



**2016 S.A. Executive Committee Meeting
The Loft Meeting Room
Monday 15th February 2016**

Present: Ashely Carvalho, Remi Rodari, Jodilee Tangarorang, Ana Ferreira Manhoso, Darcy Harwood, Macy Gregson, Gagan Singh, Monique Ryan, Daniel Ta, Aidan Woodthorpe, Derek Nguyen, Seth Wolff, Madison Boot, Esther Power, Ashwin Rajendra, Ashani Jeyadevan.

Apology: Rebecca Smith

Opening

Ashley opened the General meeting of the Student Association at 1.09pm

Ashley asks if everyone approves Daniel to be Rebecca's proxy. The council agrees.

Agenda Items

1. Passing of last minutes

Aidan puts the motion forward to pass the minutes of the last council meeting. Madison seconds this motion, the motion is passed.

2. Paper 1: Project Compassion by President

Ashley asks the council if they have heard of project compassion, everyone is familiar with it. She explains that essentially we have been asked to run a bake stall for it; she thinks it would be a good idea and it wouldn't take up a lot of organisation or time, and it will also give us exposure to students. The council agrees with this, and it is discussed to have it on a Tuesday. Gagan asks if all council members need to be there, Ashley says no not everyone. Remi suggests we could also do other things and events as well, which Ashley follows by suggesting a 'project compassion wall' to create awareness. The council agrees with this suggestion. Ashley also thinks we should publicise project compassion on our Facebook and social media.

Ashley asks the council if we should do a video of us walking around campus asking students what their thoughts are on poverty as an awareness campaign. Ashani and Madison agree that this is a good idea. Ashley says this will help with starting Quasimodo as well. Ashani is interested in helping with this. Ashley also suggests a walk for charity, the council agrees. Remi suggests advertising within the Fremantle community and reaching beyond Notre Dame. Ashley has a meeting with campus ministry tomorrow, so she can get more details afterwards, however she just needed a confirmation that everyone is open to these suggestions. The council is content with this.

After a discussion about council availability, Ashley asks if we can host the bake sale in week two, so we can coincide it with advertising the Back to Uni Party. The council agree to have it on Tuesday 1st March in week two.

3. Paper 2: Harmony Week by President

Ashley briefs the council on harmony week, and runs through what has already been organised by the university, she then suggests that the Student Association run a picnic at the Esplanade, at lunch time to coincide with the event. Madison asks if we would provide the food, to which Ashley states that we would most likely provide the food. Harmony week is March 14th – 18th. Overall, the council is hesitant to contribute to the event, due to practicality feasibility, and time commitment/organisation involved. Madison states that there is already a lot of events and activities that have been organised for harmony week and so our picnic might not be necessary and it might get a bit lost amongst the plans that are already in place. The council agrees to not do proceed with this.

4. Paper 3: Clubs Guidelines by President

Ashley begins by stating that the guidelines have been edited since being uploaded to the agenda, and that she uploaded the latest version recently on the council Facebook page. She goes through the changes; attendance of club presidents at meetings, formatting, proxies, voluntary club disaffiliation, contacts, process of removing a councillor, and due dates of minutes and financial statements. Everything else in the guidelines is still the same.

Ana discusses the quotes principals and requirements for expenditure, by stating that the requirements aren't always achievable, using PAANDA as an example. Ana states that on when purchasing rights for a production (which is usually over \$1000), sometimes only certain agencies provide those licenses and so it is not realistic nor possible to provide three quotes as stated in the guidelines. Ashley understands and agrees to Ana's edit. Ashley will add a clause in section 8.6 to state that quote requirements are

open to adjustment by the Student Association according to club circumstances.

Ashley then asks the council if they agree to make the guidelines trump all club constitutions, hence making them “Club Regulations” and not “Club Guidelines”. Madison asks if the club presidents would be required to sign off on the regulations or if they are just automatically constituted under the document. Ashley states the latter. Gagan asks Ashley what would occur if there is a contradiction in the regulations against club constitutions. For example agenda submission deadlines (within the committee), Ashley maintains that the regulations would still trump the club constitution in the case of any contradiction. Ashley asks the council to confirm their approval or decline of the document by tomorrow so she can present it at the clubs meeting after o-day.

Ashley puts the motion forward to making the guidelines regulations, Madison seconds the motion, the motion is passed.

5. Paper 4: Wellness Week Update by Welfare Director

Daniel runs through the updates he has for wellness week as outlined in his paper. He reads through the three quotes he provided for activities (zorb ball and sumo suits).

Ashley leaves 1.30pm

Referring to the quote which includes the cost of a referee, Ashwin asks if the referee is necessary. The council then discusses the possibility of a council member becoming the referee to avoid those charges.

Ashley returns 1.31pm

Ashley states that having a referee with first aid, from the company would be good grounds for approval in the risk management assessment. Daniel puts the motion forward to accept the Perth Sumo Suit Hire quote with a referee. Remi seconds this motion, the motion is passed.

Daniel then runs through the quotes for stress ball purchases, and shows the council the design of different colours with our logo.

The council consensus is a blue stressball, however Remi prefers the white for the sake of consistency, as the shirts and pens are blue writing on a white background. Ashani asks if it is possible to have the owl on the stress balls, Daniel states that it will cost approximately \$100 extra which is decided not to be worth the extra charge. The council discusses quantity options; the quote is for 300 stress balls however Daniel states it is cheaper if we get 500. Comparison is made to the amount of keep cups

that were purchased last year (1000). The council is leaning towards purchasing 500. The council then votes on colour and quantity. Blue background with white writing received majority vote, as well as 500 as the preferred quantity.

Daniel puts the motion forward to approve the quote for 500 blue stress balls. Esther seconds the motion, the motion is passed.

6. Paper 5: Notre Dame Student Ball Update by Events Director

The venues that Darcy and Ashley have placed inquiries are The Crown, The Hyatt, The Esplanade, and HBF Stadium. Darcy states that comparing services and costs; she and Ashley are considering either Crown or the Hyatt. Both quoted for 550 guests, with a three-course meal and five hours of free flowing beer and wine, with security included. Both quotes not including DJ's and photography.

Crown's ticket price would amount to \$145 for regular and \$135 for members, whereas Hyatt would amount to \$135 for regular tickets and \$125 for members. Ashley also states that if we were to chose the cheaper alternative, we could also afford to have a photo booth at the ball. Another key point is that the Crown is unavailable on Saturdays and so the most suitable date available is a Friday night on the 26th August. Hyatt is unavailable on the Saturday previously discussed, however they are able to host the ball on Saturday 10th September.

Ashley states we need to confirm our decision as soon as possible, so she asks the council for opinions.

The council agrees that they like the Crown for the Casino, and free entry into Eve Nightclub (as discussed previously). The council also like the Hyatt for its location in the city and the cheaper ticket prices.

Ashley asks the council if they believe they should pay for their own tickets or not. She states that last year they started off not having to pay, however ended up needing to pay due to financial stress.

After a discussion, the council is happy to pay half price tickets for the ball.

Seth leaves 2.23pm

Derek leaves 2.23pm

Seth returns 2.25pm

Derek returns 2.26pm

The council vote for the ball venue. The Hyatt received majority vote.

Darcy puts the motion forward to proceed with booking and hosting the ball at the Hyatt. Madison seconds this motion, the motion is passed.

7. Paper 6: Cocktail Party Update by Events Director

Darcy runs through her paper, and she suggests that we shortlist venue

options. The council is still content with having the Cocktail Party on Thursday 24th March in week five. Darcy then discusses all the venues with the council, and the council decides to cut the options down to; Cottesloe Beach Club, Subiaco Hotel, OBH, The Raffles and Indiana Tea House. The council agrees that if providing food is too expensive, we can just advertise a food special that people can purchase rather than providing it. Darcy to confirm venue in two weeks.

8. Paper 7: Back to Uni Party Update by Events Director

The Orient has been booked for the Back to Uni Party and a \$1000 bar tab has been confirmed. Tickets are \$25 for non members and \$15 for members, council members receive free entry. Darcy takes this opportunity to ask that the council that we only have one free drink from the bar tab, so that we can keep it for the other students attending who paid, and that we purchase our own afterwards, at a discounted price. Online ticketing will sell member and non member tickets, and a council member will check student ID's at the door. Macy shows the council the poster she has designed for the event. The council is happy with it.

9. Paper 12: O-Day final plans.

Darcy confirms what is happening on O-Day. Krispy Kreme can no longer attend, however they have offered 300 complimentary donuts which can be sold by the Student Association for profit. Gagan states that we should look into refrigeration for the donuts. The donuts will be situated in Prindville Hall, and we agree to sell them for \$2.00 to begin with, and then assess sales amounts and adjust price accordingly.

The council discusses refrigeration options, Darcy states that an eski should suffice. Darcy also states that there will be the Chill Out Zone, with giant mist fans and table tennis. Juice Face will also be attending, which is a juice and smoothie truck, they will be situated outside Malloy Courtyard.

Ashley talks about the parade and that we will be at the front, and we will need to hold the big Student Association banner, so two strong council members will need to do that. Macy and Ashani will swap taking photos throughout the day. Aidan confirms that we will be wearing the NDSA shirts which we all need to purchase for \$20.00. Ashley to collate availability roster after the meeting.

10. Paper 8: General Update by Academic Director

Monique runs through her update as outlined in her paper.

The council discusses quotes collated for first aid training; Monique is still waiting on more quotes.

11. Paper 9: Clubs Update by Clubs Director

Derek confirms the lay out for club stalls on O-Day. He also informs the council that event forms for PAANDA and NDNS have also been approved this week. The Clubs Council meeting will be on O-Day once it winds up. Derek then moves onto the funding proposal submitted by PAANDA.

For the purpose of discussion Ana leaves the room at 1.46pm

Derek will take the minutes for this section in Ana's absence.

Ashley reads the proposal to the council, and the council discusses pros and cons. Madison agrees that the event is a nice idea, however Jodi states that \$500 is too much to spend on one event, considering the clubs are only entitled to that amount per year. Ashley states that money is not an issue, since this is a promotional event, therefore investment must be made. The council support the proposal, since it is money they are entitled to, they are allowed to spend it how they want.

Derek puts the motion forward to accept the funding proposal from PAANDA for the full amount of \$500.00. Madison seconds this motion, the motion is passed.

Ana returns 1.52pm

12. Paper 10: NDSA Camera Purchase by Publicity Director

Macy runs through the quotes for cameras as outlined in her paper.

Monique recommends the Canon EOS for \$549.00. Ashwin asks if the camera comes with any accessories or lenses, the council assumes given the price comparison with other cameras, that it will only come with one lens. Macy puts forward the motion to purchase the Canon EOS 1200D for \$549.00 from DickSmith. Seth seconds this motion, the motion is passed.

13. Paper 11: Couch Cleaning Update by Environment Director

Gagan has contacted Student Services about cleaning the Loft. He states it will cost \$24.00 to get all the couches clean. The council agrees to this. Gagan runs through the updates as outlined in his paper about the charge bar. Gagan will speak to Mandy DiBello from Campus Services in regards to cleaning the Loft.

14. General business

A few meetings ago, Madison suggested a 'suggestions box', and she used the Medical Library suggestion box as an example. The council agrees to install one of these. Gagan will email Hilda from the Volunteer Network to ask if their large noticeboard (above the microwaves in Prindville Hall) can be

moved for the purpose of this suggestion box.

Ashley then moves onto talking about the National Student Board. She asks the council if they have any issues they would like the executive to raise and discuss in the upcoming meeting. The council has no suggestions, and so Ashley asks them to message herself, Remi, or Ana if they come up with anything.

Closing

Ashley Carvalho closed the meeting at 2.36pm

General Meeting Papers

Agenda Item title: Project Compassion

Paper submitted by: Ashley Carvalho

The council is asked to endorse the following recommendation:

I recommend that the Council accept the invitation from Campus ministry to run a bake stall next to Plunge In in order to engage a larger number of students in this charity program over lent and that we discuss other options of further promoting the charity

Background:

Campus ministry has invited the SA and other student led bodies to play an active role in promoting and being a part of Project compassion initiatives on campus. Project Compassion is Caritas' Lenten program where money fundraised goes to helping those in poverty across the world. In previous years student groups have been involved running bake stalls next to Plunge In on Tuesdays to help support Notre Dame's commitment to Project Compassion.

The relevant dates are Tuesday the 23rd of February, and Tuesday the 1st, 8th, 15th and 22nd of March.

Reasons for acceptance of the invitation:

- It will be an opportunity for SA to build a closer relationship with Campus Ministry whilst supporting a charity
- Through SA's support of this charity program it would be made more publicised to the Notre Dame student public (through social media advertising, posters and our physical presence at stalls) which would mean more money raised
- The more involved SA are throughout all aspects of the university, the more well-known we are among the students

Hesitations:

- Would we be able to organise it all in time?

Other ideas other than a bake sale to promote the program:

- Make a video about what students think of poverty
- Walk for charity (walk around the blocks of fremantle or esplanade and be sponsored)
- Make a project for compassion wall up in the loft (perhaps a charity donation section)
- Open to other suggestions

General Meeting Papers

Agenda Item title: Harmony Week

Discuss whether the Student Association should run an event/activity for Harmony Week.

Paper submitted by: Ashley Carvalho

Background:

Student Services has asked the Student Association whether we would like to run an activity during Harmony Week. This is a week that celebrates Australia's cultural diversity. This year the theme is 'everyone belongs.' The SS are running events from Monday March 14th through to Friday March 18th.

Some events already organised include:

- A multicultural morning tea on Monday march 14th
- Wellness Wednesday
- St patricks day themed plunge in (Thursday)
- Walk as one short film screening (Thursday)
- Staff and students annual beach games where there will be sports played from around the world (Friday)

Agenda Item title: 2016 Club Guidelines

I recommend that the council endorse the 2016 Club Guidelines

Paper submitted by: Ashley Carvalho

Notes:

- The notable changes to the 2015 Club guidelines have been highlighted on the document attached

2016 Club, Society and Association Guidelines

The Student Association is committed to facilitating club development on campus, through working with clubs, societies and associations and the University to streamline and improve existing mechanisms.

To ensure that we are efficient, effective, and equitable in our approvals, we have outlined the structure of each process and the people involved in its administration.

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*In these guidelines, "club" includes clubs, societies and associations

*In these guidelines, "membership" is defined as those who subscribe to be a part of the club unless otherwise defined by each club's constitution

1. Club Responsibilities

1.1 Clubs affiliated to the Student Association of the University of Notre Dame Australia, Fremantle Campus agree to act within the Objects of the University of Notre Dame Australia.

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- 1.2 Affiliated clubs agree to act within the Objects of the Student Association.
- 1.3 Affiliated clubs, societies and associations agree to act according to University policies and procedures.
- 1.4 Affiliated clubs, societies and associations agree to complete all required documentation and submit it by the required date.
- 1.5 Members of affiliated clubs, societies and associations agree to use the common rooms and offices with respect for the environment they are in and the people they share it with.
- 1.6 Affiliated clubs, societies and associations agree to keep accurate records of club management. Such records include, but are not limited to;
 - 1.6.1 Membership*,
 - 1.6.2 Finances,
 - 1.6.3 Office Bearer Updates, and
 - 1.6.4 All meeting minutes.
- 1.7 Affiliated clubs agree to hold an Annual General Meeting and election each calendar year.
- 1.8 All clubs **may** be audited by the **Student Association** at the conclusion of each semester, and if any of these responsibilities are not fulfilled the Student Association will take appropriate action, which could include, but is not limited to;
 - 1.8.1 Reclaiming club privileges,
 - 1.8.2 Freezing all club accounts,
 - 1.8.3 Declaring all positions in the club vacant and calling a general election, or
 - 1.8.4 Disaffiliating the club.
- 1.9 All Club Presidents are required to attend a meeting with the Clubs Director and the other Club Presidents at the start of every semester. If the **Clubs** President is unable to attend this meeting then they must make contact with the Clubs Director to arrange another time to meet. All executive members are invited to attend this meeting if they would like.

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2. Affiliation Process

- 2.1 The affiliation form can be downloaded from the Clubs' Forms page at www.undasa.org.au/forms--guidelines.
- 2.2 This can be submitted in one of two ways:
 - 2.3 Emailed to the Clubs Director (clubs@undasa.org.au)
 - 2.4 Submitted to the Student Association offices; ND3/201
- 2.3 The application will be considered by the Student Association Council at the next available council meeting.
 - 2.3.1 Meetings are held fortnightly.
 - 2.3.2 The primary applicant will be informed of the date of this meeting by the Clubs Director.
 - 2.3.3 The executive of the proposed club are welcome to attend to present their application, otherwise it will be presented by the Clubs Director.
- 2.4 If the proposed club is denied affiliation at this stage, the application as well as the minutes from the corresponding meeting will be returned to the primary contact person via email.
- 2.5 If approved by the Student Association, the application will proceed to Student Services for approval, where it will be considered by the Manager of Student Services Ervina Ng (University Officer), and Executive Director of Student Services and Admissions, Rommie Masarei (University Senior Officer). The application will include a statement of merit as agreed at the Council meeting and signed by the Clubs Director.
- 2.6 The application will be returned to the Student Association President, who will inform the new club or unsuccessful applicant of the decision.
- 2.7 If approved, the Clubs Director will be available at request to hold an induction session for the newly affiliated club.
- 2.8 If the affiliation is denied, the University Officer and Senior University Officer will provide the President with a statement outlining the reasons for their decision. This will be emailed to the primary contact person as well as their original application.
- 2.9 This final decision will be open to appeal to the Head of Campus, Selma Alliex. The appeal must take the form of a submission containing the following elements:
 - 2.9.1 A copy of the decision of the University Senior Officer;

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- 2.9.2 The original application;
- 2.9.3 A written explanation of the basis on which the club is appealing the decision; and
- 2.9.4 Any other supporting material.
- 2.10 The appeal will be considered by the Head of Campus, who will inform the club of her decision via email.

Affiliation notes

Allow 4 weeks for the initial affiliation process to be completed.

Allow 3 weeks for the appeals process to be completed.

This time period may be extended over the summer break. The Clubs Director will inform the applicant if there will be a delay at any point.

3. Establishing Your Club

3.1 Once your club becomes an affiliated member of the Student Association, there are two initial steps to be taken:

- 3.1.1 Hold an Annual General Meeting to officially elect your office bearers and pass your constitution. At this AGM, you can either declare the positions filled via the nominations received on the affiliation paperwork, or you can declare all positions vacant and hold fresh elections.
- 3.1.2 Open a bank account. Most clubs, societies and associations hold interest-free accounts at NAB Fremantle. It is good practice to add all executive members as signatories to this account.

4. Council Meetings

- 4.1 Generally, the structure of a meeting should look like this:
 - i. Approval of last meetings draft minutes
 - ii. President's Report
 - iii. Vice President's Report
 - iv. Treasurer's report (including the status of financial accounts and other investments)
 - v. Secretary's report

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- vi. Office-bearer reports
- vii. General business
- 4.2A report from the President and Treasurer should always be given and recorded at every meeting.
- 4.3 Quorum is half the committee. If quorum is not met within half an hour of the proposed start time the meeting *technically* lapses, but this can be flexible if it is started within the hour.
- 4.4 Whole council meetings **should** be held at least once per calendar month.

5. Executive Meetings

- 5.1 The executive shall determine any matters referred to it by the Council and any matters that cannot be reasonably deferred until the next Council Meeting.
- 5.2 The Executive meetings should follow the same structure as Council Meetings.

6. Annual General Meetings

- 6.1 Annual General Meetings follow the same structure as that of a committee meeting, however, all members of the club, society or association can exercise a vote at an AGM. AGMs are the correct forum at which to propose constitutional amendments.

7. Meeting Records

- 7.1 Clubs, societies and associations are required to keep accurate records of all activity.
- 7.2 The clubs, society or association Secretary should record minutes of all executive and committee meetings, which should follow these guidelines:
 - i. Minutes must include the date and the time the meeting is opened and closed.
 - ii. All members must be recorded as attendees, attending by proxy, absentees or apologies.
 - iii. If no apology is received, a member must be marked as absent.

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- iv. Proxies are valid if the member who will be using the proxy at the meeting has informed the Secretary. Proxies cannot vote to approve expenditure. The minutes must include the notice of that proxy signed by the absent member.
 - v. Missing more than three meetings or using a proxy more than three times will constitute grounds for removal.
 - vi. If at any point a member leaves the meeting the time they leave and return should be recorded in the minutes.
 - vii. The result of each vote must be recorded in the minutes. This must include who voted for and against the motion and who abstained from the vote.
 - viii. An agenda should be sent to members 12 hours before the meeting.
 - ix. Draft minutes of the last meeting must be distributed 48 hours prior to the next meeting
 - x. Draft minutes must be affirmed as an accurate record of the last meeting as the initial order of business.
- 7.3 Minutes of all executive and committee meetings must be sent to the Student Association Clubs Director (clubs@undasa.org.au) at the conclusion of each Semester:
- 7.3.1 For semester 1 by 4pm on the 24th of June
 - 7.3.2 For semester 2 by 4pm on the 2nd of December

8. Finance Records

- 8.1 Expenditure motions must be proposed by one member of the committee after consideration and debate of the relevant quotes and seconded by another. They must then be affirmed or denied. Objections should be noted.
- 8.2 If you are asking your committee to consider large amounts of expenditure, it is good practice to distribute the relevant quotes with the agenda.
- 8.3 A minimum of two quotes must be gathered for all expenditure over \$100.
- 8.4 A minimum of three quotes must be gathered for all expenditure over \$1000.

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- 8.5 Expenditure over \$500 must be approved by a majority of the whole council. Expenditure under \$500 has to be approved by a majority of the executive.
- 8.6 Receipts for all purchases must be collected and filled by the Treasurer. The process for reimbursement is as follows:
- 8.6.1 Minutes must be produced where the expenditure was discussed and approved.
 - 8.6.2 Members should only be repaid if a valid receipt can be produced.
 - 8.6.3 If no valid receipt can be produced, there are a few steps that can be taken as a last resort. These must be taken only after consultation with the Clubs Director.
 - 1. An online shopping basket can be made using the items that were purchased; and
 - 2. A copy of the student's bank balance or statement can be kept on file, with other purchases redacted. If there is a discrepancy in the total online shopping basket and bank statement the student will be reimbursed the lower amount.
 - 8.6.4 Alternately, statutory declarations may be signed by multiple members of the executive as proof that the expenditure was valid.
 - 8.6.5 Electronic votes are not sufficient evidence of approval for expenditure.

9. Financial Statements

- 9.1 The financial statement template can be downloaded from the Clubs' Forms page at www.undasa.org.au/forms--guidelines.
- 9.2 Receipts for all purchases must be collected and filled by the Treasurer
- 9.3 This must be completed and submitted quarterly. In 2016, Financial Statements must be submitted by the following dates:
- 1. 8th of April (Friday week 7, Semester 1)
 - 2. 3rd of June (Friday, Semester 1 study week)
 - 3. 16th of September (Friday week 7, Semester 2)
 - 4. 11th of November (Friday, Semester 2 study week)

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9.4 It can be submitted in one of two ways:

- 9.4.1 Emailed to the Clubs Director (clubs@undasa.org.au)
- 9.4.2 Submitted to the Student Association offices; ND3/201

10. Funding Process

- 10.1 The funding application can be downloaded from the Clubs' Forms page at www.undasa.org.au/forms--guidelines .
- 10.2 This can be submitted in one of two ways:
 - 10.2.1 Emailed to the Clubs Director (clubs@undasa.org.au)
 - 10.2.2 Submitted to the Student Association offices; ND3/201
- 10.3 It must be accompanied by a detailed proposal for the expenditure of the proposed amount.
- 10.4 This proposal should include reasons for the expenditure.
- 10.5 If the money has already been spent, invoices for the expenditure, as well as all initial quotes, must be attached.
- 10.6 If the money is for proposed expenditure, quotes should be provided.
- 10.7 The funding application will be considered by the Student Association Council at the next meeting.
 - 10.7.1 Meetings are held fortnightly.
 - 10.7.2 The primary applicant will be informed of the date of this meeting by the Clubs Director.
 - 10.7.3 The applicant, or executive of affiliated club, society or association, is welcome to appear at this meeting to argue their case.
- 10.8 The applicant will be informed via email of the result of their funding application. Attached will be the minutes of the meeting and the associated funding application.
- 10.9 Funds will be transferred via electronic bank transfer.
- 10.10 The Student Association reserves the right to allocate the sum of money that it feels to be appropriate, after proper consideration of a complete application, whether it be the full amount or part of the amount requested.
- 10.11 The approval of funding applications is conditional on the submission of financial statements each quarter and may depend on additional conditions.

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Funding notes

Allow two weeks for this process to be completed.

Club funding will be capped at \$500 p/a except in exceptional circumstances.

11. Sponsorship Process

- 11.1 The sponsorship application can be downloaded from the Clubs' Forms page at www.undasa.org.au/forms--guidelines.
- 11.2 This can be submitted in one of two ways:
 - 11.2.1 Emailed to the Clubs Director (clubs@undasa.org.au)
 - 11.2.2 Submitted to the Student Association offices; ND3/201
- 11.3 The sponsorship application will be considered by the Student Association Executive and Clubs President and approved by the Student Association President. All sponsorship, including contracts for sponsorship, must be approved by the Student Association President as the financial head of the Student Association of the University of Notre Dame Australia (Fremantle Campus) Incorporated.
- 11.4 All sponsorships are subject to University and Student Association guidelines.
- 11.5 All sponsorship agreements must be approved by the University legal department.
- 11.6 The application will be returned to the primary contact person via email.

12. Elections

- 12.1 Elections should be held annually, either as a part of the AGM or as a separate general election. The process for this should be outlined in the club constitution.
- 12.2 If an election is to be held at the AGM, the Clubs Director should be contacted to act as the Returning Officer and the change of office-bearers should be added to the minutes. Clubs are also able to nominate their own Returning Officer.

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13. Event Process

For the purposes of this section, an 'event application' is the collated version of the two or more submitted forms.

- 13.1 The event forms can be downloaded from the Clubs' Forms page at www.undasa.org.au/forms--guidelines.
- 13.2 For internal events (on Campus), three forms must be completed:
 1. Student Association Event Form;
 2. UNDA Student Group Event Form 2016; and
 3. Campus Services Assistance Request Form*.
- 13.3 For external events (off Campus):
 1. Student Association Event Form (including event budget);
 2. UNDA Student Group Event Form 2016;
 3. Any third party contracts you have entered into for this event;
 4. A copy of the third party's Public Liability Insurance Certificate of Currency; and
 5. Risk Management Plan;
- 13.4 This can be submitted in one of two ways:
 - 13.4.1 Emailed to the Clubs Director (clubs@undasa.org.au) OR
 - 13.4.2 Submitted to the Student Association offices; ND3/201
- 13.5 The event application will be considered by the Student Association President and Clubs Director.
- 13.6 If contentious, it may be held for the Student Association Council to consider at its next weekly meeting.
- 13.7 If denied at either stage, the Clubs Director will inform the club of the decision.
- 13.8 If approved, the Clubs Director will email the application to the Manager of Student Services, Ervina Ng. Original copies will be kept on file in the Student Association office.

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- 13.9 Within three working days, Student Services will consider the event application and if approved, email the event application to;
1. Event Organiser
 2. Student Association Clubs Director
 3. Events Office (Rachael Miller)
 4. Campus Services (Mandy DiBello)
 5. Manager of Student Services
 6. Admin Assistant Student Services (Talia Dunn)
- 13.10 Within one week, the Events Office will email confirmation or denial of approval for event to;
1. Event Organiser
 2. Student Association Clubs Director
 3. Campus Services
 4. Manager of Student Services
 5. Admin Assistant Student Services
- 13.11 Event organiser will liaise with Campus Services (where necessary) to clarify any details on the Campus Services Assistance Form (allow one week.)

Event notes

Event applications must be completed to ensure insurance cover for the event. (See attached insurance policy for more details.)

Any equipment borrowed from an office of the University must be returned in person the next working day.

Venues must be left in the state they were initially found, ensuring all dishes are cleaned, furniture replaced and doors locked at conclusion of the event.

The Student Association recommends that clubs, societies and associations ask students attending external events to sign an Event Disclaimer or read and confirm the Event Terms and Conditions available on the Student Association website (<http://www.undasa.org.au/event-tcs.html>).

14. Office Bearer Updates

- 14.1 The office bearer update can be downloaded from the Clubs' Forms page at www.undasa.org.au/forms--guidelines.
- 14.2 This can be submitted in one of two ways:

2016 Club, Society and Association Guidelines

14.2.1 Emailed to the Clubs Director (clubs@undasa.org.au)

14.2.2 Submitted to the Student Association offices; ND3/201

14.3 Each club must complete an office bearer update on these occasions:

14.3.1 After a new council has been voted in whether it be after an Annual General Meeting or a general election; and

14.3.2 After a change of two or more members of the executive at any time throughout the year.

14.4 The office bearer update must be submitted no later than one week after these occasions.

14.5 In the event that only one member of the executive has changed, the Clubs President should be emailed with this change directly.

15. Insurance Information

15.1 The following information is from the Student Personal Accident insurance policy. This policy provides the following benefits to University students:

- 15.1.1 Benefits payable (**non-Medicare related**) for bodily injuries suffered as a result of an accident, whilst undertaking University / course of study approved / related activities such as:
- Attending lectures;
 - Participating in a sporting activities or other university approved activities;
 - Providing services, without pay, to a religious, educational, charitable or benevolent organisation;
 - Undertaking a work experience program (practicum); and
 - Travelling to and from the above activities
- 15.1.2 Medical expenses including doctor, physician, surgeon, nurse, physiotherapist, chiropractor, osteopath, hospital and/or ambulance services
- 15.1.3 Benefit limit for Quadriplegia and Paraplegia is \$750,000
- 15.1.4 Death benefit \$200,000

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- 15.1.5 School fee relief payable, to a maximum of \$15,000, if the person who pays the student's fees, dies as a result of an accident
- 15.1.6 Repatriation Expenses i.e. airfares to return the student to their family home if seriously injured, limited to \$20,000
- 15.1.7 A home allowance i.e. cleaning and cooking if the student is injured and incapable of doing these tasks to a limit of \$400 per week for 26 weeks.
- 15.1.8 Student tutorial expenses benefit of \$400 per week for a maximum of 52 weeks.
- 15.1.9 Bed care expense (other than in a hospital or medical facility)
- 15.1.10 Domestic duties expenses where the injured student is unable to carry out domestic duties e.g. child minding and home help services
- 15.1.11 Taxi fare from the student's residence to University and back if the student recovers sufficiently to return to studies but is certified by a Doctor as being unable to drive a vehicle or travel on public transport (limit of \$1,500)
- 15.1.12 Home / car modification expenses to assist the student in maintaining an independent existence (limit of \$10,000).
- 15.1.13 Funeral expense (limit of \$5,000)
- 15.1.14 Rehabilitation expenses (limit of \$500 per month up to a maximum of 6 months)
- 15.2 The policy contains the following exclusions:
 - 15.2.1 Where the bodily injury, death or loss:
 - 15.2.1.1 Is directly or indirectly attributable to or consequential upon:
 - 15.2.1.1.1 Intentional self-injury or suicide (whether felonious or not) or any attempt at or threat of self-injury or suicide;
 - 15.2.1.2 Happens to the student while:
 - 15.2.1.2.1 Under the influence of intoxicating liquor or of a drug other than a drug taken or administered by or in accordance with the advice of a duly qualified medical practitioner;
 - 15.2.1.2.2 Taking part in a riot or civil commotion;
 - 15.2.1.2.3 Acting maliciously;
 - 15.2.1.2.4 Engaging in any form of aerial flight or aerial activity other than travelling as a passenger in a fully licensed standard type aircraft;
 - 15.2.1.2.5 Engaging in motor cycling whether as driver or passenger.

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15.2.2 Arises out of or in connection with any act of terrorism regardless of any other cause or event contributing concurrently or in any other sequence to such event, bodily injury, death or loss.

15.2.3 Other exclusions:

15.2.3.1 Sickness / illness

15.2.3.2 Loss / misplaced personal items / belongings

15.2.3.3 Missed / delayed flights

15.2.3.4 Bodily injuries suffered as a result of an accident whilst travelling to and from destinations other than the destinations of approved activities

16. Voluntary Club Disaffiliation

16.1 If at any time a Club feels that they are unable to uphold the responsibilities required of a club affiliated with the Student Association then they must email the Clubs Director (clubs@undasa.org.au) and the SA President (fremantle.studentassociation@nd.edu.au) with their reasons for wanting to disaffiliate.

16.2 The Club will be considered disaffiliated 30 days after contact is made with the Clubs Director and SA President if the disaffiliation request isn't revoked nor the problems, if such problems exist, resolved after consultation and discussion with the Student Association within that time.

17. Removing a Councillor

17.1 A committee member may be removed if it can be proved that they have consistently acted in a manner that is antagonistic towards the mission of the club/ society/ association. The committee member and Clubs Director must be informed of the committee's intention to hear the matter.

17.2 The committee member must be given the chance to defend their actions. The committee must vote on the removal of the member and it should pass by $\frac{3}{4}$.

17.3 The removed member will be able to appeal to the Clubs Director who, in consultation with the Student Association executive, has the power to revoke the council's decision if they believe it to have been unfair or prejudice. The executive council of the said club in question will

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be informed of this appeal via the clubs director and be given an equal opportunity to communicate reasons for the removal of the councillor under question.

Contacts

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Campus Services

Mandy Di Bello

Campus Services Admin Officer

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General Meeting Papers

Agenda Item title: Wellness Week expenses and update

Paper submitted by: Daniel Ta

Section A – Wellness Week expenses

The council is asked to endorse the following recommendations:

1. Hire Zorb ball soccer and sumo suits.
2. Purchase stress balls.

1. Background – Zorb ball soccer and sumo suits

Zorb ball soccer and sumo suits appeal to the active living and physical health theme of Wellness Week and will serve to be one of the main pieces of the event. The Zorb ball soccer hire will also include a referee. We are looking to hire both Zorb ball soccer and sumo suits for Wellness Week.

Perth Sumo Suit Hire quote

- Zorb Soccer for 3 hours: \$450
- Referee for 3 hours: \$90
- Adult Sumo Suits for 3 hours: \$130
- Total: \$670 + free delivery

O₂ Bubble Soccer quote

- Zorb Soccer for 3 hours: \$500 + free delivery
- No referees available.

Fat Boy Slam quote

- Adult Sumo Suits for one day: \$189 + \$80 delivery
- Total: \$269

Pros of hiring Zorb ball soccer and sumo suits

- Zorb ball soccer and sumo suits will be a great attraction of Wellness Week.
- They promote student engagement and stimulate student interest in the Student Association's work.
- They promote healthy living and physical activity, as well as the opportunity for students to bond and make new acquaintances and friendships.

Cons of hiring Zorb ball soccer and sumo suits

- They are a pricey one-off hire.

- People could get hurt in Zorb ball soccer and sumo suit wrestling; in any event of occurrence, there are first aid officers on stand by.

Recommendation

Hire both items from Perth Sumo Suit Hire and take advantage of their combo deal. It's items are cheaper than the quotes provided by competitors.

2. Background – Stress balls

Stress balls are perfect for Wellness Week as the quintessential idea of this event is to promote ways to handle stress and live a healthy and active lifestyle. We are hoping to purchase 300 round white stress balls with the Notre Dame Student Association logo printed on them.



Cubic Promote quote

- 300 pieces: \$403.17 at \$1.34/piece + \$75 setup fee + ~\$32 delivery + \$50 voucher
- Total: \$508

Mad Dog Promotions quote

- 300 pieces: \$570 at \$1.90/piece + additional delivery cost

Pros of purchasing stress balls

- Stress balls are a sort after freebie.
- They will carry the Notre Dame Student Association logo, which will serve as another form of advertisement and promotion.
- They are a way of showing how the Student Association can give back to it's peers.
- This is the first time that the Student Association has promoted itself through this medium; if this trial run is successful, then the Student Association may consider doing it again.

Cons of purchasing stress balls

- Like most forms of advertisement, it is pricey.
- It is a one off purchase; more stress balls will have to be produced for future events (although larger orders will be cheaper per stress ball).

Recommendation

Purchase stress balls from Cubic Promote because of the obvious price difference. It is also used by the Counselling Department at Notre Dame and seeing the high quality of their product, I believe that Cubic Promote will be a better option.

Section B – Wellness Week update

Progress

- The RAMP has been prepared.
- The itinerary of Wellness Week is currently undergoing minor changes due to additions and alterations to the events, so the events form and campus services form will be handed in as soon as possible (prior to the commencement of the semester). The new itinerary will be presented at the next meeting.
- If Woolworths and Coles does not reply with confirmation of their sponsorship by the end of this week, then Wellness Week will have to secure fruits from another source.



General Meeting Papers

Agenda Item title: Notre Dame Student Association Ball

Paper submitted by: Darcy Harwood

The council is asked to decide the following:

The location and details of the Notre Dame Student Association Ball

Background:

The date previously scheduled for the Notre Dame Student Association Ball is Saturday the 27th August Week 4. This date may need to be changed depending on the venue chosen due to availabilities. In previous discussions the Council has agreed that this year the Ball should be held at an established, classy venue to make it a night to remember and make people want to come. Numerous venues were contacted and the Crown, Hyatt and Esplanade Hotel have been visited by either Darcy or Ashley to view the venue. The following is a detailed list of what each venue offers and the approximate costs associated:

	THE CROWN	HYATT	ESPLANADE HOTEL	HBF STADIUM
Room Availability	Astral Ballroom: Friday 26th August (conference until 5pm) Grand Ballroom: Friday 2nd September, Friday 16th September and Friday 23rd September	Friday 12th August Saturday 10th September Saturday 17th September Friday 23rd September	Saturday 27th August	Friday 26th August
Capacity	550/570ppl	550ppl	550-600ppl	600 +
Room Hire Cost	No room hire cost if spend over \$48,000	No room hire cost if spend is over \$42,000	No room hire cost	No room hire cost
Deposit/Payment Details	<ul style="list-style-type: none"> • 20% of total spend for deposit (approx \$14,000) • In 2 weeks need to pencil us in (Mid Feb) • 2 weeks following need to receive deposit 	<ul style="list-style-type: none"> • 20% of estimated total cost due upon signing the agreement 		

	THE CROWN	HYATT	ESPLANADE HOTEL	HBF STADIUM
Food	<ul style="list-style-type: none"> • 3 Course Meal • Alternate Drop on main - extra \$6 per guest • Beef Main: \$83 + \$6 • Chicken Main: \$79 + \$6 	<ul style="list-style-type: none"> • 3 course Meal • Alternating drop on main 	<ul style="list-style-type: none"> • 3 Course Meal • Alternate drop - no extra cost • Cater for vegetarian, vegan, ect 	<ul style="list-style-type: none"> • All courses - alternate drop
Drinks	<ul style="list-style-type: none"> • Crown reserve 1 Package • 5 Hours: \$41 per person • Stony Peak wine and Heineken or Corona Beer 	<ul style="list-style-type: none"> • 5 Hour Swan Beverage Package 	<ul style="list-style-type: none"> • 5 Hour Beverage package • Willowglen wine, Cascade, Carlton Draught, Pure Blonde 	<ul style="list-style-type: none"> • Peroni, Carlton Dry, Cascade and Hartog's Wine
Security	<ul style="list-style-type: none"> • \$41 per hour for one security guard • 5 people for 5 hours • Total \$1025 	<ul style="list-style-type: none"> • 5 security guards on site • Total cost is \$1250 	<ul style="list-style-type: none"> • 4 security guards • \$350 per guard • Total \$1400 	<ul style="list-style-type: none"> • Security included
Music/Lighting/AV	<ul style="list-style-type: none"> • Supply our own DJ • Can you normal chandelier lighting or pay \$2000+ for coloured 	Supply own DJ	<ul style="list-style-type: none"> • DJ Included through Dodo Run Run company - can choose own DJ based on what music we want 	<ul style="list-style-type: none"> • DJ included
Extras	<ul style="list-style-type: none"> • Complimentary linen covers and chair covers • Complimentary entry to Eve Nightclub for all guests 		<ul style="list-style-type: none"> • They can organise themes for us • Photo Booth: \$1650 	
Estimated Costs	<p>\$72,060 for food and drink +\$1500: Security +\$2000: Photo booth +Photography: \$500 +DJ: \$1000 Approx \$77,500</p> <p>Ticket Prices: \$145 and \$135</p>	<p>Food and drinks: \$115 per person \$63,250 + Security: \$1250 + Photo Booth: \$2000 + Photography: \$500 + DJ: \$1000 Total: \$68,000</p> <p>Ticket Prices: \$130 and \$120</p>	<p>\$130 per person \$78,000 + Security: \$1400 + Photo Booth: \$1650 Total: \$81,050</p> <p>Ticket Prices: \$140 and \$130</p>	<p>\$145 per person</p> <p>Ticket Prices: \$150 and \$145</p>

TO DECIDE:

- ▶ Venue (Considering Day & Date)
- ▶ Theme

The Crown - Astral Ballroom



The Hyatt Regency - Grand Ballroom



The Esplanade Hotel



HBF Stadium



General Meeting Papers

Agenda Item title: Cocktail Party

Paper submitted by: Darcy Harwood

The council is asked the following:

To shortlist the options for venues for the SA Cocktail Party.

Background:

The Cocktail Party is set to be held on Thursday 24th March Week 5. The following venues have been contacted. I ask that the SA Council considers the different venue options and shortlists those that seem most suitable to the event and the approximate cost for tickets.

	Availability & Function Room	Food	Drinks	Security/Music/Misc.
Cottesloe Beach Club	Available Function Room: Pavilion @ \$1500 room hire cost Sunset Bar @\$750 room hire cost	Canapes at \$45 per person (5 canapés each)	3 Hour Drink Package: \$50 per person 4 Hour Drink Package: \$56 per person 5 Hour Drink Package: \$62 per person	Security: \$55 per hour
Village Bar	Available Function Room: Entire side of the venue	Canapes: \$20 per person Platters ranging from \$50-\$65	Bar Tab Drinks Package	All security provided DJ for \$75 an hour or house music system playing
Subiaco Hotel	Available Function Room: Stellar Lounge Room Hire Cost: \$250	Canapes ranging from \$3 - \$9	Bar Tab Three Hour Drinks Package: \$55	

	Availability & Function Room	Food	Drinks	Security/Music/Misc.
Ocean Beach Hotel	Available Function room: Top Bar and Upper Deck of Saloon Room Hire Cost: \$500 for Top Bar \$150 for Upper Deck of Saloon	\$90/\$100 platters serves approx 10 people	4 Hour Drink Package: \$51 5 Hour Drink Package: \$55 Bar Tab	Security: \$150 for the evening
Llama Bar	Available Function Room: Courtyard	Canapes Platters ranging from \$40-\$55	Bar Tab Drinks Package Available on discussion	
Raffles Hotel	Available Function Room: The Highway Bar	<ul style="list-style-type: none"> • 4 canapes = \$20 per person • 6 canapes: \$30 per person 	<ul style="list-style-type: none"> • Bar Tab • Drink Package Three Hours: \$50 per person • Drink Package Four Hours: \$60 per person 	
Claremont Hotel	Available Function Room: Grey Door/ Terrace Bar/Station Bar	Platters ranging from \$40-60 each with 30 pieces Pizzas with 16 pieces around \$25 each	4 hr Drink Package: \$61 per person 5 Hour Drink Package: \$70 per person	
The Left Bank	Avaiable Function Room: River Bar	Cocktail Platters	Bar Tab 3 Hour Drink Package: \$50 per person 4 Hour Drink Package: \$65 \$6 coronas and house wine	
Indiana Tea House	Been contacted - not yet received a reply Function room: The Pavillion Room hire: \$500	No information	4 Hour Beverage Package: \$35 per person 5 Hour Beverage Package: \$40 per person	



General Meeting Papers

Agenda Item title: Back to Uni Party Summary

Paper submitted by: Darcy Harwood

Date: Thursday 3rd March 2016

Location: The Orient Hotel

Time: 5pm Onwards

Drinks

- \$1000 Bar Tab
- Drinks provided at discounted rate
- Bar Tab limited to soft drinks, beers on tap and house red and white wines

Food

40 x Risotto Balls at \$1 = \$40

40 x Mini Quiches at \$1.75 = \$70

40 x Spring Rolls at \$2 = \$80

30 x Sausage Rolls at \$2 = \$60

Totals \$250

Minus 50% off food

= \$125

This will provide 2-3 pieces of food for each

\$1 hot dog and chips will also be on offer - students to purchase this themselves

Total Cost: \$1125

Tickets

- \$25 for non-member and \$15 for member
- Aiming at selling 50 tickets
- Tickets will be sold online and at the door

Advertising

- FB Event will be released in next few days including link for ticket sales
- Macy has done posters for around uni and for O-Day to hand out and display (will have some posters displayed around uni in time for O-Day as well)

Extras

- Suggest that if council members want to drink that they pay a discounted member price (\$15) otherwise all the bar tab may be used up which is unfair to paying students
- Darcy will contact council closer to event regarding any roles/jobs to be done on the night



General Meeting Papers

Agenda Item title: O'Day Final Plans

Paper submitted by: Darcy Harwood

Date: Thursday 18th Feb

Whats Happening on the Day:

- SA Stand giving out Krispy Kreme's (300 provided)
- SA Stand in Malloy Courtyard
- Chill out zone in Prindiville hall with giant board games, misty fans and ping pong tables
- 'Juice Face' food truck outside Malloy Courtyard organised by SA

Things to discuss:

- Price of Krispy Kreme's
- What will be said at the SA stand (discount program, sub committees, general SA info, ect)

Allocation of Roles:

Places to be covered:

- 'Chill out zone'
- Student Association stand in Malloy Courtyard
- Krispy Kreme Stand



General Meeting Papers

Agenda Item title: General Update

Paper submitted by: Monique Ryan

There is nothing major to report other than a general update on the progress:

FIRST AID COURSE:

I received a quote from St John of God about coming to Notre Dame for a first aid course. It was \$177 per person which I believe the cost is too high. I have contacted We Train You for a quote and availability, and now just waiting for a response.

ACADEMIC ENABLING & SUPPORT CENTRE:

I am going to contact the Academic Enabling and Support centre within this week to set up a meeting for introduction and to help with the workshops if possible. I will further set up meetings during the semester to keep up a rapport with the AESC, and also with the Volunteering Network.



General Meeting Papers

Agenda Item title: Clubs update

Paper submitted by: Derek Nguyen

Background: Update on various subjects

O-day tables layout:

The layout of the O-day has been planned and uploaded on the 2016 clubs page. All presidents and their executive members are aware of their position.

Event:

Clubs PAANDA and Nursing society has both sent an application through for separate events, both has been approved and sent to Student Association.

First clubs executive meeting:

The first clubs meeting has been scheduled to occur on O day, at approximately noon, or whenever we are all available. All clubs presidents has been contacted, any presidents or exec members who are not able to attend has been told to contact Ashley/Myself.

Proposal for PAANDA

PAANDA application for their funding are presented to the council for discussion.



FUNDING PROPOSAL FOR THE PERORMING ARTS ASSOCIATION OF NOTRE DAME AUSTRALIA BY THE STUDENT ASSOCIATION

PROPOSED FUNDING REQUEST AMOUNT: \$500.00

PURPOSE OF FUNDING: THEATRE STUDENT MIXER

Within the past two years, PAANDA's dynamic and overall image has positively changed. Since undergoing our dramatic changes, we have organised, executed and achieved several, successful events for the students at Notre Dame. We believe our association not only fosters a home for theatrical spirits, but also provides a means to the performing arts that adds to what is offered within the Theatre Studies realm of Notre Dame.

PAANDA would like to receive funding for our event in semester one this year. This event is a mixer for theatre students which will promote strong relationships amongst these students, not only with PAANDA but with each other. This will ultimately lead to more exposure on our part, and greater opportunities for the students to become involved in extra curricular theatre-based activities. With this new event in mind, we hope to create a stronger foundation for the future of PAANDA, Notre Dame theatre students, as well as the theatre industry within the Fremantle community.

Should this application be successful, we hope to divide the expenditure of said amount in the following ways:

	Credit	Debit
Room hire (The Left Bank)		\$0.00
Drink (1x complimentary per guest [estimate of 50 guests in total])		\$300.00
Food (share platters)		\$175.00
Extra expenses (decor etc)		\$100.00
SOLD OUT ticket price	0.00	\$575.00
FUNDING CREDIT	\$500.00	
Expected profit/ loss	-\$75.00	

It has been discussed that this event will be an investment to our association, and so it will not be a means for profit or fundraising. With our objective in mind, we wish to submit this proposal to you. Having never requested funding from the Student Association beforehand, we hope this submission should be considered with a favourable outcome.

Please notify us of the proposal result to the following contact:

Ana Ferreira Manhoso

President 2016

0466 300 474

fremantle.paanda@nd.edu.au

General Meeting Papers

Agenda Item title: NDSA camera purchase (more quotes)

Paper submitted by: Macy Gregson

Reasons for purchase remain the same as last week.

Canon PowerShot SX60 HS

- 65x Optical zoom
- 130x Zoomplus
- *equivalent to a 21-1365mm
- 16.8 megapixel CMOS sensor
- SX grip
- Filters
- Built in Wi-Fi and NFC
- HDR (High Dynamic Range)
- Tilt out LCD screen
- Complete manual control
- Manual movie
- Ultra wide angle lens
- Accessories:
 - Neck strap
 - Case
 - Lens hood
 - Filter adapter & filters
 - Battery and adapter
 - Interface cable
 - Canon AV cable
 - Canon HDMI cable



Similar cameras in this range – PowerShot SX530 HS, PowerShot SX420 IS

Quotes:

JB HI FI: \$574

CameraHouse: \$549

Harvey Norman: \$694

Canon EOS 1200D

- 18.0 megapixels
- 3" LCD screen
- Filters
- EOS movie – full recording
- Scene Intelligent Auto
- DiG!C 4 processor
- Automatic shooting modes
- Predictive AF
- Accessories:
 - Viewfinder



- Case
- Wireless File Transmitter
- Lenses – all EF and EF-S lenses
- Remote switch
- Hand strap
- Battery

Similar cameras in this range – EOS 750D DSLR, EOS 1000 DSLR, EOS 700D DSLR

Quotes:

Dick Smith: \$549

CameraHouse: \$399 (body) – with 18-55 and 75-300mm Lenses - \$699

Harvey Norman: \$478 (just 18-55mm lenses) – with 18-55mm and 75-300 Lenses - \$728 (This one had really good reviews from buyers)

Any other information or text as necessary:

FB stats:

05/02/2016-11/02/2016

- 11 new page likes – 2080 total (0.5% increase)
- 1470 total post reach (164.4% increase)
- 1262 post reach (506.7% increase)
- 100 people engaged (61.3% increase)

General Meeting Papers

Agenda Item title: Couch Cleaning and Update

Paper submitted by: Gagandeep Singh

The council is asked to endorse the following recommendation:

Student Services:

I had contacted student services 2 weeks ago, and have received word that they would look into it and am assuming the cleaning will not be available to Student Association prior to O'day. I suggest we look into getting cleaning done at a laundromats and then look into setting up a regular cleaning time with student services if possible.

Quotes:

It will be approximately 3 loads of the New front loader according to weight = 3x \$8.00 to clean all the couches for the first quote: <http://www.cambridgelaundry.com.au/selfserve.php>

For the second quote its approximately 4 loads of large wash according to weight = 4x \$6:
<http://www.mybeautifulaundrette.com.au/our-prices.html>

Thus the cost for both washes is estimated to be approximately \$24.00 for the washing of the couch covers.

Student Environment Report:

A student report will be conducted by Ashley, Ashwin and myself of the student space at Notre Dame. It will look into what the space is currently being used for and perhaps propose some improvement to the current system to benefit students.

Charge Bar:

Currently looking into the quotes for a charge bar and different options available to the Student Association. I would like to liaise with Student Services in a hope that they would be willing to subsidise or assist in the purchase of such a service for the students.

Table Tennis:

I am still yet to get in contact with the staff associated with the recreational hall, to look into leaving it open for lunchtime for students to be able to play table tennis if they so wish.