to the Office Bearer Microsoft Teams chat on May 18/19 about this. That message has been ignored.

6. We committed to campaign for quality education, in line with LTU standing down staff. We asked for an update on the LTSU potentially aiding the NTEU in a message to the Executive and EdPub team on Microsoft Teams on May 18. That message has been ignored. We had previously been told not to reach out to the NTEU ourselves. We are in the process of compiling a list on our own of classes impacted due to staff stand downs.

7. We committed to begin compiling resources for a virtual Exam Stall, as well as make short videos on academic policy as needed. We have met with Kat Nordern and the first of these videos is slated for release next Friday. The video series will likely constitute part of the resources for the virtual Exam Stall.

8. We committed to opening expressions of interest for the Education Network. We messaged the Executive and EdPub department Microsoft Office teams chat on May 18 asking for resources surrounding the Education Network. That message has been ignored.

In June, the EdPub Department will:

1. Run the virtual Exam Stall and create the short videos needed for this
2. Continue attempts to organise the Education Network
3. Continue attempts to run a WAM campaign
4. Continue attempts to support NTEU members / general staff in any way we are allowed, because staff conditions = student conditions
5. Listen and, if applicable, support any student club, society, or group who are campaigning for changes in line with our stances

5.6 Position: Welfare Officers – Cooper Dickson & Jasmine Kinderis

Cooper and Jasmine had an incredibly successful stress less week. We now have a permanent emergency resource list for students at www.latrobesu.org/wellbeingresources/. We hope to build on this in semester two whilst we are developing new mental health policies for the university that we plan to present at the start of next semester.

We are working towards the creation of new weekly events that if we are still working from home in S2 will take the place of the weekly BBQ and breakfasts. The next stage in the process of planning for these policies and events will begin next week, and an update on progress will be provided at the next council.

We have been working to answer student questions when they arise as well as directing them to the relevant departments for assistance. Adding to this, we are routinely sharing posts by the LTSU as well as relevant posts by the NUS. We have also worked to further the campaigns currently being run by the union. Our new Instagram @ltsu_welfare has successfully gained a good following, and we plan on building this up.

5.7 Position: Environment Officers – Lewis Kimpton-Drake & Jake McGuiness

No Report was submitted to General Secretary

5.8 Position: Women's Officers – Sumiyyah Aziz & Roja Mudundi

This report is to brief you about the work Roja and Sumiyyah have done in the past month and what we intend to do in the future.

May-June- task completed

We have continued to focus and contribute our time towards renovating and updating our fb page.

We have also have been continuously supporting, guiding and helping students who have been reaching out to us regarding struggles with online studies and mental health.

Lastly we have also made a special Mother's Day post. We organised an interview with a student mum where she addressed her struggles and her tips for balancing her responsibilities.

Plans for June and onwards

We are planning also to continue working on our major issues which we are focusing on this year. Examples include diversity and inclusion, women's safety and health and women's empowerment. Sony related activities will be held online.

Our moto is to help as many students as we can. Individual student support is already in place and will continue to address as per request.

5.9 Position: Queer Officers – Kate Benesovsky & Hannah Lockwood

The major event for this month in the Queer Department was IDAHOBIT day (International Day against Homophobia, Biphobia, Intersexism, and Transphobia). We ran an online event with LTSU Events and Activities where we posted videos, educational posts and topped it off with a Netflix Party showing of Pride.

Behind the scenes, we have been handling student complaints, questions and comments, as well as continuously working with LTSU Events and Activities to ensure that students are entertained. Right now, due to COVID-19, we've found (obviously) that Queer Students are facing unique circumstances on campus, and there is a hole in the university services, specifically Student Wellbeing that needs to be filled to ensure students are supported. Therefore, we have been liaising with the Queer Counsellor (Rebecca Gomo), on how students can access specialised Queer services, especially since Queer Chat has been placed on hold. We've also been supporting and sharing the various campaigns that the union as a whole has been doing, especially the Student survey.

The BaBH campaign is also still a work and progress, and will be released semester two. Right now the proposal is being finalised along with the plans for the campaign (as it will mostly be seen through social media due to the COVID-19 crisis). Unfortunately this has taken longer than anticipated, due to myself (Kate) being unwell and facing personal circumstances. There is still the opportunity for OBs etc. to get involved, so please don't hesitate to message or email me, and a meeting can be organised.

Finally, this weekend we are collaborating with LTSU Events and Activities and the ATSI department for an online streaming of 'Black Diva's' for reconciliation week. Students can register for the link to watch from Friday, and it will be available all weekend.

5.10 Position: Indigenous Officer – Jayde Hopkins

No report Submitted to the general secretary

5.11 Position: (Dis)abilities Officers – Olivia White & Hang (Edison) Yu

No report Submitted to the general secretary

5.12 Position: Ethnocultural Officers -Sayed Durraiz Ahmed & Shehbaz Singh Sandhu

No report was submitted to the General Secretary

5.13 Position: Activities Officers – Steve Frampton & Angus Turner

No report Submitted to the general secretary

5.14 Position: Rabelais Editors – Chris Graham & Clodie Veyrac

Progress made since the previous council:

*Edition 2: Pride has been finished and submitted for publication, hopefully it'll be uploaded soon to Issuu

*Edition 3: Mind and Body submissions open, with layouts to commence after examinations finish

To be completed by the next council:

*Edition 3 will be published during the semester break.

*Edition 4 and 5 submissions to be opened, will start working on editions to be published during Semester 2

Budget Expenditures

*No budget expenditure made, move to digital publication instead of print.

*Sponsorship with Teach for Australia updated - gave them six editions worth of advertising for no extra cost.

5.15 Position: City Campus Officers - Pooja Ganesh & Anushi Goyal

May			
27 th – 3 rd June	Online	Reconciliation Week	Online
26 th	Online	Sorry Day	Cancelled due to Co-Vid

Current Ongoing Activities

Advocacy	Rosina is still conducting them online	Ongoing
Clubs	Startup Club hosting meeting	Ongoing
Facebook Chat	For students to share their FAQ's	Ongoing
Community Checkin	Add to whatsapp group and do a community check-in	Ongoing
Sharing Student Stories	Articles to engage, uplift, socially engaging ideas to follow. Such as what to watch on Netflix, things to do from home, how to work on a LinkedIn course etc. <ul style="list-style-type: none"> • Student stories and share updated 	Ongoing
Student Zoom Weekly Catchups	Weekly Zoom Meetings	Ongoing
Promoted the Student survey and WAM policy	Shared them both online, facebook messenger and through whatsapp	Completed

June Activities

Exam Break		Share exam related posts Online articles	Online
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Motion to accept office bearers' reports

Moved: Prajuli Maharjan (General Member)

Seconded: Areesha Nazeer (General Member)

1 abstention

Motion passed.

6. Other Standing Committee Reports

6.1 Mildura Students Association (MSA):

Nothing new has happened with the MSA. The MSA has still been unable to meet due to a lack of quorum. MSA president has continue to assist students where possible.

6.2 Mature Age Students Organisation (MASO):

No report Submitted to the general secretary

6.3 Shepparton Students Association (SSA):

May 2020:

∅ We have acknowledged the Reconciliation Week/Period and advertised various activities to join online and celebrate the events via posts on our social media and instagram. We have also updated our front picture in relation to the Reconciliation and the 'Smoke Ceremony' that was held last year on our Shepparton campus. ∅ We have partnered with Bundoora and Jayde, the Bundoora Officer from the LTSU Aboriginal & Torres Strait Islander Office and Olga from SSA have both recorded videos as part of the introduction to celebrate the Reconciliation Week across La Trobe University that has been posted on social media as 'We are all in this together' and working together means being united and strong, sending also positive message across all campuses.

∅ We have acknowledged the Mothers Day via a post on our social media

∅ We have acknowledged the National Sorry Day via a post on our social media

∅ We have also shared some tips for parents and carers during the challenging times we are living in via our social media posts

∅ We have acknowledged and wished all the best to Brody, our Mildura colleague from MSA on his birthday via our social media and fun post in May

∅ We have also advertised the new bursary system for our students: New financial supports available. EMERGENCY RELIEF FUNDING for domestic & international students in financial crisis. These funds replace the Student Crisis bursary program - closing date for applications is 31 May 2020.

∅ We had our SSA meetings via zoom on regular basis

∅ We have advertised about HOW TO: Download materials for open book exams on our social media via posts <https://www.facebook.com/Latrobeuni.library/videos/246180896489041/>

∅ We have offered students to enjoy some local music that was broadcasted live

∅ We have advertised whether students would like to have special access to our campus during the exam period: QUESTION for current Shepparton Student's. (Are you happy with the current OPENING hours of the campus being 9-5pm Mon - Fri? or would you like to see extended opening hours ie. later nights (to 8pm) or open on the weekends?) via our social media and posts

∅ We have acknowledged the International Day Against Homophobia, Biphobia, Discrimination against people with Intersex Variation and Transphobia (IDAHOBIT) Day on our social media via posts

∅ We have acknowledged and wish all the best to all practicing nurses and those on the pathway to become a registered nurse on The International Nurses Day As this year, we are celebrating the 2020: Year of the Nurse and Midwife!

∅ We have advertised the partnership with the GVH in regards to a graduate program: Attention: Nursing Students: 2021 Mental Health Graduate Nurse Program about their virtual information sessions. Information was posted on our social media via a post

∅ We have advertised and offered our students FREE Flu Shots: La Trobe is offering FREE Flu shots for Shepparton Students! Bookings are limited, so you are encouraged to register as soon as possible. Visit the La Trobe Student Vaccination webpage to access the registration links and information regarding available dates and times for your Campus. Information was posted on our

social media via a post. All spots were taken! Ø We have acknowledged the Stress Less Week: LTSU Welfare Department to Stress Less Week via post on our social media

Ø We have advertised the option for youth students to apply for the opportunity of a National Scholarship Program via a post on our social media

Ø We have also officially congratulated our 2 winners in the Shepparton survey: We have our 2 winners! They have both participate in the Shepparton on-line student forum regarding the amalgamation and both have been selected in a random number selection! Both students have won each \$100 gift card! Well done to you both: Tayte Earle and Leigh Rogers :) SSA is wishing you both a lovely Sunday!) via a post on our social media

Ø We have also acknowledged our colleague and member of the SSA team, Ali in regards to his faith, hope, beliefs during the crisis and also his speech about family violence and education across the multicultural communities in Shepparton. Video were posted on our social media via posts

Ø We have wished all a happy 4th of June: STAR WARS Day! (Soon it's Monday 4th of May and that means a very special day to all STAR WARS fans! Therefore my colleagues, may the Force be with all of us! All the best from SSA:))

Ø We are passing on all relevant information on our social media, when we get extra information for students, including the application for finance and technology bursary

Ø We are posting various additional post to cheer up and make others laugh on our social media J

Ø We are rounding our Fun Quarantined Quizzes each week and working with staff and students to make it fun and entertainments, receiving consents firstly to use some of their pictures (being sent to us with permission in order to use them in our quizzes to Kylie).

Ø We are in constant touch with our academic and head of campus, Mrs Elizabeth Capp and Miss Annabelle Romano – our LTSU President in relation to any changes and to support, when needed as SSA

June 2020:

Ø Attended the Student Leadership Group with prof. Jessica Vanderlelie

Ø We have acknowledged the MABO Day on the 3/06 via our social media posts

Ø We have cooperated with Bendigo side and offered students and staff The Indigenous Movie Nights: Our awesome pals at BSA Bendigo are partnering with the amazing Central Victorian Indigenous Film Festival for Reconciliation Week.

Ø We are posting various additional post to cheer up students for the upcoming exams and sending our supportive vibes to all students across our campus J

Ø We have posted beautiful art picture showing some mural art in Shepparton via our FB post: Greater Shepparton is fortunate to have some compelling street art. The mural that started the Aboriginal street art project depicts two amazing Aboriginal elders.

Ø We have advertised and enjoyed beautiful sounds from Miss Jessica Grant during the: LTSU Events & Activities to Acoustic Afternoons - live streamed performances every Tuesday

Ø We are planning a Talent Show. To be advertised next week. It will be a joint effort and cooperation with MSA in Mildura. Applications will be submitted online via FB, under the post and then the board of 5 judges (to be advertised soon too who that might be) will be choosing the candidates to finals that are being planned to be in July/August (sem.1) live finals via ZOOM in. With surprises at the end for winners.

Ø Activities online, like quizzes and trivia on weekly basis

Ø Planning to start our SSA in the near future: Shep newsletter with current information related just to our regional area (still in process)

6. 4 International Students Association (ISA):

No updates because of the current situation. Waiting for next semester to start.

Motion to accept other standing committee reports

Moved: Prajuli Maharjan (General Member)

Seconded: Warsan Tubea (General Member)

1 abstention

Motion passed.

7. Other Reports

7.1 Education Council (SRN)

No meeting

7.2 Clubs and Societies Council

- Council will be held in the first week of June.

7.3 Post-Graduate Committee

No meeting

7.4 Activities Committee

No meeting

Motion to accept other reports

Moved: Warsan Tubea (General Member)

Seconded: Prajuli Maharajan (General Member)

1 abstention

Motion passed.

8. LTSU Policy

Nil

9. Other Business

9.1 The SSA's acceptance of the Honorarium changes. The committee achieved quorum at our meeting and accepted the honorarium to be paid as follows: 50% to Office bearers (3 positions – President, Secretary, Vice President); 50% to remaining committee members (max of 7 positions)

Mover : Abhishek Madan (General Secretary)

Secunder: Musa Qamar (Postgraduate Officer)

1 abstention

Motion passed.

The next two documents are a part of Other Business as they were not submitted to the General Secretary with movers and seconders. Movers and seconders were provided during council and therefore voted on.

9.2 Formal reminder of the LTSU grievance procedures

Section 19 of the LTSU constitution is inconsistent with the LTSU office bearer grievance policies (available on the LTSU website under the Policy Tab).

LTSU office bearer grievance regulations document section 4, formally requires the election of 2 grievance officers (one executive and one non-executive) and permits the introduction of timesheets or KPIs to ensure office bearers are keeping up with their responsibility under what is contractually required of their role.

I am understanding of the current COVID-19 crisis and am aware that we have all had to make adjustments due to this. Formally, we each prepared work plans. These work plans should be made public for the office bearers, council members and staff to see each department updated expectations. Extreme personal circumstance prohibiting this should be brought to the attention of the President **and** General Manager.

All aforementioned policies can be found at the bottom of this word document. All policy is available on www.latrobesu.org.au/policybank

KPI PROPOSAL

I am proposing the introduction of KPIs (Key performance indicators) in order for our office bearer team to meet their mandatory regulations. We are paid \$220,000 in student money for our office bearer wages, it is crucial we are all doing our expected work, so we are not wasting precious SSAF.

These KPIs are simple.

Firstly, office bearers must be keeping to their work from home plans, and actively prove they are doing so.

Secondly, office bearers must hold office bearer meetings in order to actively and healthily communicate ideas and plans. Keeping office bearers in the loop of plans will prevent conflict, and furthermore create a forum for conflict resolution and healthy discussion.

Thirdly, the executive team in cooperation with the general manager must introduce a three-strike method to ensure office bearers are keeping to their KPIs, and their constitutional/contractual obligations.

- First instance, a discussion must be had with either an executive member in regard to work expectations and offer assistance in any way they can. The grievance officers must be informed of this, and instance is recorded.

- Second instance, the president or general manager must speak with the person, offer assistance, and find out why there has been no change in behaviour. Grievance officers are informed, and instance is recorded. This is a final warning.
- Third instance, appropriate discipline action as deemed appropriate by the executive team and grievance officers, ensuring there is no conflicts of interest when this is made. If a conflict of interest is found this action will be decided by the general manager.

The Grievance procedures apply to all LTSU Office Bearers and Council members.

1. Rights and Obligations

1.1 These procedures apply to discrimination or victimisation based on any of the following attributes:

- 1.1.1 Gender Identity
- 1.1.2 Race or ethnicity
- 1.1.3 Sexual Orientation
- 1.1.4 Religious Beliefs
- 1.1.5 (Dis) Ability
- 1.1.6 Cultural Identity

1.2 These procedures also apply to:

- 1.2.1 Sexual, racial or (dis) ability harassment
- 1.2.2 Racial or religious vilification
- 1.2.3 Generalised bullying
- 1.2.4 Sexual Harassment and assault

2. Privacy

2.1 LTSU Office Bearers, Council Members and Staff who are involved in matters arising through grievance procedures are required to respect the privacy of personal information and the sensitive nature of matters raised.

2.2 Disclosure of personal information, such as details of complaints and allegations and names of persons involved should be limited to those involved and the grievance officers.

2.3 In serious circumstances where decisions must be made by the executive, council or President of the La Trobe Student Union, information must be kept confidential and the parties involved notified that the process has extended beyond the grievance officers.

2.4 Misuse or abuse of the grievance policy in line with personal disagreements or as a means to political ends is a particular abuse of the policy.

3. Criminal Behaviour

3.1 The most serious allegations raised under this policy may constitute a criminal offense. In the event that conduct is deemed by a reasonable person to constitute (or possibility of constituting) a criminal offense all internal grievance procedures must cease and the police notified.

4. Grievance Officers
 - 4.1 The Grievance officers will be elected at the first LTSU council of each year.
 - 4.2 Two Grievance officers must be elected. One of whom must identify as a woman.
 - 4.3 No more than one of the grievance officers can be a member of the LTSU Executive.
 - 4.4 The grievance officers must be current LTSU office bearers.
 - 4.5 Grievance officers are elected for the period of 1st of February until the 31st of December.
 - 4.6 The grievance officers must act fairly, impartially, without bias and in avoid conflicts of interest.
 - 4.7 The Grievance officer will facilitate in the resolution of grievances brought to them.
 - 4.8 The grievance officers must act in good faith and respect the privacy of all parties involved.
 - 4.9 In the event that there is a casual vacancy in the position of grievance officer the LTSU General Secretary must be notified and a replacement elected at the next available council.
 - 4.10 The grievance officers will be given training where applicable.
5. Grievance Process (see LTSU Constitution)
 - 5.1 Advice and Assessment:
 - 5.1.1 This is an Informal process to allow parties to make informed decisions that will assist them in resolving issues through discussion.
 - 5.1.2 The grievance officers will attempt to resolve conflicts or issues where possible.
 - 5.2 Conciliation:
 - 5.2.1 This is an informal process to allow parties to resolve issues and conflicts.
 - 5.2.2 A person making a complaint must not be forced to conciliation if they feel unsafe or unable to do so.
 - 5.3 Investigation and resolution
 - 5.3.1 In the event that a grievance cannot be solved through advice and assessment or conciliation the grievance officers will investigate further in attempt to resolve the issue.
 - 5.3.2 If the grievance reported is of a serious nature than it must be reported as per the guidelines in the LTSU Office Bearer Disciplinary Regulations.
6. Other Information
 - 6.1 In the event that a complaint or grievance is lodged against one or more of the grievance officers a member of the executive is to be notified.
 - 6.2 The member of the executive notified will hold on information in confidence and will consult the disciplinary regulations and grievance procedure to attempt to resolve the conflict.

19. GRIEVANCE PROCEDURE

19.1 The grievance procedure in this clause applies to disputes under this constitution between:

- a. A member and another member, and
- b. A member and the Student Council or the Student Union.

19.2 The parties must first attempt to resolve the dispute themselves.

19.3 If the parties are unable to resolve the dispute, the Student Council must appoint a conciliator and arbitrator (in this clause, "conciliator").

19.4 The conciliator:

- a. Must not have a personal interest in the dispute;
- b. Must not be biased in favour of or against any party;
- c. May be a member or former member of the Student Union; and
- d. If possible, must be appointed with the agreement of all parties.

19.5 The conciliator must conduct a conciliation at which each party is given a reasonable opportunity to be heard.

19.6 The parties must in good faith attempt to resolve the dispute by conciliation.

19.7 The conciliator may during, and must at the end of, the conciliation attempt to resolve the dispute by agreement between the parties.

19.8 If the conciliator is unable to resolve the dispute by agreement between the parties, the conciliator must determine the respective rights and obligations under this constitution of the parties and any other members.

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19.9 A determination of a conciliator under clause 19.8 is binding on all parties and all members.

19.10 Under section 14B (2) of the Associations Act, a party may appoint another person to act on its behalf in the grievance procedure.

19.11 The Victorian *Commercial Arbitration Act 1984*, does not apply to the grievance procedure in this clause.

31. Disciplinary Action

If an Office Bearer fails to meet the minimum requirements of their position it will be at the discretion of the Executive to implement disciplinary action. This will include the introduction of timesheets and key performance indicators (KPIs). If these measures fail, it will be brought before the Student Executive to decide on any further action.

Mover: Thomas Balakas (General Member)
Seconder: Chloe Andrews (General Member)

Motion failed.

Climate Emergency Declaration

A Greener, Fairer LTSU

Jake McGuinness – Lewis Kimpton Drake

Preamble -

Over the summer of 2020 Australia burned, and whilst memories of our black summer have been diminished by the COVID 19 crisis, the threat posed by the looming climate catastrophe is just as real as it has ever been. This pandemic has given governments, NPOs, and businesses a chance to reevaluate their environmental impact and commit to transitioning towards a sustainable future, the LTSU should be no different.

By declaring a climate emergency, taking significant internal steps to reduce unnecessary waste, and supporting environmental causes, the LTSU can far better represent the environmental concerns of its membership.

Opportunities to improve sustainability can also be areas of development for the organisation. One such area is the election regulations, which are both outdated and a sustainability nightmare. Overreliance on paper, due to an arbitrary ban on online campaigning, meant that the Unite ticket alone was allocated a grand total of 18,750 sheets of paper for the last election, with more than 6000 of that on A3 paper primarily for posterage. It's unnecessary, it's bad for the environment, and it's a waste of student money. The LTSU should commit to identifying and eliminating areas of waste, just like this.

The LTSU's declaration, and internal evaluation, can play a large role in ensuring that the organisation is best positioned to fight for the sustainable future all our students need.

Platform –

- 1) The LTSU fully realises and appreciates the dangers posed by man-made climate change
- 2) The LTSU acknowledges significant areas of waste exist within the organisation, and is committed to removing them where possible
 - a) The LTSU acknowledges the current election regulations represent a significant area of waste
- 3) The LTSU unreservedly supports the climate movement, and understands its own important role in fighting for a more sustainable future

Action –

- 1) The LTSU publicly declares a climate emergency
 - i) The LTSU environment office should create a public statement to be submitted to council for approval no later than 7 days after this policy is passed
 - ii) The LTSU outgoing communication channels (included but not limited to Facebook, Instagram and Email) will distribute this public statement on the next business day after council approval
- 2) The LTSU will undertake an internal evaluation to identify areas of unnecessary waste and opportunities to improve sustainability
 - i) The LTSU council directs the environment office to lead this evaluation, and submit a final report, complete with recommendations, at the July 2020 meeting of the student council
 - ii) The LTSU council directs the executive and general manager to aid this evaluation wherever possible, and provide relevant data and information in a timely manner when requested
- 3) The LTSU amends the following provisions, found in the LTSU election regulations (2019) to promote a more sustainable election:
 - i) Clause 18.2 and 18.3 to now read as follows

18.2 Each individual candidate must receive:

(a) ½ ream of A4 paper, photocopied (may be double sided), and

(b) ½ ream of A3 paper, photocopied (may be double sided).

18.3 Each ticket must receive:

(a) 12 reams of A4 paper, photocopied (may be double sided), and

(b) 2 reams of A3 paper, photocopied (may be double sided).
 - ii) The removal of clause 20.1 (n)

Mover: Chloe Andrews (General Member)

Seconder: Thomas Balakas (General Member)

Motion failed.

10. Next Meeting

The schedule for next meeting will be notified soon by the General Secretary.

Meeting closed by the Chairperson at 2:19pm