

**MONSU CAULFIELD INC**  
**STUDENT COUNCIL SUMMER EXECUTIVE 2020/2021**  
**MEETING SCSE 20/21.5**

Held on 18th December 2020 at 10:00am  
Zoom Meeting

**MINUTES**

**1. PREAMBLE**

Meeting Opens: 10:06AM

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: Maxi Hunt, Anna Purtill, Daniel Stonehouse, Caitlyn Dunne, Julia Jia, Hannah Cohen

Apologies: Alyssa Wheaton (Proxy Daniel Stonehouse), Maxi Hunt (left 10:36; Proxy Anna Purtill)

Absent:

Others: Miles Stafford, Ebony Hartridge-Linton, Lyn Nye

**2. BUSINESS ARISING**

**3. MINUTES OF THE PREVIOUS MEETING**

**3.1 SCSE20/21.4 Minutes**

**MOTION SCSE 20/21.5-1**

MONSU SCSE moves to approve the minutes of SCSE 20/21.4

**MOVED: Daniel Stonehouse      SECONDED: Hannah Cohen**

**CARRIED**

**4. GENERAL BUSINESS**

**4.1 ASE**

Anna Purtill spoke to the ASE project that was noted in Representative Reports for November.

The Creation of a framework to be applied in the future to MONSU Events. 'Accessible Safe Enjoyable'

Maximising the space for all students to engage with MONSU Events

Currently in a draft state, will be consulting with various departments such as Safer Communities

Will be putting call out to students, and discussing with staff about finding correct avenues for development

Caitlyn recommended having a framework in mind to apply through orientation to trial ASE.

Lyn recommended applying it for review of previous events to actualise vision, as well as contacting Michelle from DSS

Anna spoke to the importance of considering broadly, but recognised the importance of considering the niches and nuances to maximise meaningful and large scope of inclusivity. Recognised that in being inclusive, failing to include persons can be magnified (make words good here dan)

**4.2 Moving into Camera**

**Motion SCSE 20/21.5-2**

MONSU SCSE Moves to move into Camera

**MOVED: Maxi Hunt**

**SECONDED: Hannah Cohen**

**FOR: Anna Purtill, Julia Jia, Hannah Cohen, Maxi Hunt**

**AGAINST: Caitlyn Dunne, Daniel Stonehouse**

**CARRIED 4-3**

Anna Purtill will contact Holding Redlich for legal advice.

**MOTION SCSE 20/21.5-3**

MONSU SCSE Moves to move out of Camera  
MOVED:Hannah Cohen      SECONDED: Caitlyn Dunne  
CARRIED

#### **4.3 Constitutional and Policy Compliance**

The Student Council Summer Executive considered previous motions 4, 5, and 6 passed during SCSE20/21.2 in light of the procurement policy and advice provided on the Constitution, which has been provided to the Student Council. Daniel Stonehouse spoke to this motion in line with the advice provided by the General Manager as part of these minutes.

Dear Caitlyn and Anna,

I write this email, as in my role as MONSU GM, I support, assist and provide advice to the MONSU Council. It is to this end that I provide the following;

I believe that the Summer Executive breached the constitution and a current MONSU policy at meeting SCSE 21.2

The Constitution clause C 36 Terms of Office clearly states that the annually elected Council Officers hold their positions "from week 3 in February "

I think the Executive has made a mistake and unintentionally breached the constitution by passing a motion giving the incoming President the Presidential powers.

Clause 31.2 and C31.3 also refers to the positions of Summer Executive as incoming positions. I believe this further supports the fact that positions on Summer Executive are considered incoming from November 1 through to the end of week 2 in February the following year.

With Regards to the motion regarding the GM. The constitution states that the GM position is responsible to the Executive. The Executive through the President can give the GM directives.

With regards to appointing a law firm, it is the Councils' responsibility to make this decision.

However MONSU has a long standing relationship with a law firm who have served the organisation well. The negotiated costs with this firm are very reasonable.

It is the process that I am concerned about, mainly the fact that the budget was not considered when this appointment was made and no approach from the executive regarding whether there was an existing arrangement with a law firm.

The other issue with the process is the unintentional breach of the MONSU Procurement Policy and Procedure which states that you must get 3 tenders for any expense over \$5000. I don't believe this has been done.

I provide this information to be tabled for the Executive to consider at their next meeting.

Kind Regards

Lyn

**Motion SCSE20/21.5-4**

MONSU SCSE Moves to rescind motions

SCSE20/21.2-4

SCSE20/21.2-5

SCSE20/21.2-6

To comply with the constitution and Procurement Policy

**MOVED:** Daniel Stonehouse      **SECONDED:** Caitlyn Dunne

**For:** Daniel Stonehouse, Caitlyn Dunne

**Against:** Anna Purtill, Julia Jia, Hannah Cohen

**FAILED 3-4**

Daniel Stonehouse raised concerns regarding the presence and voting of Anna Purtill upon this motion in line with Constitutional requirements surrounding Conflict of Interest. Anna Purtill stated that she wished for this claim to be validated by legal advice before acting upon it.

It was noted that Anna Purtill was objecting on the basis that she was going through processes to determine if breaches have occurred.aised conflict of interest - Anna wishes for this to be validated

**4.4 Budget**

The MONSU Budget was tabled.

**4.5 Availability**

The Student Council Summer Executive will discuss availability to provide representation for students through availability in APC's and measures by which MONSU can best ensure this.

Daniel Stonehouse discussed the importance of providing availability for APC's. He wishes to expedite a handover process or develop a plan to ensure that students are supported. It was determined that would have further meetings to work out. Daniel will take on work for this round and be available to provide support to incoming council to ensure mid year/next year properly catered for.

**4.6 Minutes and Meetings Policy**

The Student Council Summer Executive considered the Minutes and Meetings Policy and Procedure. Daniel Stonehouse spoke to this motion.

Daniel stated that this was an initial draft to be provided for consideration. Daniel will take on feedback regarding further developments required, which are to be tabled at the first meeting of the new year, and for the policy to be passed at the second meeting back.

Hannah Cohen expressed thanks for having put this draft forward, and stated that it would be great to review with the incoming council.

Anna Purtill commented that it would be good to have Dan work with the incoming Vice President if the opportunity arises to assist in handing over expertise in the governance space.

Caitlyn Dunne noted that recording of meetings may make members uncomfortable and unwilling to speak, which is not in the interest of MONSU Caulfield. It was agreed that this item ought to be removed.

It was determined that feedback would be received come the first meeting back, and for the policy to be passed the second meeting back whilst collaborating via basecamp.

**MOTION SCSE20/21.5-5**

MONSU SCSE recognises the draft Minutes and Meetings Policy, and will provide feedback on the item by the the first Summer Executive meeting of 2021. Following this, the Policy will be tabled at the second meeting to be passed.

**MOVED:** Hannah Cohen      **SECONDED:** Caitlyn Dunne

**CARRIED UNANIMOUSLY**

#### **4.7 Student Representative Reports**

No special items were raised from Representative Reports.

Daniel made the comment that whilst 2020 was a difficult year, he encourages incoming Office Bearers to be considerate of the honorariums they claim, especially in lieu of those received by previous OB's. In particular Daniel made comment that all representatives will by now have claimed a greater honorarium than Education Officer Ebony Hartridge-Linton, and that upon the receipt of the next Honorarium will have received an honorarium greater than that of Activities Officer Jasper Wells claimed in the course of a year.

#### **5. CONFIDENTIAL BUSINESS**

#### **6. OTHER BUSINESS**

##### **6.1 Student Leadership Retreat**

A number of incoming Office Bearers attended the Student Leadership Retreat. Anna Purtill reported on this.

The incoming council will be utilising the goal setting skill from Josh Farr's workshop.

##### **6.2 COVID Safe Return to Office**

The Student Council Summer Executive discussed their return to office from the 18th of January.

At the final CMT meeting the return to office plan was discussed.

Staff will return to work on the 13th of January, and begin working out an operational plan for return to office. Student council needs to make decisions regarding return to office, and consideration of various schedules in the new year.

Caitlyn proposed to stay online for the first week, then decide on the first exec meeting a way of managing office access in a COVID Safe manner.

Staff are to return to office first, and set an example for representative.

It was determined that Student Council would resume duties online from the 13th of January to benefit the organisation of Orientation.

#### **7. PAPERS PROVIDED FOR INFORMATION**

##### **7.1 SCSE20/21.4 Minutes**

##### **7.2 Procurement Policy**

##### **7.3 Advice from MONSU Lawyer**

##### **7.4 Minutes and Meetings Policy and Procedure**

##### **7.5 Representative Reports**

##### **7.6 MONSU Budget**

##### **7.7 Advice from the General Manager**

#### **8. DATE OF THE NEXT MEETING:**

#### **9. MEETING CLOSURES: 11:34AM**

# 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..



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.....

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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# MEETINGS AND MINUTES POLICY

Policy number	001	Version	0.1/December 2020
Drafted by	Daniel Stonehouse	Approved by Board on	
Responsible person	General Manager and Vice President	Scheduled review date	

## Purpose

To ensure that meetings of MONSU Caulfield and records thereof are honest, transparent, accurate, and indicative of Office Bearers actively leading and participating in robust debate and the decision-making process at MONSU Student Council and committee meetings ensuring student issues are addressed, whilst ensuring that students represented have ample access to records and meetings of MONSU Caulfield.

## Scope

All meetings or acts of MONSU Caulfield wherein a resolution may be passed including but not limited to:

- Student Council Meetings
- Student Council Executive Meetings
- Student Council Summer Executive Meetings
- Annual General Meetings/Special General Meetings
- Emergency Meetings
- Circular Resolutions

The MONSU Caulfield Constitution, under C54.2 allows for members to inspect and copy all records of MONSU at any reasonable time, to the prohibition of confidential personal, employment, contractual and legal matters. In addition, they are able to attend meetings.

## CORE POLICY

To ensure transparency, MONSU Caulfield will maintain records that are indicative of the conversation had at meetings. The access to meetings, and records thereof, must equally be guaranteed in a reasonable fashion.

Members are able to attend meetings by contacting the Vice President or General Secretary in writing, providing their Student ID Number, and stating that they wish to attend MONSU Caulfield Meetings.

In response, the Vice President shall confirm the membership of the person, and add them to a registry kept of current members, outside of the Student Council, that are to be notified of meetings where

**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.

resolutions may be passed, when they are called.

Members that attend in this manner are considered as observers, and are to be provided with all documentation including but not limited to the agenda and its attachments, excluding confidential items. In the meeting, observers may ask questions regarding MONSU Caulfield and Student Council to the Chair.

An equivalent entitlement to access meetings must be afforded to members that do not attend meetings as observers. To this, Minutes kept of meetings must be accurate and transparent reflections of the meeting, and passed in the best interest of MONSU Caulfield.

To ensure this, meetings will be audio recorded, and measures shall be taken to ensure clarity of persons voting and speaking to items.

This will be in addition to the minutes kept by the Vice President during a meeting, and will be utilised to clarify comments and ensure correct attributions and reflection.

Minutes of Previous Meetings are to be faithful summisations of the conversation had by Student Council, and attribute comments and arguments of relevance to respective members, who will in each instance be referred to by their first name to ensure clarity.

Members will have the opportunity afforded to them to clarify comments made upon the circulation of the minutes of the previous meeting, which will therefore action the Vice President to transcribe and provide the relevant section of audio recording to members to consider in light of clarification provided.

Minutes of Previous Meetings will be demonstrative of the key measurement of Student Council members leading and participating in robust debate. In the instance, that in consideration of governance, questions regarding compliance to policy, law, or the constitution arise, such questions must be recorded in confidential business to have legal advice obtained and provided to members before the next meeting or the confirmation of the motion in the event that a vote is held.

Minutes of the Previous meeting will be made available to all members of MONSU Caulfield in a timely manner, however recordings of meetings need not be made directly available. A member may request to access a recording of a meeting in line with C54.2.

## Definitions

**Members:** Caulfield Campus enrolled Undergraduate students, inclusive of the Student Council.

**C54.2:** Members entitlement to access and copy records of MONSU Caulfield

**Minutes:** The official written record, held by the Vice President or General Secretary, of a meeting wherein a motion may be passed, or the passing of a resolution without a meeting.

**Audio Recording:** A digital record of the words spoken at a meeting, by means such as Zoom's inbuilt audio meeting recording feature.

**Student ID Number:** The identification number provided by Monash used in conjunction with the confirmation of one's membership of MONSU Caulfield.

**Student Council:** The body at any time that may pass motions, including but not limited to the Student Council, Student Council Executive, and Student Council Summer Executive.

**Resolution:** A motion that gives effect to the resources, direction, or powers of MONSU Caulfield

**Observers:** A member external to MONSU Caulfield's staff and Student Council that has requested to attend a meeting.

## Authorisation

President signature ..... General Manager  
signature.....  
<Council approval date.....  
MONSU Caulfield Inc..

# MEETINGS AND MINUTES PROCEDURE

Procedures number	001	Version	1/December 2020
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Drafted by	Daniel Stonehouse	Approved by GM on
Responsible person	General Manager and Vice President	Scheduled review date

## RESPONSIBILITIES

It is the responsibility of the Vice President or General Secretary to ensure that:

- This policy governs the conduct of meetings and the recording of minutes
- the General Manager is copied into all communications affective to this policy and procedure
- provide the General Manager with documents in a reasonable time

It is the responsibility of the General Manager to ensure that:

- They are provided with all communications and documents in a reasonable time
- Any breaches of this policy coming to the attention of management are dealt with appropriately.

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

## PROCEDURES

Any apparent breach of this policy may be reported to the executive committee of the elected student council.

Members that request to attend a meeting by contacting the Vice President in writing stating as such shall be notified of the convening of future meetings wherein a motion may be passed, by way of being copied into the email of notice.

Members that attend in this manner shall be considered observers, and will be provided with all documents of the meeting in the same manner as other members, except for confidential items which may be only received by the Student Council.

All meetings wherein a motion may be passed will be audio recorded. The Vice President will be responsible for retaining these records and providing them to the General Manager for retention by MONSU Caulfield.

In meetings the Vice President will provide a verbal confirmation of the ways in which members have voted preceding the declaration of a motion being carried or failing. Members will be provided the opportunity to object if their vote has been incorrectly attributed.

Prior to the beginning of any recordings to the effect of this policy, the Vice President will communicate to those in attendance that they will commence doing so, and provide the opportunity for members to depart if they so wish.

For avoidance of doubt, Confidential Business shall be retained in a separate recording from that of the rest of the meeting.

The areas of the agenda under which items are contained shall be verbally noted.

The Vice President shall utilise the recording of a meeting as a reference point to clarify and confirm comments made in the writing of MONSU Caulfield Minutes, in addition to any other items that may be of note including but not limited to notes taken in the meeting.

Minutes shall act as a summary of the conversation, considerations, and debate had in regards to items of the Agenda.

Comments and arguments made shall be attributed to the persons making them or echoing support for them as appropriate, and by name.

Questions regarding compliance to the constitution, policy, or law, shall be recorded in confidential business for Legal Advice to be obtained upon prior to a meeting at which this item may be confirmed or re-chaired.

The Vice President shall circulate the minutes of the previous meeting no less than 2 days before the meeting at which they are to be confirmed.

Members may request to provide clarification or for a review of the minutes if they have reason to believe that they fail to accurately reflect the meeting. In these circumstances, the Vice President shall provide all members with the audio record of the meeting, or relevant sections of the meeting, to consider in lieu of clarifications made or reasons made to request a review.

Upon the confirmation of the minutes, the Vice President shall take action for the minutes to be published on the MONSU website in no less than two weeks.

A member may access Audio records under C54.2 by writing to the Vice President declaring as such and specifying the items to which they are requesting.

## **AUTHORISATION**

General Manager .....

Date.....

## MONSU Caulfield Student Representative Report 2021

Name: Alyssa Wheaton	Portfolio: Queer
Date: 17/12/2020	Week: December (1/12/20-17/12/20)

### Basecamp

What projects did you contribute to?

MONSU x Summer Series

### External Items

Emails Received/Action items	Outcome
N/A	N/A

Meetings and Functions Attended:	Notes for Council:
N/A	N/A



<b>Internal Items</b>
<b>Student Engagement</b>
Key Activities: (What have you done to engage with students?)
- Helped with/worked on the MONSU x Summer Series
<b>Student Advocacy</b>
Key Activities: (What have you done to support students?)

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
MONSU Summer Exec Rep Induction (1/12)	
SCSE 20/21.3 (1/12)	
W0 Orientation MONSU/Monash meeting (1/12)	
MONSU X Summer Series Event 1 (2/12)	
MONSU Week 0 Orientation Meeting (7/12)	
MONSU X Summer Series Event 2 (9/12)	
SCSE 20/21.4 (10/12)	

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

How did you try and achieve this?

1. I engaged with different students on campus through the MONSU x Summer Series events.
- 2.

**Goal for next fortnight:** Over the next fortnight I will try to brainstorm ideas for the queer meet and greet, as well as get in contact with Hannah and Harvey to brainstorm for the industry panel.

How can I try and achieve this?

1. Set up a meeting with Hannah and Harvey
2. Research possible speakers

### How can I assist MONSU to improve?

By forming a good relationship with the MONSU staff and the other reps.



## MONSU Caulfield Student Representative Report 2021

Name: Caitlyn Dunne	Portfolio: Outgoing President
Date: 18/12/20	Week:

**\*\*Please note I accidently combined my previous report for both November/December – so this report is very short for the past week\*\***

<b>Basecamp</b>
What projects did you contribute to?
<ul style="list-style-type: none"><li>• Comms X Creative</li></ul>

<b>External Items</b>	
Emails Received/Action items	Outcome
<i>Supporting Anna with President emails</i>	Reading through to help Anna with anything that comes through emails, a bit quieter

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
N/A	N/A

<b>Internal Items</b>
<b>Student Engagement</b>
Key Activities: (What have you done to engage with students?)
<ul style="list-style-type: none"><li>• Finalising any work with Nicole and Ming for comms for the year</li></ul>

## Student Advocacy

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

- Work around new policies

### Meetings and Functions Attended:

### Notes for Council:

Crisis Management Team

Providing continuous updates for the organization regarding changes to COVID-19

## Action Items

Action Items for upcoming weeks:

N/A – Holiday break

### Previous Actions Items Status:

1. *Gather any relevant key information to handover (all representatives – especially for Anna) - Currently working on gathering information for incoming reps*
2. *Get feedback from induction and workshop what to improve for the 2021 Council - Working on a quick form for feedback on the induction*

## Goals

**Goal for previous fortnight:** Improve lines of communication between Summer Executive

How did you try and achieve this?

Did not work on this enough, really hoping to have a great start to second half of summer exec in January!!

**Goal for next fortnight:** N/A – Holiday break

How can I try and achieve this?

**N/A – Holiday break**

**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: WENHAN JIA	Portfolio: Welfare Officer
Date: 17/12/2020	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:**

### Internal Items

#### Student Engagement

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

O-week planning

#### Student Advocacy

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

N/A

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>

<b>Action Items</b>
<b>Action Items for upcoming weeks:</b>
1. Get in touch with relevant faculties and counselling services for things related to welfare
<b>Previous Actions Items Status:</b>
1. MSO student leaders retreat 2020 --done 2. Running summer x series --done 3. Leadership retreat --done

<b>Goals</b>
<b>Goal for previous fortnight: Working with student right &amp; support team to see if there is any additional support we can provided to student</b>
_____
How did you try and achieve this?
1. Communicate with Jenny and Mawa via email 2. Talk to students
<b>Goal for next fortnight: __continue working on the previous goals</b>
How can I try and achieve this?
1. Communicate with faculty to provide support to students
<b>How can I assist MONSU to improve?</b>
Close communication with summer executives and the incoming teams. Try to find a way to expand MONSU brand





## MONSU Caulfield Student Representative Report 2021

Name: Daniel Stonehouse	Portfolio: Vice President
Date: 1 <sup>st</sup> December 2020	Month: November

### Basecamp

What projects did you contribute to?

### External Items

Emails Received/Action items	Outcome
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Meetings and Functions Attended:	Notes for Council:
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### Internal Items

#### Student Engagement

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

Orientation Planning  
Summer Series

#### Student Advocacy

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

APC Preparation  
Discipline Hearings

Meetings and Functions Attended:	Notes for Council:
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Summer Series

Induction

APC Clarifications	
Orientation Planning	
Meeting with David Copolov	

<b>Action Items</b>
<b>Action Items for upcoming weeks:</b>
<ol style="list-style-type: none"> <li>1. Develop plans for actualizing office bearer visions</li> <li>2. Continue reviewing Policy and Procedure</li> </ol>
<b>Previous Actions Items Status:</b>
<ol style="list-style-type: none"> <li>1. Handover Processes for Education and Queer Officer -</li> <li>2. Review of governance and policy practice – Development of Minutes and Meetings Policy and Procedure. Ongoing review of other areas such work would be benefitted from</li> </ol>

<b>Goals</b>
<b>Goal for previous fortnight:</b> Ensure engagement with advocacy is accessible for incoming council
How did you try and achieve this?
<ol style="list-style-type: none"> <li>1. Sharing DGSS directional feedback opportunity to incoming Queer Officer</li> </ol>
<b>Goal for next fortnight:</b> Work to ensure confidence in parameters of MONSU to support students through 2021
How can I try and achieve this?
<ol style="list-style-type: none"> <li>1. <b>Continuing to develop Policy and Procedure</b></li> <li>2. <b>Encouraging independent, nuanced, and vocal thought and discussion</b></li> <li>3. <b>Check in to ensure that Office Bearers are confident of plans and access resources to actualize their visions for 2021</b></li> </ol>
<b>How can I assist MONSU to improve?</b>
Ensuring the handover of knowledge in the space of providing representation and advocating for the needs of students in an active and meaningful manner.

## MONSU Caulfield Student Representative Report 2021

Name: Hannah	Portfolio: Women's / Summer Exec
Date: 15/11	Week:

### Basecamp

What projects did you contribute to?

MONSU X Summer Series

### External Items

#### Emails Received/Action items

#### Outcome

Updated rosters and communicated with helpers regarding 2 weeks of Summer Series volunteer availability

- Successfully secured volunteers to help on the two Wednesdays made sure volunteers arrived on time and knew where they needed to be.

#### Meetings and Functions Attended:

#### Notes for Council:

2020/2021 Monash Student Leadership Retreat

Attended workshops over the 2 day period (7<sup>th</sup> and 8<sup>th</sup> of December)

- Student engagement and innovation
- Online events and activities training
- Innovative and engaging events workshop
- Monash OHS

### Internal Items

#### Student Engagement

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

- Engaged with Union and Club leaders and talked through ideas and key pointers about running events in 2021 to

#### 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:
MONSU week 0 orientation Meeting	8/12/20 Presence at welcome events 5 day festival with MONSU presence over either 1-4 days
Orientation fest meeting with Fintan and Reps	Discussing whether we want to hold our first year orientation event in week 0 or 1 - Decided Feb 26th
SCSE20_21.4	Two hour meeting
MONSU x summer series	Attended and helped on both days
SCSE 20/21.5	Last summer exec meeting before break

### Action Items

#### Action Items for upcoming weeks:

1. Meet with the womens officers at the other campuses to brain storm events
- 2.

#### Previous Actions Items Status:

1. Talk to key students about what they want to see for women's events at O-Week
- 2.
- 3.

## Goals

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

How did you try and achieve this?

1. Chatted to Harvey about what he visualizes for the industry panel
- 2.

**Goal for next fortnight:** Start properly fleshing out the womens events for O-week

How can I try and achieve this?

1. Make a checklist of what I need for event to play out e.g. contacts, entertainment etc
2. Get in touch with the careers department at Monash and source contacts

**How can I assist MONSU to improve?**

- Making sure all voices and ideas are heard when planning O-week ideas as collaboration is key
- .

## MONSU Caulfield Student Representative Report 2021

Name: Anna Purtill	Portfolio: President
Date: 17/12/2020	Week:

### Basecamp

What projects did you contribute to?

### External Items

Emails Received/Action items	Outcome
2021 budgets	To be discussed as SCSE20/21.5

Meetings and Functions Attended:	Notes for Council:
W0 Orientation meeting	
Caulfield SSAF Stakeholder Meeting	
MSO SLR	
Week 0 Orientation meeting 2	
Caulfield orientation briefing	TBC once internal discussions are finalised
Caulfield catch up with Professor Copolov	The issues facing student upon returning to campus or not being able to return to campus were discussed. Will meet early 2021 to discuss further.

<b>Internal Items</b>
<b>Student Engagement</b>
Key Activities: (What have you done to engage with students?)
Interview with Ben (journalism student) on MONSU's O week plans and how we will cater to students unavailable to return to campus, and those who can return but only in line with the COVID safe summer.
<b>Student Advocacy</b>
Key Activities: (What have you done to support students?)

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
Summer Exec Induction	
MONSU x Summer Series 1	
MONSU x Summer Series 2	
SCSE 20/21.3	
SCSE 20/21.4	
Orientation Events meeting	



## Action Items

### Action Items for upcoming weeks:

1. ASE Framework
2. SLR development

### Previous Actions Items Status:

1. ASE Framework – yet to be finalised dependent upon discussions with relevant groups and departments
2. SLR development – participated in only the relevant sessions. This was successful from feedback received thus far
- 3.

## Goals

### Goal for previous fortnight: Finalise APC student members

How did you try and achieve this?

1. Attempted to organize a meeting – this is the first necessary step to proceed.
- 2.

### Goal for next fortnight: Finalise ASE Framework draf for Summer Executive

How can I try and achieve this?

1. Collaborate with relevant groups/departments
2. Meet with Activities reps

### How can I assist MONSU to improve?

Establish a solid relationship with various departments and areas of Monash administration and staff.

## MONSU Caulfield Student Representative Report 2021

Name: Maxi Hunt	Portfolio: Activities
Date: 18/12/20	Week:

### Basecamp

What projects did you contribute to?

MONSU x Summer Series

### External Items

#### Emails Received/Action items

#### Outcome

Student Leadership information package

Attendance at retreat

#### Meetings and Functions Attended:

#### Notes for Council:

Student Leadership Retreat

Run by MSA, open to all clubs and student unions across Monash

How to run events at Monash, OHS at Monash, Risk Assessment, Clubs involvement, Covid-safe events, innovation and planning

### Internal Items

Student Engagement

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

- Running MONSU x Summer Series
- Reaching out to (unofficial) MONSU crew to see if they'd be interested in joining next year
- Planning orientation week in a way that can be welcoming to all students

**Student Advocacy**

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

- Running Summer Series to ensure first year students can get a taste of university this summer
- Learning more about APC conferences to ensure students are in a fair and safe environment when these occur
- And learning how to best support them in these situations

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
MONSU Week 0 Orientation Meeting (Mon 7 Dec 2020 2pm - 3pm)	
SCSE 20/21.4 (Thu 10 Dec 2020 4pm - 5pm)	Attended end of meeting due to previous work commitments
Clarify APC Responsibilities (Wed 9 Dec 2020 12pm - 12:45pm)  Orientation Events Meeting (Mon 14 Dec 2020 9am - 10am)  Orientation Calendar Meeting (Fri 18 Dec 2020 9am - 10am)	Spoke with Jenny and Dan about conferences in action and the responsibilities involved  Deciding on some dates to have framework in place  Follow-up

<b>Action Items</b>
<b>Action Items for upcoming weeks:</b>
<ol style="list-style-type: none"><li>1. Reaching out to find more possible members for MONSU crew</li><li>2. Brainstorm and discuss student led orientation activities for O-week</li></ol>
<b>Previous Actions Items Status:</b> <ol style="list-style-type: none"><li>1. ASE framework finalization</li><li>2. Looking for internal source for interpreter if possible</li></ol>






<b>Goals</b>
<b>Goal for previous fortnight: Get in contact about APC trials</b>
How did you try and achieve this? <ol style="list-style-type: none"><li>1. Got in contact with Dan and Jenny about this</li><li>2. Had a meeting to discuss how they work and in what capacity I can get involved</li></ol>
<b>Goal for next fortnight: Consideration of student led O-week activities</b>
How can I try and achieve this? <ol style="list-style-type: none"><li>1. Discuss with internal team any possible ideas they might have</li><li>2. Getting in contact with Fintan to see if these are feasible</li></ol>
<b>How can I assist MONSU to improve?</b>