

MONSU CAULFIELD INC
STUDENT COUNCIL SUMMER EXECUTIVE 2020/2021
MEETING SCSE 20/21.4

Held on 10th December 2020 at 4:00pm
Zoom Meeting

MINUTES

1. PREAMBLE

Meeting Opens 4:12PM

MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Boon Wurrung and Wurundjeri peoples of the Kulin nation, the traditional owners of the land on which MONSU Caulfield operates.

Present: Daniel Stonehouse, Caitlyn Dunne, Hannah Cohen, Alyssa Wheaton, Julia Jia, Maxi Hunt
(arrived: 5:12PM)

Apologies: Maxi Hunt (Proxy Anna Purtill)

Absent:

Others: Lyn Nye

2. BUSINESS ARISING

3. MINUTES OF THE PREVIOUS MEETING

3.1 SCSE20/21.2 Minutes

The Student Council Summer Executive discussed statements made in previously circulated minutes of SCSE 20/21.2 by the Vice President Daniel Stonehouse regarding Constitutional Compliance. It was determined that, for the purpose of ensuring minutes are demonstrative of the functionality of council, that these would be removed and items would stand to speak for themselves without commentary outside of the question raised in relation. An item was moved into Confidential Business.

MOTION SCSE 20/21.4-5

MONSU SCSE moves to approve the minutes of SCSE 20/21.2

MOVED: Anna Purtill

SECONDED: Hannah Cohen

CARRIED

3.2 SCSE20/21.3 Minutes

MOTION SCSE 20/21.4-1

MONSU SCSE moves to approve the minutes of SCSE 20/21.3

MOVED: Daniel Stonehouse

SECONDED: Caitlyn Dunne

CARRIED

ABSTAINED: Anna Purtill

4. GENERAL BUSINESS

4.1 October Profit and Loss

The profit and loss for October was tabled by Lyn Nye

4.2 Appointment of Auditor

Lyn Nye spoke to this item. This tender, received and approved in line with the procurement policy, will allow MONSU Caulfield to complete their compulsory Audit.

MOTION SCSE 20/21.4-2

MONSU SCSE Moves to appoint SWON as auditor for MONSU Caulfield in line with their tender

MOVED: Anna Purtill

SECONDED: Daniel Stonehouse

CARRIED

4.3 Representative Reports

MOTION SCSE 20/21.4-3

MONSU SCSE Moves to accept Representative Reports for November

MOVED: Anna Purtill SECONDED: Hannah Cohen

CARRIED

5. CONFIDENTIAL BUSINESS

6. OTHER BUSINESS

7. PAPERS PROVIDED FOR INFORMATION

7.1 October Profit and Loss

7.2 Procurement Policy

7.3 Minutes of the Previous Meeting SCSE20/21.2

7.4 Minutes of the Previous Meeting SCSE20/21.3

7.5 SWON Audit Tender

7.6 Rep Reports

8. DATE OF THE NEXT MEETING: 17th December

9. MEETING CLOSES: 5:43PM

PROCUREMENT POLICY

Policy number	001	Version	0.1/September 2017
Drafted by	Lyn Nye	Approved by Board on	
Responsible person	General Manager	Scheduled review date	

Purpose

To ensure that the procurement of all goods and services is conducted in an honest, competitive, fair and transparent manner that delivers the best value for money outcome whilst at the same time protecting the reputation of MONSU Caulfield Inc., taking into account the required specification, quality, service, delivery, reliability, environmental, ethical and social issues and the total cost of ownership.

Scope

All MONSU expenditure regardless of funding source, including the following types of commitments:

- Letters of intent
- Heads of agreement
- Memorandum of understanding
- Purchase orders
- Oral commitments
- Formal contracts

Core Policy

MONSU requires accountability for the spending of MONSU funds which is justified, planned and transparent. Goods and services procured must be 'fit for purpose' and represent value for money while being socially responsible and ensuring probity in the procurement process.

Purchases from all suppliers must be covered by an official MONSU purchase order unless direct invoice procedures are in place, or where cash or a MONSU corporate credit card is used in accordance with the Credit Card Policy or Reimbursement Policy.

Approved Suppliers with an agreement with MONSU to supply goods and/or services at agreed terms must be used. The appointment of Approved Suppliers is to be undertaken as a result of a competitive process in accordance with the threshold values established in this policy. Exemptions to this policy may only be approved in accordance with Strategic Procurement procedures. Any apparent breach of this policy may be reported to the executive committee of the elected student council.

For purchase of goods and/or services from non-Approved Suppliers less than the 3 Quote Threshold, a documented quote must be received from at least one supplier and stored locally.

For the purchase of goods and/or services from non-Approved Suppliers in excess of the 3 Quote Threshold Value, but less than the Tender Threshold Value, a minimum of three documented quotes is required.

For the purchase of goods and/or services from non-Approved Suppliers in excess of the Tender Threshold Value a formal tender process must be conducted by a properly constituted Tender Evaluation Panel.

Policies can be established or altered only by the Student Council, however the GM must approve the changes before they are presented at the Council meeting: **Procedures** may be altered by the GM.

The threshold values are to be applied on the anticipated total expenditure, accumulated over the term of the contract or a three-year period, whichever is the shorter period and exclude GST.

Gifts other than items of small intrinsic value should not be accepted from suppliers or prospective suppliers. If a conflict of interest exists, the person must immediately declare this conflict.

Threshold Values

Type of Purchase	Threshold	Requirements
Simple	\$0 - \$499	Minimum 1 quote
3 Quote Threshold Value	\$500 - \$4,999	Minimum 3 quotes
Tender Threshold Value	\$5,000 +	Tender process

Definitions

Approved Supplier: An Approved Supplier is appointed as a result of a tender or other selection process in accordance with the threshold values established in this policy.

Best Value for Money Outcome (BVMO): The outcome that gives the best value for money for MONSU overall. This does not necessarily mean the lowest price or the result that just delivers the lowest cost for the business. In many instances the selection of a Supplier or their products should take into account other considerations such as the lowest overall Total Cost of Ownership (TCO) giving due consideration to the total cost to MONSU whilst we own the products, and covers other factors not exclusive to purchase price. These factors can include the cost of sourcing, procuring and paying for the products, the estimated cost of parts and ongoing maintenance charges, installation and de-installation costs. TCO should also consider inputs to the manufacture and maintenance of a product such as energy, water, paper, toner, chemicals, software etc., and, importantly, the cost of environmentally responsible disposal at end of life.

Fit for Purpose: Appropriate, and of a necessary standard, for its intended use.

Probity: Is the evidence of ethical behavior in a particular process. Probity is defined as complete and confirmed integrity, uprightness and honesty. It contributes to sound procurement processes that accord equal opportunities to all participants. A good outcome is achieved when probity is applied with common sense. Probity should be integrated into all procurement planning, and should not be a separate consideration. Risk management of 'probity in the procurement process' requires a higher level of control (mitigation) over the procurement process where there is a higher likelihood of exposure to claims about the process. In summary, procurement decisions are to be made in a transparent manner, which allows them to be understood and justified subsequently.

Simple 'Threshold': The threshold at which at least 1 documented quote must be obtained.

3 Quote Threshold Value: The threshold at which at least three documented quotes must be obtained from Suppliers for the proposed supply of goods and/or services.

Tender Threshold Value: The threshold at which a tender must be issued to Suppliers for the proposed supply of goods and/or services.

Direct Invoice: An invoice processed by MONSU without there being an initiating Purchase Order issued by MONSU (Buyer). Direct invoices are allowed for a limited and select group of goods and/or services where on-going supply is provided on a regular basis and are normally covered by an overarching contract or agreement. All other invoices require a reference to a Purchase Order in order to finalise settlement with a Supplier.

Environmentally responsible procurement (issues): Environmental issues cover all environmental impacts of products and services from cradle to grave including: reducing the amount of products purchased, minimising energy, water and materials; recycled, recyclable, biodegradable and reusable components; minimal packaging, maintenance, waste, emissions, chemicals and transportation; and environmentally responsible disposal.

Purchase Order: A formal document initiated by a Buyer and forwarded to a Supplier normally used to form the basis of a one-off contract between the parties for the supply of goods and/or services to the Buyer.

Probity Auditor and/or Advisor: Is appointed to review and/or advise on the deliberations of a Tender Evaluation Panel to ensure that all processes are conducted in a transparent, honest, fair and competitive manner.

Documented Quote: A submission from a Supplier that specifies the cost of supplying goods and/or services, or a record of a published price from a Suppliers website.

Tender: A competitive process used to seek bids from a Supplier.

Socially responsible procurement (issues): Social issues cover all social impacts of products and services including: health, safety, human rights, ethical production processes, social justice, Fair Trade, diversity, access, and purchasing locally and domestically made products.

MONSU: Means Monash Student Union Caulfield or related entities that are bound by MONSU regulations or can acquire goods and/or services under MONSU contracts and agreements with Suppliers.

Authorisation

President signature

General Manager signature.....

<Council approval date.....

MONSU Caulfield Inc..

PROCUREMENT PROCEDURE

Procedures number	001	Version	1/September 2017
Drafted by	Lyn Nye	Approved by GM on	
Responsible person	General Manager	Scheduled review date	

RESPONSIBILITIES

It is the responsibility of the GM to ensure that:

- Staff are aware of this policy;
- Any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of all employees to ensure that they conform to this policy.

PROCEDURES

Exemptions to this policy may only be approved in accordance with Strategic Procurement procedures. Any apparent breach of this policy may be reported to the executive committee of the elected student council.

Employees must receive the required number of quotes dependent upon the value of the transaction.

Once the quotes are collated you are required to request a purchase order from the Finance Officer.

After the purchase order is generated it must be authorised by your reporting manager before you order the good/services.

The authorised purchase order gives you authorisation to proceed with the order and to request an invoice from the supplier.

The invoice, quotes and authorised purchase order must be submitted to the Finance Officer for weekly payments.

If you wish to proceed with a supplier that has not provided the lowest cost available, your reporting manager must grant authorisation before a purchase order is generated.

The invoice must be submitted to the Finance Officer before 10am Wednesday for your payment to be processed.

AUTHORISATION

General Manager

Date.....

Job Profit & Loss Statement

October 2020

ABN: 42 911 556 610

Account Name	Selected Period	Year To Date
Income		
Income - Advertising	\$0.00	\$1,288.63
Income - Hire Charges	\$0.00	\$102.27
Income - Sponsorship	\$0.00	\$7,500.00
Income - Grants University	\$327,839.00	\$655,678.00
Income - Grants General	\$0.00	\$10,000.00
MONPEN - Service Agreement	\$9,000.00	\$18,000.00
Photocopying & Printing	\$183.13	\$17,702.68
Binding	\$0.00	\$51.83
Other Service desk income	\$1.45	\$115.72
Till Variances	\$0.00	\$0.06
Paper	\$0.00	\$107.18
Total Income	\$337,023.58	\$710,546.37
Expense		
Honorariums	\$2,953.20	\$25,581.02
Salaries - Permanent staff	\$35,706.67	\$384,090.76
Salaries - Casual Staff	\$3,230.08	\$31,324.37
Superannuation	\$4,020.16	\$40,594.86
Workcover Expense	\$2,411.40	\$2,411.40
Rewards & Recognition	\$679.64	\$2,139.04
Training & Development	\$0.00	\$30,079.35
Venue Hire	\$0.00	-\$5,066.86
Hire Equipment	\$0.00	\$18.00
IT operating expenses	\$8,752.89	\$21,834.77
Replacement & Additions	\$0.00	\$1,225.55
Maintainance	\$0.00	\$1,460.82
Clubs Grants Given	\$67,500.00	\$112,026.66
CAV - Incorporation Fee	\$185.10	\$421.90
Emergency relief	\$0.00	\$8,686.36
Vehicle Hire	\$0.00	\$52.52
Merchant Fees	\$125.45	\$1,334.83
Election costs	\$9,000.00	\$16,669.55
Audit Fees	\$0.00	\$14,215.20
Bank Charges	\$0.00	\$200.07
Catering Expenses	\$0.00	-\$3,626.20
Insurance	\$0.00	\$2,818.71
Advertising & Promotion	\$0.00	\$1,570.84
Branding	\$0.00	\$2,428.31
Publications	\$0.00	\$316.53
Merchandise	\$5,888.25	\$8,419.82
Uniforms/Garments	\$0.00	\$239.68
Legal Fees	\$6,750.00	\$20,100.00
Accounting/Bookkeeping	\$800.00	\$8,984.54
Parking	\$0.00	\$1,696.38
Postage	\$0.00	\$170.70
Stationery/Office Supplies	\$0.00	\$953.89
Telephone, Fax & Internet	\$64.37	\$814.48
Activities / Events	\$986.23	\$2,038.20

This report includes Year-End Adjustments.

Job Profit & Loss Statement

October 2020

ABN: 42 911 556 610

Account Name	Selected Period	Year To Date
Photocopy Rental	\$1,218.76	\$12,187.60
Photocopying / Printing	\$1,182.73	\$12,657.54
Binding	\$0.00	\$67.95
Meter Readings	\$0.00	-\$381.57
Total Expense	\$151,454.93	\$760,757.57
Other Income		
JobKeeper Subsidy	\$36,000.00	\$234,000.00
Total Other Income	\$36,000.00	\$234,000.00
Net Profit/(Loss)	\$221,568.65	\$183,788.80

This report includes Year-End Adjustments.

11 Nov
2020, 08:49

Richard Thompson
to Lynette

Hi Lyn,

Those elected last week hold the positions from week 3 in February 21 to 31 October 21. (c.36.1). T

he Summer Executive is in place until the end of week 2 February 21. (c. 31.1), consisting of no more than seven of the following:

1. the outgoing President;
2. the outgoing Vice President,
3. the incoming President;
4. incoming Vice President; and
5. not less than four (4) members of the incoming Student Council other than the incoming president. (C.31.2)

Does this answer your question?

Kind regards,

Richard Thompson
Principal

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27 August 2020

The Officers
C/- Ryan Marks (E-Mail)

Dear Sirs and Madams,

RE: AUDIT TENDER – MONSU CAULFIELD - AUDIT PROPOSAL

Thank you for inviting our firm to tender for the provision of the annual audit services of your Organisation for the financial year ended 31 December 2020. We are pleased to respond and set out our credentials for conducting this engagement.

Firm Background

The Accountancy firm of Shepard Webster & O'Neill has practised in Frankston since 1948. We are the oldest and largest Accounting practice on the Mornington Peninsula. From the 1st of July 2020, our firm consists of 6 Directors, 14 professional staff, and 6 administrative support staff. Of the total compliment, 11 are qualified accountants, with membership of either or both of the major accounting professional bodies. We are also familiar with a wide range of accounting software used by our clients.

The size of the firm enables us to engage a range of professional staff, either partly or fully qualified to support the engagement. It should also be appreciated that we have the resources to be able to respond to any contingency that might occur.

Under the terms of the Corporations Law, it is necessary for all audit appointments to be made by either a Registered Company Auditor or an Authorised Audit Company. As such, **Shepard Webster & O'Neill Audit Pty Ltd**, is duly registered with the Australian Securities and Investments Commission as an Authorised Audit Company (**registered number 415478**) and is able to be appointed as your auditor.

Shepard Webster & O'Neill Audit Pty Ltd does have of course, access to all our firm's resources in carrying out any assignments.

Shepard Webster & O'Neill Audit Team (from July 2020)

The following is a listing of the key audit team members from the 1st July 2020:

Name	Position	Contact
David Szeppfalusy	Audit Partner	szeppfalusy@shepard.com.au Ph: 9781 2633
Scott Cosgriff	Audit Manager	cosgriff@shepard.com.au Ph: 9781 2633
Greg Kirpichnikov	Audit Senior	kirpichnikov@shepard.com.au Ph: 9781 2633
Ash Williams	Auditor	williams@shepard.com.au Ph: 9781 2633
Jess Smith	Auditor	smith@shepard.com.au Ph: 9781 2633

As the Audit Partner, David Szeppfalusy will be responsible for your audit engagement. He joined the audit team in 2008 from an international mid-tier accounting firm and has over 14 years practical experience in Australia and the United States, servicing both large and small audit clients. He is a member of CPA Australia and has been registered with ASIC as a Registered Company Auditor since 2011.

David performs the audits of over 120 for-profit Companies and not-for-profit Organisations each year. This focus provides for a high level of understanding, allowing us to provide relevant advice regarding other entities in the industry and how they are dealing with current accounting, audit and business issues.

Accordingly, David's experience will provide a significant advantage when performing the audit of your financial statements. Because of our portfolio of NFP clients, all our other team members have experience in auditing in the not-for-profit sector and may assist in performing the audit work.

We also have additional qualified audit team members who assist with audits throughout the year.

Staff Turnover

Continuity of staff assigned to our audits is one of our key points of differentiation. We are proud of the fact that, in audit, we have had only one staff turnover in the past four years. Additionally, our staff levels have increased which has allowed us to continually grow our audit department and capacity.

Our experienced audit and assurance team has been providing quality, personalised assurance services and guidance to local individuals and businesses for many years.

Scope of the Financial Statement Audit

Financial Statement Audit

We will conduct our audit in accordance with Australian Auditing Standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Management, as well as evaluating the overall presentation of the financial report.

Our audit approach focuses on key financial reporting risks. This involves gaining an understanding of significant reporting processes and substantive audit procedures to assess the residual risk of material error. Our procedures are predominantly the examination of a sample of transactions or processes associated with areas within the scope of the engagement. There are inherent limitations when using a sample approach, that errors, irregularities or instances of non-compliance may occur and not be detected during performance of these procedures. Therefore, our procedures may not detect all errors, irregularities, weaknesses or improvements that could be made.

Auditor Independence

We advise that for the audit of the financial report, we will maintain our independence in accordance with the requirements of our audit policies, professional rules, and relevant statutory requirements regarding auditor independence. Should we become aware of a breach, we will immediately advise you.

Planned audit approach to key components

Internal control framework

The Officers and Management are responsible for maintaining effective internal control. We will consider the internal control framework as part of the audit planning procedures. The audit of the financial report is not designed to assess, nor do we provide an opinion on, the effectiveness of internal controls.

We will gain an understanding of key elements of the internal control structure through observation, inspection and inquiry. This includes a preliminary assessment of the information technology environment.

Whilst we place little reliance on controls, based on our understanding of your Organisation, we expect that the internal control framework and elements of internal control are likely to be effective to enable the financial report to be properly prepared.

Fraud, irregularities or regulatory non-compliance

The Officers and Management have responsibility for maintaining internal controls that prevent or detect fraud or error and assuring regulatory compliance. The Officers and auditor should be informed by Management of any fraud or material errors.

Summary of planned audit approach to components

Substantive audit procedures will be undertaken for the audit. This will consist of both *analytical procedures* and *tests of details*. Analytical procedures are used to compare account balances and transactions with other financial and non-financial information to identify unusual fluctuations or values. Tests of details are tests of transactions and balances designed to obtain direct evidence to support particular transactions and/or the account balances shown in the financial statements.

Based on the audit procedures performed, we are required to evaluate the sufficiency and appropriateness of audit evidence obtained, and if we are unable to obtain such evidence we shall express a qualified opinion or disclaim an opinion on the financial statements for the year end audit.

The planned audit approach may change to respond to new or emerging risks that arise during the audit.

Timetable

To ensure your audit will be completed in a timely manner for lodgement, we will schedule appropriate staff levels to ensure that the work can be performed. It is critical that Management assist us in providing our requests on a timely basis to ensure that your deadlines are met.

Reports to Management and Those Charged with Governance

It is usual practice for the auditor to liaise with the Officers. As such, all our formal reporting will be addressed to the Officers. To enhance our communication and to reduce any potential expectation gaps with our clients, Shepard, Webster & O'Neill has adopted a formal structured reporting system. We will communicate with the Officers via:

- Audit Management & Finalisation Letter (at the conclusion of the audit); and
- The Audit Report.

Audit Management Letters

After the conclusion of the year-end audit, we may issue an audit management letter, which contains observations made during the audit. Our audit management letter(s) contain information vital to your business, including internal control gaps and areas of potential risk. If any exceptions are reported, review your internal processes, procedures and checklists to ensure that where possible they are modified to prevent future exceptions. As part of our completion process we would invite the Officers and Management to respond to the comments made, in particular how the Officers and Management intend to address the issues raised.

Audit Fees

Our fees are based on the time required by the individuals assigned to the engagement plus out-of-pocket expenses. These costs might include the cost of couriers, title searches or other various expenses incurred in order for us to perform the audit. In contrast, our firms policy is that local travel is not included as an additional charge to perform the audit. We see this as a competitive advantage when tendering for our audits which will ensure that your audit costs remain in line with our quotes.

During 2020/21, we estimate that the individual hourly rates will vary between \$110 and \$410 per hour, as outline below. The staff assigned to the engagement will also vary and would be selected based on the degree of responsibility involved and the experience and skill level required.

Position	Hourly Rates
Audit Partner	\$410
Audit Manager	\$230
Audit Senior	\$210
Auditor	\$180
Auditor	\$110

Min/Max Audit Fee Proposal

After review of the previous year's financial statements and annual results, our fee proposal for the 31 December 2020 financial year is as follows:

Description	December 2020 (Excl. GST)
Audit of the Financial Statements (Min/Max Range)	\$4,000 – \$6,000
Compilation of Financial Statements (Special Purpose) – (Fixed)	1,350
Total Fees (Excl. GST) *,**	\$5,350 – 7,350

*The above table segregates the components of the engagement to ensure transparency in our quote.

**All parts of our quote must be accepted to achieve a total fixed fee.

Our fees and estimates do not allow for our attendance at Officers meetings. We are more than happy to attend meetings, but these would be an out of scope charge. A summary of our hourly charge rates are listed above.

We would estimate that the fee would increase each corresponding financial year by approximately 3% or CPI. Additionally, other fee increases may occur if the Organisation has a significant change in size, but these adjustments would be discussed with Management prior to completing the relevant audit.

Services outside the scope of this agreement, excluding non-audit services previously identified above, will be charged in addition to the audit of the financial statements. Such additional services include, but are not limited to, completion of accounting reconciliations and adjustments, and other such work that constitutes agreed upon procedures which have not been identified above. Any additional work would be agreed upon in writing.

Fee accounts, which can be billed as work progresses, are payable within 14 days of invoice date.

Quality Assurance Process

The conduct of our audits in accordance with Australian Auditing Standards means that information acquired by us in the course of our audits is subject to strict confidentiality requirements. Information will not be disclosed by us to other parties except as required or allowed for by law or professional standards, or with your expressed consent. Our audit files may, however, be subject to review as part of the quality control review program of CPA Australia and/or The Institute of Chartered Accountants in Australia, which monitors compliance with professional standards by its members.

Should this occur, we will advise you. The same strict confidentiality requirements apply under this program as apply to us as your auditor.

Other benefits of dealing with the firm of Shepard Webster & O'Neill Pty Ltd include:

- A commitment as members of CPA Australia to ensure professional development and training exceeds the required minimum of 40 hours per member per annum for Principals and 20 hours per annum for professional staff;
- Compliance with quality assurance procedures as monitored by CPA Australia, our last review by CPA Australia was successful;
- Professional Indemnity Insurance which exceeds the minimum required by the accounting bodies, and also exceeds the amounts set out under Professional Standards Legislation (PSL) to which this firm is a party;
- Depth of resources to react to any operational requirement in audit, or other assurance services;
- Large firm or business experience by the three principal members of our audit team;

Client References

References can be provided upon request.

The Next Step

Should you have any additional questions, or require any additional information, please feel free to contact us. Once appointed as your auditor, we will require you to sign an engagement letter, which outlines the terms of our engagement and appoints Shepard Webster & O'Neill Audit Pty Ltd, our dedicated audit company.

We would like to take this opportunity to thank you for contacting us regarding the proposal to be your auditor.

Yours faithfully

SHEPARD WEBSTER & O'NEILL AUDIT PTY LTD

DAVID A SZEJFALUSY



MONSU Caulfield Student Representative Report 2021

Name: Alyssa Wheaton	Portfolio: Queer
Date: 01/12/2020	Week: November 2020

Basecamp

What projects did you contribute to?

N/A

External Items

Emails Received/Action items

Outcome

N/A

N/A

Meetings and Functions Attended:

Notes for Council:

N/A

N/A

Internal Items
Student Engagement
Key Activities: (What have you done to engage with students?)
Student Advocacy
Key Activities: (What have you done to support students?)

Meetings and Functions Attended:	Notes for Council:
Summer Exec Welcome (12/11)	
Meeting with Harvey (19/11)	Brainstorming session with Harvey (2021 Queer Officer 2) to come up with ideas for O-Fest and throughout the year (queer stall, meet and greet, icebreaker game night, industry panel).
Meeting with Harvey and Maxi (19/11)	Continuation of the prior meeting with Harvey, to present ideas to and get feedback from Maxi.
O-Fest Events Planning (19/11)	
SCSE 20/21.1 (19/11)	
Meeting with 2021 Reps (23/11)	General unofficial meet and greet/get to know each other.
Follow Up O-Fest Meeting (24/11)	
SCSE 20/21.2 (27/11)	

Action Items

Action Items for upcoming weeks:

1. O-Fest Activities (stall, meet and greet, industry panel)
- 2.

Previous Actions Items Status:

- 1.
- 2.
- 3.

Goals

Goal for previous fortnight: N/A

How did you try and achieve this?

1. N/A
2. N/A

Goal for next fortnight: Over the next fortnight I hope engage more with students so that I may better represent them.

How can I try and achieve this?

1. Reach out to students
2. Post in the CQC Facebook group

How can I assist MONSU to improve?

By learning and growing within my role, I can help to make MONSU a better and more representative body.

MONSU Caulfield Student Representative Report 2021

Name: Daniel Stonehouse	Portfolio: Vice President
Date: 1 st December 2020	Month: November

Basecamp

What projects did you contribute to?

N/A

External Items

Emails Received/Action items

Outcome

Rainbow Restoration: Extended to incoming Queer Officers

Extended further, discussion to be had about promotion ongoing

Meetings and Functions Attended:

Notes for Council:

N/A

Internal Items
Student Engagement
Key Activities: (What have you done to engage with students?)
Orientation Planning
Student Advocacy
Key Activities: (What have you done to support students?) APC Preparation and reviews

Meetings and Functions Attended:	Notes for Council:
Monash Intercultural Lab Advisory Group	Student specific group was discussed to be convened
Education Committee	Extraordinary meeting to provide new course offerings and recognize recommendations made by other working groups.
Strategy Planning Workshop	Developed daily activities with Caitlyn
Diverse Genders Sexes and Sexualities Advisory Group	Discussed progress in improving accessibility of updating names on Monash systems, as well as changes as a result of Monash's Change Proposal
Orientation Planning	N/A

Action Items

Action Items for upcoming weeks:

1. Handover Processes for Education and Queer Officer
2. Review of governance and policy practice

Previous Actions Items Status:

- 1.
- 2.
- 3.

Goals

Goal for previous fortnight: _____

How did you try and achieve this?

- 1.
- 2.

Goal for next fortnight: Ensure engagement with advocacy is accessible for incoming council

How can I try and achieve this?

1. Direct to ongoing research and discuss history
2. Discuss ongoing advisory groups

How can I assist MONSU to improve?

Acting as an advisor and connector to initiatives and practices.

MONSU Caulfield Student Representative Report 2021

Name: Hannah	Portfolio: Women's / Summer Exec
Date: 30/11	Week:

Basecamp

What projects did you contribute to?

MONSU X Summer Series

External Items

Emails Received/Action items

Outcome

Created a Google form and roster regarding Summer Series volunteer availability

- Successfully collected availability and secured volunteers

Meetings and Functions Attended:

Notes for Council:

Internal Items

Student Engagement

Key Activities: (What have you done to engage with students?)

- Took on ideas from policy workshop night, ideas that came directly from women and Monash Caulfield during the election period, and created tangible plans that were voiced to the events and risk assessments manager to plan for O-week

- Messaged keen students to see if they'd like to participate in bringing life back to campus by volunteering to help out at our first event, MONSU X Summer Series

Student Advocacy

Key Activities: (What have you done to support students?)

- Pushed for having a consent workshop available to all students during the O-fest week and having the content remain accessible online for the rest of the year instead of making it a safe and sexy week exclusive

Meetings and Functions Attended:	Notes for Council:
First informal Meeting with Lin and Summer Exec	
O-Week activities meeting RE: women's events with Maxi	
O-Fest meeting with Fintan and Amie	
First Official Summer Executive meeting SCE 20/21.1	
Activities meeting to plan MONSU X Summer Series	On campus
Follow up O-Fest Meeting SCE 20/21.2	

Action Items

Action Items for upcoming weeks:

1. Talk to key students about what they want to see for women's events at O-Week
- 2.

Previous Actions Items Status:

- 1.
- 2.
- 3.

Goals

Goal for previous fortnight: _____

How did you try and achieve this?

- 1.
- 2.

Goal for next fortnight: Talk to Queer Officers about how we want the industry panel to look

How can I try and achieve this?

1. Organize a zoom meeting with Harvey and Alyssa
2. Get in touch with the careers department at Monash and source contacts

How can I assist MONSU to improve?

Have open communication across staff members and all reps.

MONSU Caulfield Student Representative Report 2021

Name: Caitlyn Dunne	Portfolio: Outgoing President
Date: 10/12/20	Week:

Basecamp
What projects did you contribute to?
<ul style="list-style-type: none"> • MONSU X Summer Series • Summer Exec 20/21 • Presidents 20/21 • Comms X Creative

External Items	
Emails Received/Action items	Outcome
MSO Student Leadership Retreat – Email to Clubs	Replying to questions from club executives who were interested in the leadership retreat
Caulfield SSAF Projects	Meeting to decide on projects which MONSU supports – got the information on all the potential projects

Meetings and Functions Attended:	Notes for Council:
SCMH	<i>Notes to be posted on basecamp</i>
Meeting David Victor on Campus	Gathering information about the MONSU X Summer Series events, and parameters
Caulfield 2021 SSAF Stakeholder Meeting	Meeting occurred, the group supported majority of MONSU Proposals
Campus Bookstore Meeting	Last meeting of the year

W0 Orientation MONSU/Monash Meetings x 2	Discussing MONSU's contribution to W0 with the university – happy with proposed outcome after the 2 meetings
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Internal Items	
Student Engagement	
Key Activities: (What have you done to engage with students?)	
<ul style="list-style-type: none"> • Social Media and Comms for MONSU (especially Summer Series, MONSU Crew, Esperanto Call Out) • Involvement in O-Fest planning meetings, Summer Series initial meeting with David Victor 	
Student Advocacy	
Key Activities: (What have you done to support students?)	
<ul style="list-style-type: none"> • Work around new policies 	

Meetings and Functions Attended:	Notes for Council:
Summer Exec Induction Planning	Working with Lyn to organise the Summer Exec Induction
Comms Catch-Up with Nicole	To discuss Comms for remainder of the year, planning social calendar, mailchimp planning, releasing MONSU X Summer Series events
O-Week Meetings	Providing student input and past feedback regarding Orientation to SE team, with the rest of Summer Exec
MONSU Summer Exec Rep Induction	Running the MONSU Summer Exec Rep Induction
Anna + Lyn Catch Up	Catch-up with Anna and Lyn to introduce Anna to a few things, and discuss current projects
Clubs Chat – MSO Leadership Retreat	Discussing with Sanjiv the ability to invite club executives to

Action Items
Action Items for upcoming weeks:
<ol style="list-style-type: none"> 1. Gather any relevant key information to handover (all representatives – especially for Anna) 2. Get feedback from induction and workshop what to improve for the 2021 Council
Previous Actions Items Status: N/A

Goals
Goal for previous fortnight: N/A
How did you try and achieve this? N/A
Goal for next fortnight: Improve lines of communication between Summer Executive
How can I try and achieve this? <ol style="list-style-type: none"> 1. Have more casual catch-ups to discuss ideas (possibly one-on-ones) 2. More frequent messaging on WhatsApp group chat and basecamp to see how I can support the other members better in their new roles
How can I assist MONSU to improve? Make sure MONSU has great communication planned from Jan, work closely with Nicole and Summer Executive

MONSU Caulfield Student Representative Report 2021

Name: Maxi Hunt	Portfolio: Activities
Date: 1/12/20	Week:

Basecamp
What projects did you contribute to?
MONSU x Summer Series

External Items	
Emails Received/Action items	Outcome
	n/a

Meetings and Functions Attended:	Notes for Council:
n/a	
n/a	

Internal Items
Student Engagement
Key Activities: (What have you done to engage with students?)
<ul style="list-style-type: none"> - Work on MONSU x Summer Series - Reaching out to first year students to see what they'd like on campus
Student Advocacy
Key Activities: (What have you done to support students?)
<ul style="list-style-type: none"> - Working on ASE framework with Anna for events - Accessible, Safe, Enjoyable events framework - Work on Summer Series to ensure first year students can get a taste of university this summer

Meetings and Functions Attended:	Notes for Council:
SCSE 20/21.1 19/11/20	
SCSE 20/21.2 27/11/20	
<p>O-Fest planning meeting 19/11/20</p> <p>Events planning meeting with Fintan 23/11/20</p> <p>O-Fest planning meeting follow-up 24/11/20</p> <p>Meeting with Hannah – re: O-Week events with Womens'</p> <p>Meeting with Harvey and Alyssa – re: O-Week events with Queer</p>	<p>Discussion about orientation events especially in week 0</p> <p>Discussion about smaller scale tracks on Tuesday events and how current restrictions will affect our plans</p> <p>Follow-up discussions about activities, what will/ won't happen</p> <p>Speaker possibilities, sexologist possibility</p> <p>Meet your reps opportunity</p>

Action Items

Action Items for upcoming weeks:

1. Work on ASE framework with Anna
2. Sourcing interpreter (deaf) for upcoming events

Previous Actions Items Status:

- 1.
- 2.
- 3.

Goals

Goal for previous fortnight: _____

How did you try and achieve this?

- 1.
- 2.

Goal for next fortnight: Get in contact about APC trials

How can I try and achieve this?

1. Find out how I can volunteer for this opportunity
2. Get a meeting with the student rep organisers

How can I assist MONSU to improve?

Developing relationships within the team and getting to know staff members better – to form cohesive relationships.

MONSU Caulfield Student Representative Report 2021

Name: Anna Purtill	Portfolio: President
Date: 01/12/2020	Week:

Basecamp
What projects did you contribute to?
- MONSU x Summer Series

External Items	
Emails Received/Action items	Outcome
APC handbook draft	Draft finalised

Meetings and Functions Attended:	Notes for Council:
MSO Presidents meeting	Peninsula and Clayton Presidents looking forward to working alongside Caulfield and also hoping to see us at the SLR
Harmonisation Student Representatives	New system moving into 2021 that seeks to make student processes easier. This is not finalised and we will get to see a draft version
Standing Committee for Mental Health	Focus on return to face to face

Internal Items
Student Engagement
Key Activities: (What have you done to engage with students?)
Student Advocacy
Key Activities: (What have you done to support students?)

Meetings and Functions Attended:	Notes for Council:
O-Fest Events Plan meeting	
SCSE 20/21.1	
SCSE 20/21.2	
Catch up with Fintan	
Incoming reps meeting	

Action Items
Action Items for upcoming weeks:
1. ASE Framework 2. SLR development
Previous Actions Items Status: 1. 2. 3.

Goals
Goal for previous fortnight: _____
How did you try and achieve this? 1. 2.
Goal for next fortnight: Finalise APC student members
How can I try and achieve this? 1. Organise meeting with Riley, Caitlyn, Dan & Maxi 2. Get in touch with the faculties
How can I assist MONSU to improve? Develop strong relationships with all members of the Summer Executive. Good work starts with a good team.

MONSU Caulfield Student Representative Report 2021

Name: Hannah	Portfolio: Women's / Summer Exec
Date: 30/11	Week:

Basecamp

What projects did you contribute to?

MONSU X Summer Series

External Items

Emails Received/Action items

Outcome

Created a Google form and roster regarding Summer Series volunteer availability

- Successfully collected availability and secured volunteers

Meetings and Functions Attended:

Notes for Council:

Internal Items

Student Engagement

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- Messaged keen students to see if they'd like to participate in bringing life back to campus by volunteering to help out at our first event, MONSU X Summer Series

Student Advocacy

Key Activities: (What have you done to support students?)

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Goal for next fortnight: Talk to Queer Officers about how we want the industry panel to look

How can I try and achieve this?

1. Organize a zoom meeting with Harvey and Alyssa
2. Get in touch with the careers department at Monash and source contacts

How can I assist MONSU to improve?

Have open communication across staff members and all reps.

MONSU Caulfield Student Representative Report 2021

Name: WENHAN JIA	Portfolio: Welfare Officer
Date: 1/12/2020	Week:

Basecamp

What projects did you contribute to?

- MONSU x Summer Series

External Items

Emails Received/Action items

Outcome

Meetings and Functions Attended:

Notes for Council:

Internal Items

Student Engagement

Key Activities: (What have you done to engage with students?)

Student Advocacy

Key Activities: (What have you done to support students?)

Meetings and Functions Attended:	Notes for Council:
O-Fest Planning Meeting	
SCSE 20/21.1	
Incoming student representative meeting	

Action Items
Action Items for upcoming weeks:
<ol style="list-style-type: none"> 1. MSO student leaders retreat 2020 2. Running summer x series 3. Talk to students (especially international students) and get ideas about the difficulties they are currently facing 4. Get in touch with relevant faculties and counselling services for things related to welfare
Previous Actions Items Status:
<ol style="list-style-type: none"> 1. 2. 3.

Goals
Goal for previous fortnight: _____
<p>How did you try and achieve this?</p> <ol style="list-style-type: none"> 1. 2.
Goal for next fortnight: __
Working with student right & support team to see if there is any additional support we can provided to student
<p>How can I try and achieve this?</p> <ol style="list-style-type: none"> 1. Meet with Jenny and Mawa 2. Get in touch with faculty

How can I assist MONSU to improve?

Actively participate in discussions, make a close communication with all the student representative