COUNCIL

The 428th meeting of the Council will be held at 9.15am on Friday 24 July 2015 in the R C Mills Room, Chancelry. Any additional papers and briefing materials will be available in the Mills Room from 8.30am.

Apologies and enquiries to the Corporate Governance and Risk Office by telephone on (02) 6125 2113 or email at: Head.governance@anu.edu.au

Kate Molloy
Director
Corporate Governance and Risk Office

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IMPORTANT INFORMATION FOR MEMBERS

CONFIDENTIALITY
Members of Council and others receiving the agenda are reminded of the need for careful discretion in the use and communication of Council business, referring to the Director, Corporate Governance and Risk Office, or other appropriate officer of the Council when in doubt.

Council business marked or declared to be confidential is not at any stage to be communicated to others without prior reference to the Chairperson or the Director, Corporate Governance and Risk Office. Only papers considered especially confidential are so marked.

All matters relating to individual persons, including appointments, enrolment, candidacy for degrees, personal details, performance and conduct are declared to be confidential.

CONDUCT OF COUNCIL MEMBERS
Members of Council are considered officials for the purposes of the Public Governance, Performance & Accountability Act 2013. The definition of officials includes all members of the ANU Council, as well as all officers, employees and members of the University.

Division 3, sections 25 to 29 of the Public Governance, Performance & Accountability Act 2013, sets out the general duties of officials. As an official, a member of the Council may be removed from their position if they breach those general duties.

Duty of Care & Diligence
A member of the Council must exercise their powers, perform their functions and discharge their duties with the degree of care and diligence that a reasonable person would exercise if they:

- were a member of the Council in the University's circumstances; and
- occupied the position held by, and had the same responsibilities within the University as, the member of the Council.

Duty to Act in Good Faith and for Proper Purpose
A member of the Council must exercise their powers, perform their functions, and discharge their duties in good faith and for a proper purpose.

Duty in Relation to Use of Position
A member of the Council must not improperly use their position to gain an advantage for themselves or for any other person; or to cause detriment to the University, the Commonwealth or to any other person.

Duty in Relation to Use of Information
A member of the Council who obtains information because of that position, must not improperly use that information to gain an advantage for themselves or for any other person; or to cause detriment to the University, the Commonwealth, or any other person.

Duty to Disclose Interests
A member of the Council who has a material personal interest that relates to the affairs of the University must disclose the details of the interest.

SUBMISSION OF ITEMS BY MEMBERS OF COUNCIL
Members of Council should communicate to the Vice-Chancellor matters which they wish to have included on the agenda for a meeting of Council. Full details and documentation relating to any items to be included in the agenda should be submitted at least 16 days before the meeting.

AGENDA ON THE INTERNET
The agenda and minutes for meetings of Council are available on the Internet at the URL:

http://www.anu.edu.au/about/governance/committees/council
PART 1 – PROCEDURAL ITEMS

* 1 ANNOUNCEMENTS AND APOLOGIES

Ms Naomi Flutter has advised her apology for the meeting, due to overseas travel commitments.

The Chair may speak.

* 2 LEAVE OF ABSENCE

Subsection 15(1)(d) of the Australian National University Act 1991 provides that if a member of the Council (other than an ex officio member) is absent without leave of the Council from three consecutive meetings of the Council, the member’s office becomes vacant.

The Chair invites members to seek leave from meetings of Council which they expect to be unable to attend.

* 3 DISCLOSURE OF MATERIAL PERSONAL INTEREST

In accordance with Division 3, sections 25 to 29 of the Public Governance, Performance and Accountability Act 2013, members of Council are required to declare any direct or indirect material personal interest in matters on the agenda.

* 4 ARRANGEMENT OF AGENDA

1. The Chair will ask whether any further items should be considered confidential.
2. The Chair will ask whether any further items should be starred for discussion.
3. The Vice-Chancellor will move that the unstared items be dealt with as proposed in the agenda.
4. The Chair will invite members to foreshadow matters to be raised under Agenda Item 34, Other Business.
5. The Chair will ask if there are any agenda items that need to be re-sequenced.

* 5 MINUTES

RECOMMENDATION

It is recommended that the Council confirm the minutes of the meeting held on 29 May 2015 (103/2015) and the special meeting of Council held on 23 June 2015 (155/2015).
THE AUSTRALIAN NATIONAL UNIVERSITY

COUNCIL MINUTES

Confidential until confirmed by Council
COUNCIL MINUTES

The 427th meeting of the Council was held at 6.15pm on Tuesday 23 June 2015, in the Vice-Chancellor’s Meeting Room, Chancelry Building, ANU campus, Canberra.

Confidential until confirmed by Council
PART 2 – KEY BUSINESS ITEMS

*C 6 – 12 Confidential to Council Members
PART 3 – STRATEGIC ISSUES

13. ANU BY 2020 AND 2025, EDUCATION STRATEGY

PURPOSE
To consider the key issues arising from the presentation about the University’s Education strategy.

PREPARED BY
Deputy Vice-Chancellor (Academic)

REVIEWED BY
Deputy Vice-Chancellor (Academic)

APPROVED BY
Vice-Chancellor

SPONSOR
Vice-Chancellor

RECOMMENDATION
That Council consider the key issues arising from the presentation about the University’s Education strategy (170/2015).

ACTION REQUIRED
For discussion ☑  For decision ☐  For information ☑

CONSULTATION
Staff ☐  Students ☐  Alumni ☐  Government ☐  Other ☐  Not applicable ☑

BACKGROUND
At its meeting held on 5 December 2014, Council considered a progress against 2014 milestones in the Educational Operational Plan as part of ‘ANU by 2020’. It was resolved that an update report be presented to the July 2015 meeting of Council.

Attachment 13.1 provides an update, together with an overview of the ANU by 2025 Education strategy.

ATTACHMENT
ANU by 2020, and 2025

Education Strategy

ANU Council

24 July 2015
### Education Snapshot

<table>
<thead>
<tr>
<th>Coursework EFTSL</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014 est.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11,407</td>
<td>11,748</td>
<td>12,107</td>
<td>13,126</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Median ATAR</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>93.7</td>
<td>93.0</td>
<td>95.6</td>
<td>97.2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Retention</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANU</td>
<td>93.3%</td>
<td>94.7%</td>
<td>94.5%</td>
<td>93.1%</td>
</tr>
<tr>
<td>Australia</td>
<td>87.2%</td>
<td>86.6%</td>
<td>86.6%</td>
<td>86.2%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Satisfaction</th>
<th>&lt;50%</th>
<th>50-79%</th>
<th>&gt;80%</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>9.6%</td>
<td>32.8%</td>
<td>57.6%</td>
</tr>
<tr>
<td>2012</td>
<td>7.6%</td>
<td>31.7%</td>
<td>60.7%</td>
</tr>
<tr>
<td>2013</td>
<td>7.0%</td>
<td>33.5%</td>
<td>59.5%</td>
</tr>
</tbody>
</table>

EFTSL = full time student
ATAR = Australian Tertiary Admissions Rank, which gives students a percentile rank
## ANU-Go8 Student Satisfaction

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall Satisfaction</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANU</td>
<td>84%</td>
<td>86%</td>
<td>84%</td>
<td>85%</td>
</tr>
<tr>
<td>Go8</td>
<td>=1</td>
<td>1</td>
<td>=3</td>
<td>=1</td>
</tr>
<tr>
<td><strong>Good Teaching</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANU</td>
<td>64%</td>
<td>66%</td>
<td>66%</td>
<td>68%</td>
</tr>
<tr>
<td>Go8</td>
<td>=1</td>
<td>2</td>
<td>5</td>
<td>=3</td>
</tr>
<tr>
<td><strong>Generic Skills</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANU</td>
<td>73%</td>
<td>75%</td>
<td>74%</td>
<td>75%</td>
</tr>
<tr>
<td>Go8</td>
<td>7</td>
<td>=6</td>
<td>8</td>
<td>7</td>
</tr>
</tbody>
</table>
ANU Programs and Courses

<table>
<thead>
<tr>
<th>Programs</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>669</td>
<td>516</td>
<td>485*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3492</td>
<td>4365</td>
<td>4099</td>
</tr>
</tbody>
</table>

* Includes 254 teach out

All programs reviewed and enrolment-based review cycles introduced
- the smaller the enrollment, the shorter the time between reviews
- In 2015, 10% of ANU programs have zero commencing load
- In 2014, 9.1% of ANU courses had 0.25 EFTSL or less (10.39% in 2013)

All new program proposals now include market research
- 2014-15: BA(Advanced); masters programs; PhB; psychology; environmental science; languages and maths;
- Poor awareness of ANU brand outside ACT, particularly at graduate level: Melbourne and Sydney universities better known, possibly because of research profile;
- ANU not perceived as promoting career and professional outcomes, despite being 23 in the world (no. 1 Australia) for graduate employability
ANU Education Finances

Removal of international fee grandfathering, 2014

Market-based ANU, ANU College, Higher Degree Research fee setting processes introduced 2014/15

Single approach to residential tariff setting in all ANU student accommodation, with fees now reflecting maintenance requirements in ANU halls of residence 2015

Formation of an executive and professional group to introduce market-based, strategic approach to scholarship stipend setting and management 2015

Education philanthropy: $8–$10M gift anticipated 2015; just under 700K in donations.

Underlying philanthropy result highlights need for plan and scholarships strategy
Low SES student enrolments

Postgraduate coursework

<table>
<thead>
<tr>
<th>Year</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANU Total (commencing and continuing)</td>
<td>155</td>
<td>160</td>
<td>231</td>
<td>297</td>
<td>352</td>
</tr>
</tbody>
</table>

College with highest 2014 enrolment: Law (293)
College with lowest 2014 enrolment: CECS (1)

Undergraduate coursework

<table>
<thead>
<tr>
<th>Year</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANU Total (commencing and continuing)</td>
<td>337</td>
<td>331</td>
<td>327</td>
<td>313</td>
<td>327</td>
</tr>
</tbody>
</table>

College with highest 2014 enrolment: CASS (155)
College with lowest 2014 enrolment: Law (8)
Indigenous student enrolments

Postgraduate coursework

<table>
<thead>
<tr>
<th>ANU Total (commencing and continuing)</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td></td>
<td>60</td>
</tr>
</tbody>
</table>

College with highest 2014 enrolment: Law (46)
College with lowest 2014 enrolment: CPMS (0)

Undergraduate coursework

<table>
<thead>
<tr>
<th>ANU Total (commencing and continuing)</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td></td>
<td>81</td>
</tr>
</tbody>
</table>

College with highest 2014 enrolment: CASS (37)
College with lowest 2014 enrolment: Law (0)
1. Education Plan: Double Degrees

9% growth in undergraduate domestic enrolment 2014
15% growth in undergraduate domestic enrolment 2015: best result in Go8
   Monash 2.5%; negative in all other Go8
41.5% of ANU students now enrolled in double degrees

Next steps:
ANU global double masters
   Copenhagen (food security); Tokyo (public policy); PKU (international studies);
   McGill (science and law); Indiana (museum studies)

flexible verticals (bachelor/masters double)
   first vertical with University of Canberra (BSc/Mteach) achieved, package promoted
to Malaysia
2. Education Plan: Research-Led Education

194 Higher Education Academy (HEA) fellowships now awarded (target was 100)
- 40 fellows are at other Australian universities
- Discussions initiated with NUS

Next Steps:
ANU as the regional hub for education fellowships
3. Education Plan: Online education

edX MOOC enrolments now at 115,000

Next Steps:
- 4 new MOOCs in 2015 and 3 in 2016
- Fully online MBA (3 versions); Master International Business; Master of Public Health; possibly also Master Public Policy first half 2016
- JD subject to ongoing technical delays
ANU Education 2025– 4 big shifts

- All undergraduates are admitted to ANU on the basis of academic and co-curriculum achievements and students can graduate with degrees and a co-curriculum award
  - 1064 applicants for 25 Tuckwell scholarships in 2015, which is 1/3 undergraduate intake
- Expanded PhB program with more industry opportunities and other industry-funded scholarships and programs
  - Bachelor of Politics, Computational Logic and Security
- Student-led online learning (student MOOCs)
- Expanded residential opportunities, and creation of social/residential/commercialisation environmental which also celebrates ANU research
PART 4 – OTHER MATTERS FOR DECISION

C14. Confidential to Council Members
15. ANU COURSEWORK FEE SETTING – 2016 AND 2017

PURPOSE
To confirm international and domestic coursework tuition fees (excluding domestic CGS) for 2016 and propose indicative increases for 2017.

PREPARED BY
Deputy Vice-Chancellor (Academic)

REVIEWED BY
Chief Financial Officer

APPROVED BY
Deputy Vice-Chancellor (Academic)

SPONSOR
Vice-Chancellor

RECOMMENDATION
That Council:
1. Endorse the fee bands and rates for 2016 fees as outlined at Table 1 and 2.
2. Endorse the ANU Domestic Fee Adjustment Bands, outlined at Table 3.
3. Endorse an indicative increase of 5% (on 2016 rates) for 2017, with further review based on the principles above in May 2016.
4. Note the requested fee adjustment from the ANU College of Law approved by the Deputy Vice-Chancellor (Academic).

ACTION REQUIRED
For discussion ☐ For decision ☑ For information ☑

CONSULTATION
Staff ☑ Students ☐ Alumni ☐ Government ☐ Other ☐ Not applicable ☐

The schedule for information gathering was circulated to relevant staff in Finance & Business Services, Division of Planning & Performance Measurement, Division of Student Life and Division of Student Administration and ANU Finance Committee (15 May and 10 July 2015).

Senior Management Group (25 June 2015) endorsed for transmission to the ANU Finance Committee and Council the following recommendations:
1. Endorsement of the fee bands and rates for 2016 fees as outlined at Table 1 and 2.
2. Endorsement of the ANU Domestic Fee Adjustment Bands, outlined at Table 3.
3. Endorsement of an indicative increase of 5% (on 2016 rates) is proposed for 2017, with further review based on the principles above in May 2016.
4. Note the requested fee adjustment from the ANU College of Law approved by the Deputy Vice-Chancellor (Academic).
5. Note in principle endorsement that the current fee-modeller will be inputted into TM1 and to provide feedback on the fee-modeller to tracey.mcnicol@anu.edu.au by 30 July 2015.

BACKGROUND AND SUMMARY OF ISSUES
In 2014, Council approved the proposal for the University to set its fees within a set of five bands. At that time, it also approved the proposed international and domestic coursework tuition fees (excluding undergraduate domestic CGS) and domestic coursework fee adjustment bands for 2016. It was agreed that these fees would be verified by July 2015 to factor in any major operational impediments or changes to the market. Indicative fees for 2017 also need to be approved for letters of offer to be generated and to signal any proposed increases.

The attached paper outlines the proposed bands and rates for 2016, including approved adjustments to bands and rates from the ANU College of Law. At its meeting on 10 July 2015, the Finance Committee considered the proposed fees and recommends them for Council approval.
ATTACHMENT
15.1 Coursework Tuition Fee Bands and Coursework Fee Adjustment Bands ANU programs for 2016 and 2017 (171/2015).

COMMUNICATION
  For public release ☐  For internal release ☑  Not for release ☐

These fees will be communicated through the revision of the ANU Tuition Fee Order which is updated annually. 2016 fees are being published on the ANU Programs and Courses website and will be included in marketing collateral for ANU Open Day and other recruitment activities. All student offer letters for 2016 includes up to date fee information.
Coursework Tuition Fee Bands and Coursework Fee Adjustment Bands ANU programs for 2016 and 2017

In 2014 ANU made the decision to set their fees within a set of five bands. The bands approved by Council in July 2014 for 2016 fee setting are as follows.

Table 1: ANU Domestic and International Tuition Fee Bands, 2016–

<table>
<thead>
<tr>
<th>Broad Discipline</th>
<th>Field of Education¹</th>
<th>Field of Education #</th>
<th>UG Band</th>
<th>PG Band</th>
<th>Domestic tier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture, Environmental and Related Studies</td>
<td>Agriculture, Environmental and Related Studies</td>
<td>05</td>
<td>2</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Behavioural Science</td>
<td>Behavioural Science</td>
<td>0907</td>
<td>3</td>
<td>4</td>
<td>B</td>
</tr>
<tr>
<td>Business (MBA)</td>
<td>Management and Commerce</td>
<td>08</td>
<td>4</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Creative Arts</td>
<td>Creative Arts</td>
<td>10</td>
<td>1</td>
<td>1</td>
<td>C</td>
</tr>
<tr>
<td>Economics</td>
<td>Economics and Econometrics</td>
<td>0919</td>
<td>3</td>
<td>4</td>
<td>A</td>
</tr>
<tr>
<td>Engineering</td>
<td>Engineering and Related Technologies</td>
<td>03</td>
<td>3</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Health</td>
<td>Health</td>
<td>0601</td>
<td>5</td>
<td>5</td>
<td>A</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Information Technology</td>
<td>02</td>
<td>2</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>JD</td>
<td>Law</td>
<td>0909</td>
<td>3</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>GDLP/MLP admission courses</td>
<td>Law</td>
<td>0909</td>
<td>See rates below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law</td>
<td>Law</td>
<td>0909</td>
<td>2</td>
<td>3</td>
<td>B</td>
</tr>
<tr>
<td>Management and Commerce</td>
<td>Management and Commerce</td>
<td>08</td>
<td>3</td>
<td>4</td>
<td>A</td>
</tr>
<tr>
<td>Medical Sciences</td>
<td>Medical Studies</td>
<td>0613</td>
<td>5</td>
<td>5</td>
<td>A</td>
</tr>
<tr>
<td>Natural and Physical Sciences</td>
<td>Natural and Physical Sciences</td>
<td>01</td>
<td>2</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Political Science and Policy Studies</td>
<td>Political Science and Policy Studies</td>
<td>0901</td>
<td>2</td>
<td>3</td>
<td>B</td>
</tr>
<tr>
<td>Society and Culture</td>
<td>Society and Culture</td>
<td>09 (ex 0901, 0909, 0919, 0907)</td>
<td>1</td>
<td>2</td>
<td>B</td>
</tr>
</tbody>
</table>

Table 2: ANU Domestic and International Tuition Fee Rates, 2016–

<table>
<thead>
<tr>
<th>Band</th>
<th>Fee</th>
<th>Var. from band above</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$31,000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>$34,900</td>
<td>12.6% $3,900</td>
</tr>
<tr>
<td>3</td>
<td>$37,100</td>
<td>6.3% $2,200</td>
</tr>
<tr>
<td>4</td>
<td>$39,000</td>
<td>5.1% $1,900</td>
</tr>
<tr>
<td>5</td>
<td>$41,500</td>
<td>6.4% $2,500</td>
</tr>
</tbody>
</table>

¹ A classification system determined by the Australian Bureau of Statistics used to describe subject areas or disciplines in broad, narrow and detailed fields in education contexts. Broad fields are distinguished from each other on the basis of theoretical content and the broad purpose for which the study is undertaken. Narrow fields are distinguished from other narrow fields in the same broad field on the basis of the objects of interest, and the purpose for which the study is undertaken. Detailed fields are distinguished from other detailed fields in the same narrow field on the basis of methods and techniques, tools and equipment, and a stricter application of the criteria used for broad and narrow fields. For example, detailed field 010101-Mathematics - Mathematics is the study of deductive systems, including algebra, arithmetic, geometry, analysis and applied mathematics.
Table 3: ANU Domestic Fee Adjustment Bands, 2016–

<table>
<thead>
<tr>
<th>Tier</th>
<th>Adjustment (reduction on International graduate fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>25%</td>
</tr>
<tr>
<td>B</td>
<td>30%</td>
</tr>
<tr>
<td>C</td>
<td>35%</td>
</tr>
</tbody>
</table>

2017 indicative fees
It is also proposed that an indicative increase of 5% (on 2016 rates), made on the basis of an updated comparator fee analysis, or other percentage recommended by the fee setting group and SMG be endorsed at the ANU Finance Committee in July 2015. An additional 5% (on 2016 rates) based on current student volume would generate $21,815,177 total (domestic and international) additional revenue in 2017 from 2015. A detailed breakdown of revenue distribution is at Appendix A. These indicative fees would then be fully confirmed and verified in July 2016.

Higher or lower fees than recommended
It is recognised that in some cases, colleges may wish to have higher or lower fees than the recommended default.

Confirmation of all fee adjustments (higher or lower) for 2016 fees was requested from the college deans to the Deputy Vice-Chancellor Academic.

Fee adjustment requests are approved based on the following criteria:
- Should reflect strategy that aligns with the college operational plan and ANU by 2020;
- Can only be within the proposed tiers (e.g. from A to B);
- Must be supported by a business case that is supported by evidence (e.g. low lifetime domestic graduate earning data or market research);
- Must reflect cost recovery or college agreement to underwrite losses;
- Include a minimum EFSTL threshold for offers;
- Can be proposed for a maximum of 5 years, with a review of the arrangement undertaken after that time; and
- be endorsed by the college dean

The following fee adjustments for the ANU College of Law have been requested and approved for 2016:

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Fee</th>
<th>Fee type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Diploma of Legal Practice</td>
<td>$9,715</td>
<td>DTF</td>
</tr>
<tr>
<td>Graduate Diploma of Legal Practice</td>
<td>$13,192</td>
<td>ISF</td>
</tr>
<tr>
<td>Master of Legal Practice</td>
<td>$22,138</td>
<td>DTF</td>
</tr>
<tr>
<td>Master of Legal Practice</td>
<td>$30,605</td>
<td>ISF</td>
</tr>
</tbody>
</table>

Note, that the actual program rates will vary, dependent on student subject choice.

Military Law Program
The following compulsory courses that are exclusively available to students undertaking the Master of Military Law under the Military Law contract with the Department of Defence are set at the following rates, in accordance with the contract requirements.
Electives within the Master of Military Law are set at the standard postgraduate Law rates. Sponsorship arrangements through an overhead reduction are applied to these students. The overhead sponsorship required per 6 unit elective course is as follows:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory Unit Cost</td>
<td>$658</td>
<td>$691</td>
<td>$726</td>
<td>$762</td>
<td>$800</td>
<td>$840</td>
<td>$882</td>
<td>$926</td>
</tr>
<tr>
<td>6 Unit Course</td>
<td>$3948</td>
<td>$4146</td>
<td>$4353</td>
<td>$4571</td>
<td>$4800</td>
<td>$5039</td>
<td>$5291</td>
<td>$5556</td>
</tr>
<tr>
<td>9 Unit cost</td>
<td>$5922</td>
<td>$6219</td>
<td>$6534</td>
<td>$6858</td>
<td>$7200</td>
<td>$7560</td>
<td>$7938</td>
<td>$8334</td>
</tr>
</tbody>
</table>

All tuition fee adjustment decisions and the period that an adjustment has been granted will be reported to SMG.

Bands represent a general indexation of 5% for 2016 (from 2015 fees). The mapping of programs into these bands resulted in a number of variations outside of this 5% indexation. The majority of international and domestic fees have moved by 10% or more for 2016 as a result of the band mapping + indexation. Verification of these fee bands and modelling against competitors has also been undertaken.

<table>
<thead>
<tr>
<th>Verification activity for 2016 fees</th>
<th>Lead</th>
<th>Status/Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparison of proposed fees against competitors</td>
<td>Tracey McNicol</td>
<td>Completed</td>
</tr>
<tr>
<td>ANU 2017 (+2016 verification) fee setting meeting</td>
<td>DVC(A)</td>
<td>Completed</td>
</tr>
<tr>
<td>ANU Senior Management Group – discuss ANU 2017 (+2016 verification) fee setting</td>
<td>DVC(A)</td>
<td>Completed</td>
</tr>
<tr>
<td>ANU Senior Management Group – confirm ANU 2017 (+2016 verification) fee setting</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Confirmation of ANU 2017 (+2016 verification) fees at Finance Committee</td>
<td>DVC(A)</td>
<td>10 July 2015</td>
</tr>
</tbody>
</table>

Sponsor
Vice-Chancellor

Author
Deputy Vice-Chancellor (Academic)
### Appendix A: Projected revenue distribution

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EFTSL</td>
<td>Gross Revenue ($)</td>
<td>5% Fee Increase 2015 Load</td>
<td>Gross Revenue ($)</td>
<td>5% Fee Increase 2015 Load</td>
<td>Gross Revenue ($)</td>
</tr>
<tr>
<td>Domestic Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAP - Asia &amp; the Pacific</td>
<td>445.85</td>
<td>11,073,034</td>
<td>11,600,719</td>
<td>527,685</td>
<td>12,180,755</td>
<td>580,036</td>
</tr>
<tr>
<td>CASS - Arts &amp; Social Sciences</td>
<td>149.21</td>
<td>3,110,836</td>
<td>3,608,080</td>
<td>497,244</td>
<td>3,788,484</td>
<td>180,404</td>
</tr>
<tr>
<td>CBE - Business &amp; Economics</td>
<td>94.41</td>
<td>2,578,639</td>
<td>2,722,533</td>
<td>143,893</td>
<td>2,858,659</td>
<td>136,127</td>
</tr>
<tr>
<td>CECS - Engineering &amp; Computer Science</td>
<td>19.24</td>
<td>473,508</td>
<td>534,274</td>
<td>60,766</td>
<td>560,987</td>
<td>26,714</td>
</tr>
<tr>
<td>CMBE - Medicine, Biology &amp; Environment</td>
<td>46.86</td>
<td>1,160,684</td>
<td>1,323,390</td>
<td>162,706</td>
<td>1,389,559</td>
<td>66,169</td>
</tr>
<tr>
<td>COL - Law</td>
<td>1,689.83</td>
<td>24,284,063</td>
<td>26,047,817</td>
<td>1,763,554</td>
<td>27,349,998</td>
<td>1,302,381</td>
</tr>
<tr>
<td>CPMS - Physical &amp; Mathematical Sciences</td>
<td>28.04</td>
<td>694,477</td>
<td>778,608</td>
<td>84,131</td>
<td>817,538</td>
<td>38,930</td>
</tr>
<tr>
<td>International Students</td>
<td>4,716.65</td>
<td>143,763,989</td>
<td>156,901,756</td>
<td>13,137,767</td>
<td>164,746,844</td>
<td>7,845,088</td>
</tr>
<tr>
<td>CAP - Asia &amp; the Pacific</td>
<td>688.92</td>
<td>22,301,562</td>
<td>24,098,784</td>
<td>1,797,222</td>
<td>25,303,723</td>
<td>1,204,939</td>
</tr>
<tr>
<td>CASS - Arts &amp; Social Sciences</td>
<td>342.72</td>
<td>9,421,481</td>
<td>10,430,620</td>
<td>1,009,139</td>
<td>10,952,151</td>
<td>521,531</td>
</tr>
<tr>
<td>CBE - Business &amp; Economics</td>
<td>2,077.48</td>
<td>69,930,885</td>
<td>77,179,906</td>
<td>7,249,021</td>
<td>81,038,902</td>
<td>3,858,995</td>
</tr>
<tr>
<td>CECS - Engineering &amp; Computer Science</td>
<td>624.78</td>
<td>17,531,848</td>
<td>19,319,036</td>
<td>1,787,188</td>
<td>20,284,988</td>
<td>965,952</td>
</tr>
<tr>
<td>CMBE - Medicine, Biology &amp; Environment</td>
<td>429.13</td>
<td>12,685,068</td>
<td>13,062,699</td>
<td>377,632</td>
<td>13,175,834</td>
<td>653,135</td>
</tr>
<tr>
<td>COL - Law</td>
<td>166.23</td>
<td>4,018,380</td>
<td>4,409,264</td>
<td>390,883</td>
<td>4,629,727</td>
<td>220,463</td>
</tr>
<tr>
<td>CPMS - Physical &amp; Mathematical Sciences</td>
<td>373.37</td>
<td>7,489,636</td>
<td>7,915,494</td>
<td>425,858</td>
<td>8,363,268</td>
<td>395,775</td>
</tr>
<tr>
<td>NCIS - National Centre for Indigenous Studies</td>
<td>2</td>
<td>57,216</td>
<td>69,888</td>
<td>12,672</td>
<td>73,382</td>
<td>3,494</td>
</tr>
<tr>
<td>229 - ANU Wide</td>
<td>12.02</td>
<td>327,914</td>
<td>416,065</td>
<td>88,151</td>
<td>436,869</td>
<td>20,803</td>
</tr>
</tbody>
</table>
16. ANU HIGHER DEGREE BY RESEARCH (HDR) FEE SETTING – 2016 AND 2017

PURPOSE
To confirm international HDR tuition fees for 2016 and propose indicative increases for 2017.

PREPARED BY
Deputy Vice-Chancellor (Research)

REVIEWED BY
Chief Financial Officer

APPROVED BY
Deputy Vice-Chancellor (Research)

SPONSOR
Vice-Chancellor

RECOMMENDATION
That Council:

5. Endorse the fee bands and rates for 2016 HDR fees as outlined at Table 1 and 2.
6. Endorse an indicative increase of 5% (on 2016 rates) for 2017, with further review based on the principles above in May 2016.
7. Endorse the proposed rates for extensions of program.

ACTION REQUIRED
For discussion ☐ For decision ☑ For information ☐

CONSULTATION
Staff ☑ Students ☐ Alumni ☐ Government ☐ Other ☐ Not applicable ☐

The schedule for information gathering was circulated to relevant staff in Finance & Business Services, Division of Planning & Performance Measurement, Division of Student Life and Division of Student Administration and ANU Finance Committee (15 May and 10 July 2015).

Senior Management Group (25 June 2015) endorsed for transmission to the ANU Finance Committee and Council the following recommendations:

1. Endorsement of the fee bands and rates for 2016 HDR fees as outlined at Table 1 and 2.
2. Endorsement of an indicative increase of 5% (on 2016 rates) is proposed for 2017, with further review based on the principles above in May 2016.
3. Endorsement of the proposed rates for extensions of program.
4. Note in principle endorsement that the current fee-modeller will be inputted into TM1 and to provide feedback on the fee-modeller to tracey.mcnicol@anu.edu.au by 30 July 2015.

BACKGROUND
In 2014, Council approved the proposal for the University to set its fees within a set of five bands. The bands approved by Council in July 2014 for 2016 coursework fee setting are indicated in Table 1. Competitor analysis for HDR fees has now also been undertaken and it is proposed that equivalent fee bands and rates be used for HDR fees.

It was agreed that these fees would be verified by July 2015 to factor in any major operational impediments or changes to the market. Indicative fees for 2017 also need to be approved for letters of offer to be generated and to signal any proposed increases.

The attached paper outlines the proposed HDR bands and rates for 2016. At its meeting on 10 July 2015, the Finance Committee considered the proposed fees and recommends them for Council approval.
ATTACHMENT
16.1 Higher Degree by Research (HDR) Tuition Fee Bands and Fee Adjustment Bands ANU programs for 2016 and 2017 (172/2015).

COMMUNICATION

For public release  ☐  For internal release ☑  Not for release ☐

These fees will be communicated through the revision of the ANU Tuition Fee Order which is updated annually. 2016 fees are being published on the ANU Programs and Courses website and will be included in marketing collateral for ANU Open Day and other recruitment activities. All student offer letters for 2016 includes up to date fee information.
Higher Degree by Research (HDR) Tuition Fee Bands and Fee Adjustment Bands ANU programs for 2016 and 2017

In 2014 ANU made the decision to set their fees within a set of five bands. The bands approved by Council in July 2014 for 2016 coursework fee setting are indicated in **Table 1**.

### Table 1: ANU Domestic and International Tuition Fee Bands, 2016–

<table>
<thead>
<tr>
<th>Broad Discipline</th>
<th>Field of Education name</th>
<th>Field of Education #</th>
<th>UG Band</th>
<th>PG Band</th>
<th>HDR</th>
<th>Domestic tier (coursework only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture, Environmental and Related Studies</td>
<td>Agriculture, Environmental and Related Studies</td>
<td>05</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Behavioural Science</td>
<td>Behavioural Science</td>
<td>0907</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>B</td>
</tr>
<tr>
<td>Business (MBA)</td>
<td>Management and Commerce</td>
<td>08</td>
<td>4</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Creative Arts</td>
<td>Creative Arts</td>
<td>10</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>C</td>
</tr>
<tr>
<td>Economics</td>
<td>Economics and Econometrics</td>
<td>0919</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>A</td>
</tr>
<tr>
<td>Engineering</td>
<td>Engineering and Related Technologies</td>
<td>03</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Health Information Technology</td>
<td>Health</td>
<td>0601</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>A</td>
</tr>
<tr>
<td>JD</td>
<td>Law</td>
<td>0909</td>
<td>3</td>
<td></td>
<td></td>
<td>B</td>
</tr>
<tr>
<td>GDLP/MLP admission courses</td>
<td>Law</td>
<td>0909</td>
<td></td>
<td></td>
<td>Separately approved rates</td>
<td></td>
</tr>
<tr>
<td>Law</td>
<td>Law</td>
<td>0909</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>B</td>
</tr>
<tr>
<td>Management and Commerce</td>
<td>Management and Commerce</td>
<td>08</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>A</td>
</tr>
<tr>
<td>Medical Sciences</td>
<td>Medical Studies</td>
<td>0613</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>A</td>
</tr>
<tr>
<td>Natural and Physical Sciences</td>
<td>Natural and Physical Sciences</td>
<td>01</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Political Science and Policy Studies</td>
<td>Political Science and Policy Studies</td>
<td>0901</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>B</td>
</tr>
<tr>
<td>Society and Culture</td>
<td>Society and Culture</td>
<td>09 (ex 0901, 0909, 0919, 0907)</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>B</td>
</tr>
</tbody>
</table>
Table 2: ANU Domestic and International Tuition Fee Rates, 2016–

<table>
<thead>
<tr>
<th>Band</th>
<th>Fee</th>
<th>Var. from band above</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$31,000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>$34,900</td>
<td>12.6% $3,900</td>
</tr>
<tr>
<td>3</td>
<td>$37,100</td>
<td>6.3% $2,200</td>
</tr>
<tr>
<td>4</td>
<td>$39,000</td>
<td>5.1% $1,900</td>
</tr>
<tr>
<td>5</td>
<td>$41,500</td>
<td>6.4% $2,500</td>
</tr>
</tbody>
</table>

Table 3: ANU Domestic Fee Adjustment Bands, 2016–

<table>
<thead>
<tr>
<th>Tier</th>
<th>Adjustment (reduction on International graduate fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>25%</td>
</tr>
<tr>
<td>B</td>
<td>30%</td>
</tr>
<tr>
<td>C</td>
<td>35%</td>
</tr>
</tbody>
</table>

Extensions of program

The tuition order for the University includes information on the rates for extensions of program. The current tuition fee order states:

'A student enrolled in a higher degree research program who has successfully obtained an extension of program beyond the normal time limit is to pay fees as follows:

(a) a domestic student:
   is to be granted an exemption scholarship in 2015;
(b) an international student resident in Australia:
   is to pay a subsidized fee of $3,000 (non-laboratory) or $4,000 (laboratory) for a period of 6 months in 2015;
(c) an international student resident overseas:
   is not required to pay the subsidized fee mentioned in paragraph 8.1(b).'

It is proposed that these rates remain the same for 2016.

2017 indicative fees

It is also proposed that an indicative increase of 5% (on 2016 rates), made on the basis of an updated comparator fee analysis, or other percentage recommended by the fee setting group and SMG be endorsed at the ANU Finance Committee in July 2015. These indicative fees would then be fully confirmed and verified in July 2016.

Higher or lower fees than recommended

It is recognised that in some cases, colleges may wish to have higher or lower fees than the recommended default.

Confirmation of all fee adjustments (higher or lower) for 2016 fees was requested from the college deans to the Deputy Vice-Chancellor Research.

Fee adjustment requests are approved based on the following criteria:

- Should reflect strategy that aligns with the college operational plan and ANU by 2020;
- Can only be within the proposed tiers (eg from A to B);
- Must be supported by a business case that is supported by evidence (eg low lifetime domestic graduate earning data or market research);
- Must reflect cost recovery or college agreement to underwrite losses;
- Include a minimum EFSTL threshold for offers;
- Can be proposed for a maximum of 5 years, with a review of the arrangement undertaken after that time; and
- be endorsed by the college dean
All tuition fee adjustment decisions and the period that an adjustment has been granted will be reported to SMG.

Verification of these fee bands and modelling against competitors has also been undertaken.

<table>
<thead>
<tr>
<th>Verification activity for 2016 fees</th>
<th>Lead</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparison of proposed fees against competitors</td>
<td>Tracey McNicol</td>
<td>Completed</td>
</tr>
<tr>
<td>ANU Senior Management Group – proposed HDR fees circulated</td>
<td>DVC(R)</td>
<td>Completed</td>
</tr>
<tr>
<td>ANU Senior Management Group – confirm ANU 2017 (+2016 verification) fee setting</td>
<td>DVC(R)</td>
<td>Completed</td>
</tr>
<tr>
<td>Confirmation of ANU 2017 (+2016 verification) fees at Finance Committee</td>
<td>DVC(R)</td>
<td>10 July 2015</td>
</tr>
</tbody>
</table>

**Sponsor**  
Deputy Vice-Chancellor (Research)

**Author**  
Registrar, Division of Student Administration and Executive Officer, Deputy Vice-Chancellor Academic
17. **ANU COURSEWORK FEE SETTING FOR 2016 SCHEDULE 2 PROGRAMS AND COURSES DELIVERED BY ANU COLLEGE**

**PURPOSE**
To confirm international and domestic coursework tuition fees (excluding domestic CGS) for 2016 for 2016 schedule 2 programs and courses delivered by ANU College.

**PREPARED BY**
Deputy Vice-Chancellor (Academic)

**REVIEWED BY**
Chief Financial Officer

**APPROVED BY**
Deputy Vice-Chancellor (Academic)

**SPONSOR**
Vice-Chancellor

**RECOMMENDATION**
That Council:

8. Endorse the fee bands and rates for 2016 fees as outlined at Table 1 and 2.
9. Endorse the 2016 fees outlined at Table 3.
10. Endorse the following principles for schedule 2 programs and courses fee setting:
    a. that all Schedule 2 programs and courses will have a fee no less than the ANU equivalent program/course fee;
    b. that any proposed adjustments (increase) to the fee bands for particular programs require an evidence based business case to be reviewed and approved by the Deputy Vice-Chancellor and noted by SMG;
    c. that fees are proposed in EFTSL rather than by New Student Enrolment (NSE); and
    d. that schedule 2 programs and courses will be reviewed annually based on comparative competitor data.
11. That an indicative increase of 5% (on 2016 rates) is proposed for 2017, with further review based on the principles above in May 2016.

**ACTION REQUIRED**
For discussion ☐ For decision ☑ For information ☐

**CONSULTATION**
Staff ☑ Students ☐ Alumni ☐ Government ☐ Other ☐ Not applicable ☐

The schedule for information gathering was circulated to relevant staff in Finance & Business Services, Division of Planning & Performance Measurement, Division of Student Life and Division of Student Administration and ANU Finance Committee (15 May and 10 July 2015).

Senior Management Group (25 June 2015) endorsed for transmission to the ANU Finance Committee and Council the following recommendations:

1. Endorsement of the fee bands and rates for 2016 fees as outlined at Table 1 and 2.
2. Endorsement of the 2016 fees outlined at Table 3.
3. Endorse the following principles for schedule 2 programs and courses fee setting:
   a. that all Schedule 2 programs and courses will have a fee no less than the ANU equivalent program/course fee;
b. that any proposed adjustments (increase) to the fee bands for particular programs require an evidence based business case to be reviewed and approved by the Deputy Vice-Chancellor and noted by SMG;
c. that fees are proposed in EFTSL rather than by New Student Enrolment (NSE); and
d. that schedule 2 programs and courses will be reviewed annually based on comparative competitor data.

4. That an indicative increase of 5% (on 2016 rates) is proposed for 2017, with further review based on the principles above in May 2016.

BACKGROUND

In 2014, Council approved the proposal for the University to set its fees within a set of five bands. At that time, it also approved the proposed international and domestic coursework tuition fees (excluding undergraduate domestic CGS) and domestic coursework fee adjustment bands for 2016. It was agreed that these fees would be verified by July 2015 to factor in any major operational impediments or changes to the market. Indicative fees for 2017 also need to be approved for letters of offer to be generated and to signal any proposed increases.

Attachment 18.1 outlines the fees for schedule 2 programs under the ANU-Study Group Australia Licenses and Services agreement and that they are set using the same principles and the bands for ANU undergraduate programs.

At its meeting on 10 July 2015, the Finance Committee considered the proposed fees and recommends them for Council approval.

ATTACHMENT

17.1 Coursework Tuition Fee Bands and Coursework Fee Adjustment Bands for 2016 schedule 2 programs and courses delivered by ANU College (173/2015).

COMMUNICATION

For public release ☐ For internal release ☒ Not for release ☐

These fees will be communicated through the revision of the ANU Tuition Fee Order which is updated annually. 2016 fees are being published on the ANU Programs and Courses website and will be included in marketing collateral for ANU Open Day and other recruitment activities. All student offer letters for 2016 includes up to date fee information.
Coursework Tuition Fee Bands and Coursework Fee Adjustment Bands for 2016 schedule 2 programs and courses delivered by ANU College

In 2014 ANU made the decision to set their fees within a set of five bands.

The bands are as follows and it is proposed that fees for schedule 2 programs under the ANU-Study Group Australia Licenses and Services agreement are set using the same principles and the bands for ANU undergraduate programs.

Table 1: ANU Domestic and International Tuition Fee Bands, 2016–

<table>
<thead>
<tr>
<th>Broad Discipline</th>
<th>Field of Education name</th>
<th>Field of Education #</th>
<th>UG Band</th>
<th>PG Band</th>
<th>Domestic tier</th>
</tr>
</thead>
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<td>GDLP/MLP admission courses</td>
<td>Law</td>
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<td>Society and Culture</td>
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<td>09 (ex 0901, 0909, 0919, 0907)</td>
<td>1</td>
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Table 2: ANU Domestic and International Tuition Fee Rates, 2016–

<table>
<thead>
<tr>
<th>Band</th>
<th>Fee</th>
<th>Var. from band above</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>$31,000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>$34,900</td>
<td>12.6% $3,900</td>
</tr>
<tr>
<td>3</td>
<td>$37,100</td>
<td>6.3% $2,200</td>
</tr>
<tr>
<td>4</td>
<td>$39,000</td>
<td>5.1% $1,900</td>
</tr>
<tr>
<td>5</td>
<td>$41,500</td>
<td>6.4% $2,500</td>
</tr>
</tbody>
</table>
Verification of these fee bands and modelling against competitors has been undertaken.

<table>
<thead>
<tr>
<th>Verification activity for 2016 fees</th>
<th>Lead</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Comparison of proposed fees against competitors</td>
<td>Tracey McNicol</td>
<td>Completed</td>
</tr>
<tr>
<td>Model of proposed fees for budgeting</td>
<td>Melissa Abberton/Tracey McNicol</td>
<td>Completed</td>
</tr>
<tr>
<td>Fee setting confirmation meeting</td>
<td>DVC(A)</td>
<td>Completed</td>
</tr>
<tr>
<td>ANU Senior Management Group confirmation</td>
<td>DVC(A)</td>
<td>Completed</td>
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<tr>
<td>ANU/Study Group Management Cttee confirmation</td>
<td>DVC(A) and Director</td>
<td>Completed</td>
</tr>
<tr>
<td>ANU Finance Committee approval</td>
<td>DVC(A)</td>
<td>10 July 2015</td>
</tr>
</tbody>
</table>

Based on the tables above, the proposed international student fees (domestic students are determined as CGS sub-bachelor load except in ANU Express) for schedule 2 programs and courses is as follows:

**Table 3. Proposed 2016 fees for schedule 2 programs and courses**

<table>
<thead>
<tr>
<th>Program/Course</th>
<th>Fee band</th>
<th>Indicative annual fee (1 EFTSL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Liberal Studies</td>
<td>2</td>
<td>$34,944</td>
</tr>
<tr>
<td>Diploma of Computing</td>
<td>2</td>
<td>$34,944</td>
</tr>
<tr>
<td>Associate Degree (business stream)</td>
<td>3</td>
<td>$37,104</td>
</tr>
<tr>
<td>Associate Degree (arts stream)</td>
<td>1</td>
<td>$31,008</td>
</tr>
<tr>
<td>Associate Degree (science and technology stream)</td>
<td>2</td>
<td>$34,944</td>
</tr>
<tr>
<td>ANU Express</td>
<td>1</td>
<td>$31,008</td>
</tr>
<tr>
<td>ANU Prep</td>
<td>1</td>
<td>$31,008</td>
</tr>
<tr>
<td>Essential University English</td>
<td>1</td>
<td>$31,008 ($3876 for course)</td>
</tr>
<tr>
<td>Engineering professional communication courses</td>
<td>1</td>
<td>$31,008 ($3876 for course)</td>
</tr>
</tbody>
</table>

**Explanatory notes**

1. Fees are calculated using Equivalent Full Time Student Load (EFTSL). EFTSL is a measure of student load expressed as a proportion of the workload for a standard annual program, based on the accumulated course EFTSL for a program. For graduate research students a weight of one if full-time; half if part-time. For coursework students (undergraduates and non-research graduates) EFTSL is determined on course enrolment in the periods 1 January to 3 June, and 1 July to 31 December. In these periods 0.375 EFTSL or greater is considered to be full-time enrolment, less than 0.375 EFTSL part-time. Note that for international students EFTSL is normally required to be 0.5 in each period.

2. New Student Enrolment (NSE) is equivalent to 1 EFTSL.

3. Fees are calculated at the course level, individual student fees may be higher or lower, dependent on subject choice.

4. Schedule 1 program fees are set by Study Group.

**Sponsor**

Vice-Chancellor

**Author**

Deputy Vice-Chancellor (Academic)
18. RESEARCH SCHOOL OF ACCOUNTING – CHANGE OF SCHOOL NAME

PURPOSE
To change the name of the Research School of Accounting and Business Information Systems to the Research School of Accounting, because of the move of the Business Information Systems group to the Research School of Management.

PREPARED BY
Pat Boling, College General Manager, College of Business and Economics

REVIEWED BY
Professor Juliana Ng, Director, Research School of Accounting and Business Information Systems and Professor Byron Keating, Research School of Management

APPROVED BY
Professor Shirley Leitch, Dean, CBE

SPONSOR
Vice-Chancellor

RECOMMENDATION
That Council approve the renaming of the Research School of Accounting and Business Information Systems to the Research School of Accounting.

ACTION REQUIRED
For discussion ☐ For decision ☑ For information ☐

CONSULTATION
Staff ☑ Students ☐ Alumni ☐ Government ☐ Other ☐ Not applicable ☐

All staff in the Research School of Accounting and Business Information Systems (RSABIS), and the Research School of Management (RSM) were consulted about the move and the consequent name change. The move was endorsed by the CBE Executive and the Dean of CBE. The Vice-Chancellor has endorsed the move, for Council’s consideration and approval.

BACKGROUND
BIS is a small but high-performing disciplinary grouping within CBE. For example, in 2013, BIS staff comprised 3% of total CBE academics but produced 24% of all A* journal papers. The group has also been consistently successful in gaining external grants, most notably by Professor Shirley Gregor who is one of only three Level E2 staff within CBE.

The BIS group requested relocation from RSABIS to RSM because of a perceived closer alignment of BIS with the disciplines in RSM, rather than with the accounting discipline in RSABIS. The benefit to the ANU is greater critical mass in aligned areas for both teaching and research, including enterprise systems, technology management, project management, innovation, e-commerce and e-marketing.

A demonstration of this changed alignment is that the outputs from the BIS group were included in ERA under the code for Management for the first time in ERA 2015.

The move will also be to the advantage of remaining staff in RSABIS, in allowing them more focus on research and teaching in accounting and its related specialisations, including public sector accounting, audit, taxation and corporate governance.

Looking to the future potential of the group, BIS has been identified by CBE as an area for which there are growth opportunities, especially in relation to postgraduate programs and the Indian market.

BIS will therefore play a key role in the international student diversification strategy adopted by CBE in
2015, with marketing of BIS programs into the Southeast Asian and Indian subcontinent markets planned.

SUMMARY OF ISSUES
Agreement has been reached between the two Directors about operational details of the move including staffing, associated courses, research projects, students, revenues and costs. The CBE General Manager is developing a detailed plan to facilitate the BIS move to RSM with full implementation from 1 January 2016.

No significant risks or negative consequences from the proposed move or change of name have been identified.

All parties agree with the move and the change of name.

COMMUNICATION
The following text is proposed to be included in the “Council News” update released to staff and students through the On Campus e-newsletter and the Council website:

Renaming of Research School of Accounting
Council has approved the renaming of the Research School of Accounting and Business Information Systems to the Research School of Accounting, with the Business Information Systems (BIS) group being transferred to the Research School of Management. BIS is a small but high-performing disciplinary grouping within CBE. The BIS group requested relocation to RSM because of a perceived closer alignment of BIS with the disciplines in RSM. The benefit to the University is greater critical mass in aligned areas for both teaching and research, including enterprise systems, technology management, project management, innovation, e-commerce and e-marketing.

PART 4 – OTHER MATTERS FOR DECISION
**19. RESPONSIBILITIES OF MEMBERS OF COUNCIL AND COUNCIL COMMITTEES POLICY**

**PURPOSE**
For Council to consider an update to the existing policy governing the responsibilities of members of Council.

**PREPARED BY**
Manager, Corporate Governance and Policy

**REVIEWED BY**
Director, Corporate Governance and Risk Office

**APPROVED BY**
Vice-Chancellor

**SPONSOR**
Chancellor

**RECOMMENDATION**
That Council approve the *Responsibilities of Members of Council and Council Committees Policy*, to replace the *Responsibilities of Members of Council and University Officers Policy* (174/2015).

**ACTION REQUIRED**
For discussion ☑  For decision ☑  For information ☐

**CONSULTATION**
Staff ☐  Students ☐  Alumni ☐  Government ☐  Other ☑  Not applicable ☐

As this policy only affects members of the Council and its Committees, wider consultation is not considered appropriate or relevant.

**BACKGROUND**
In November 2012, Council adopted the current *Responsibilities of Members of Council and University Officers Policy*. The policy principally sets out how Council members and University officers should conduct themselves, particularly in respect of the requirements of the then *Commonwealth Authorities & Companies Act 1997*.

Following the repeal of the *Commonwealth Authorities & Companies Act 1997* and the introduction of the *Public Governance, Performance and Accountability Act 2013*, a review and update of this policy has been necessary.

The review has been undertaken by the Corporate Governance and Risk Office, in consultation with the Legal Office.

**SUMMARY OF ISSUES**
The proposed *Responsibilities of Members of Council & Council Committees Policy* includes the following features:

- Reflects the new legal obligations of Council and Council Committee members, pursuant to the *Public Governance, Performance and Accountability Act 2013*;
- Removes coverage of senior executive members of the University, who are covered by the *ANU Code of Conduct*; and
- Streamlines the policy, removing material that is not directly relevant to the subject matter of the policy.

**ATTACHMENT**
19.1 Responsibilities of Members of Council and Council Committees Policy (174/2015).
COMMUNICATION

For public release ☐  For internal release ☑  Not for release ☐

An internal communication will not be released. However the policy will be posted to the Council and Council Committee webpages and the University’s Policy Library (website), in accordance with standard practice.
Policy: Responsibilities of Members of Council and Council Committees

Purpose

The purpose of this policy is to articulate:

- the application of the *Public Governance, Performance and Accountability Act 2013* to Council and Council Committee members; and
- the general expectations of conduct by Council and Council Committee members.

Overview

The policy sets out the legal duties and expectations for the conduct for Council members and Council Committee members.

Scope

This Policy applies to all members of Council and Council Committees.

For the purposes of this policy, a Council Committee will mean:

- Finance Committee
- Audit & Risk Management Committee
- Honorary Degrees Committee
- Committee on Conditions and Appointment of the Vice-Chancellor
- Emergency Appointment (Vice-Chancellor) Committee
- Nominations Committee of Council
- Any other Committee of Council, as established from time to time

The conduct of members of the Academic Board is governed by the Code of Conduct of the University.

Policy Statement

General

1. The Australian National University is a body corporate established by the *Australian National University Act 1991* ("ANU Act").

2. The *Public Governance, Performance and Accountability Act 2013* ("PGPA Act") provides a set of core planning, performance reporting and auditing requirements and sets out standards of conduct for directors, officers and employees of corporate Commonwealth entities. Many of these standards of conduct are modelled on comparable areas of corporations law.

3. Section 8 of the ANU Act provides that the Council of the University is the governing body of the University and section 9(1) further provides that the Council has the entire control and management of the University. The Council is the "accountable authority" under section 12 of the PGPA Act. Members of the Council are "officials" of the University within the meaning of section 13 of the PGPA Act.

4. Council Committee members who are not members of Council are persons concerned in, or taking part in the governance of the University. Such persons are 'officers' of the University and so are deemed to also be "officials" within the meaning of section 13 of the PGPA Act. All persons considered to be officials have the same duties under the PGPA Act.
5. The PGPA Act applies to all duties a Council member or Council Committee member undertakes in their role as an official under the PGPA Act and is not confined solely to members’ participation in formal meetings.

Council’s duties as an Accountable Authority under the PGPA Act

6. The Council is the “accountable authority” for the purposes of the PGPA Act. The PGPA Act imposes duties on accountable authorities of Commonwealth entities. There are five duties, namely:
   - Duty to govern
   - Duty regarding risk and control
   - Duty to encourage cooperation
   - Duty in relation to requirements imposed on others
   - Duty to keep the responsible Minister and the Finance Minister informed

7. Council Committee members are expected to act in a manner consistent with these duties.

Duty to govern

8. The Council is to govern the University in a way that:
   - promotes the proper use and management of public resources for which the Council is responsible for;
   - promotes the achievement of the purposes of the University; and
   - promotes the financial stability of the University.

9. In this context, “proper use” means efficient, effective, economical and ethical use.

Duty regarding risk and control

10. The Council must establish and maintain:
    - an appropriate system of risk oversight and management for the University; and
    - an appropriate system of internal control for the University
    including by implementing measures directed at ensuring officials comply with the finance law (eg the PGPA Act and associated rules).

Duty to encourage cooperation

11. The Council must encourage officials of the University to cooperate with others to achieve objectives they have in common with the University, where practicable.

12. In this context, “others” refers to other Commonwealth entities, other levels of government, and other public and private bodies and organisations, including in the not-for-profit sector.

Duty in relation to requirements imposed on others

13. When imposing requirements on others in relation to the use of public resources, the Council must take into account risks and the effects of imposing those requirements.

Duty to keep responsible Minister and Finance Minister informed

14. The Council must:
    - keep the responsible Minister informed of the activities of the University and any subsidiaries of the University;
    - give the responsible Minister or the Finance Minister any reports, documents and information in relation to those activities as that Minister requires;
    - notify the responsible Minister as soon as practicable after the Council makes a significant decision in relation to the University or any of its subsidiaries;
    - give the responsible Minister reasonable notice if the Council becomes aware of any significant issue that may affect the University or any of its subsidiaries;
notify the responsible Minister as soon as practicable after the Council becomes aware of any significant issue that has affected the University or any of its subsidiaries.

The ANU Act provides that members of the Council are not required to do anything concerning this duty that will or might affect the academic independence or integrity of the University.

**Duties of “Officials” under the PGPA Act**

15. Council members and Council Committee members are considered “officials” for the purposes of the PGPA Act. The PGPA Act imposes the following duties on officials:

- Duty of care and diligence
- Duty of good faith
- Duty in relation to use of position
- Duty in relation to use of information
- Duty to disclose interests

**Duty of care and diligence**

16. Council members and Council Committee members must exercise their powers and discharge their duties with the degree of care and diligence that a reasonable person would exercise if they:

   a) were a Council member or Council Committee member in the University's circumstances; and
   b) occupied the position held by, and had the same responsibilities within the University as, the Council member or Council Committee member.

**Duty of good faith**

17. Council members and Council Committee members must exercise their powers, perform their functions, and discharge their duties in good faith and for a proper purpose. The duty to act in good faith is owed to the University itself. This overrides any duty to another body, even one that has appointed or elected the Council Member.

**Duty in relation to use of position**

18. Council members and Council Committee members must not improperly use their position to gain an advantage for themselves or for any other person; or cause detriment to the University, the Commonwealth or to any other person.

**Duty in relation to use of information**

19. Council members and Council Committee members who obtain information because of their membership position, must not improperly use that information to gain an advantage for themselves or for any other person; or to cause detriment to the University, the Commonwealth, or any other person.

**Duty to disclose interests**

20. Council members and Council Committee members who have a material personal interest that relates to the affairs of the University must disclose the details of that interest.

**Conflict of interest**

21. A Council member or Council Committee member must disclose a material personal interest in a matter that relates to the affairs of the University to the other Council members or Council Committee members unless:

   a) the interest:
      i. arises in relation to a Council member's remuneration as a Council member; or
      ii. relates to a contract that insures, or would insure, the Council member against liabilities the Council member incurs as a member of Council (but only if the contract does not make the University or a subsidiary of the University the insurer); or
iii. relates to a payment by the University or a subsidiary of the University in relation to an indemnity permitted under section 61 of the PGPA Act; or
iv. relates to a contract relating to an indemnity permitted under section 61 of the PGPA Act; or
v. is in a contract, or a proposed contract with; or for the benefit of; or on behalf of a subsidiary of the University; and arises merely because the Council member or Council Committee member is, or is a member of, the governing body of the subsidiary.

22. Where a Council member has disclosed their material personal interest in a matter, they must not be present while the matter is being considered, nor vote on the matter unless:
   a) the responsible Minister for the Australian National University Act 1991 has declared, in writing, that the Council member may be present or vote (or both);
   b) or if the members of the Council who do not have a material personal interest in the matter have decided that the Council member is not disqualified from being present or voting (or both), and the decision is recorded in the minutes of a meeting of the Council;
then the official may be present or vote (or both) in accordance with the declaration or decision.

23. Where a Council Committee member has disclosed their material personal interest in a matter, they must not be present while the matter is being considered or vote on the matter unless if the members of the Council Committee who do not have a material personal interest in the matter have decided that the Council Committee member is not disqualified from being present or voting (or both), and the decision is recorded in the minutes of a meeting of the Council Committee; then the official may be present or vote (or both) in accordance with the declaration or decision.

Delegation by Council members

24. The ANU Act (s17) authorises Council members to delegate any of their powers not only to a Committee of Council, but to a single Council member, an employee of the University or any other person, subject to specific restrictions under the ANU Act which are:

25. The Council must not delegate its power to:
   a) appoint the Chancellor, Pro-Chancellor or Vice-Chancellor; or
   b) approve the University’s annual budget or its business plan; or
   c) approve the annual report of the University; or
   d) monitor its commercial activities, and its subsidiaries and any other entities that it controls, to the extent required to ensure they do not have any significant adverse impact on, or pose an unreasonable risk to, the University’s finances and operations; or
   e) review and monitor the management of the University as a whole or the University’s performance as a university (as defined by the Higher Education Support Act 2003).

Removal from office

26. A Council member who is appointed to Council under section 10(1)(q) of the ANU Act may be removed from office by the responsible Minister, under section 30 of the PGPA Act, where the Council member has contravened his or her duties as an official. Such removal will be conducted in accordance with the procedures provided for in the PGPA Act.

27. A Council member may be removed from office by the Council itself, under section 15(1)(k) of the ANU Act, where the Council forms an opinion by resolution that a Council member has contravened his or her duties as an officer. Such a removal will be conducted in accordance with the procedures provided for in the ANU Act.

28. A Council Committee member may be removed from office by the Council, where the Council forms an opinion by ordinary resolution that the Council Committee member has contravened his or her duties as an official.
General conduct

29. In addition to the legislative obligations described, there is also an expectation that Council and Council Committee members will:
   a) take an active interest in issues affecting the University and higher education;
   b) attend meetings, come well prepared and play an active role in proceedings; and
   c) relate constructively with each other and with the senior management of the University.

30. Council and Council Committee members are encouraged to bring to meetings, objective independent judgement in relation to the matters under consideration, to ask incisive, probing questions and require accurate, honest answers.

31. Council and Council Committee members should regard Committees of Council and the Vice-Chancellor as their principle sources of information and advice concerning the University. Notwithstanding, Council and Council Committee members may interact and discuss matters relating to the University with other members of the University Executive, as well as staff and students. Council and Council Committee members must ensure that such interactions are otherwise consistent with the obligations described in this policy. In seeking and receiving information from staff and students on matters that could be regarded as sensitive, confidential or contentious, Council and Council Committee members should be mindful of the context of how that information is provided and confer with the Vice-Chancellor or the Director, Corporate Governance and Risk Office, before acting further with that information.

32. The Council is a collective decision making body, and as such, individual members of the Council, other than the Vice-Chancellor, may not issue any form of directive to a member of staff or a student, unless they have been authorised to do so by a statute, rule or order; by a resolution of the Council or a Council Committee; or with the consent of the Vice-Chancellor.

33. The University has a Code of Conduct which applies to all staff members and to all those who enter into a particular relationship with the University for a specified time period. Council and Council Committee members are expected to adhere to the Code of Conduct.

34. Responsibilities under the Code of Conduct fall under the following categories:
   a) respect for the law and University governance;
   b) fair treatment of people;
   c) personal and professional behaviour; and
   d) exercising care and diligence in employment.

Privacy Act obligations

35. From time to time Council members, in the course of their duties, may encounter personal information related to staff and students of the University. The Privacy Act 1988 imposes obligations on the University (including Council and Council Committee members) in relation to the use of personal information contained in University records.

36. All members of Council and Council Committees are expected to adhere to the requirements of the University's Privacy Policy and any other relevant legal obligations.

Independent legal advice and access to information

37. Council and Council Committee members are entitled to any information they need, or require, from the University to exercise their functions and to fulfil their duties, and subject to the prior approval of the Chancellor (which is not to be unreasonably withheld), may seek independent legal advice at the University's expense on any issue submitted to Council or a Council Committee.

38. Council and Council Committee members should submit such requests for information to the Vice-Chancellor or the Director, Corporate Governance and Risk Office.
20. ETHICS COMMITTEES ANNUAL REPORTS 2014

PURPOSE
To approve the Ethics Committees’ Annual Reports for 2014.

AUTHOR
Deputy Vice-Chancellor (Research)

REVIEWED BY
Deputy Vice-Chancellor (Research)

APPROVED BY
Vice-Chancellor

SPONSOR
Vice-Chancellor

RECOMMENDATIONS
That Council approve the 2014 Annual Reports of the following:
(a) Animal Experimentation Ethics Committee (175/2015);
(b) Human Research Ethics Committee (176/2015);
(c) Recombinant DNA Monitoring Committee (177/2015).

ACTION REQUIRED
For discussion □   For decision ☑   For information ☑

CONSULTATION
Staff □   Students □   Alumni □   Government □   Other □   Not applicable ☑

ATTACHMENTS
20.1 Animal Experimentation Ethics Committee Annual Report 2014 (175/2015)
20.2 Human Research Ethics Committee Annual Report 2014 (176/2015)
20.3 Recombinant DNA Monitoring Committee Annual Report 2014 (177/2015)

COMMUNICATION
For public release □   For internal release □   Not for release ☑
Animal Experimentation Ethics Committee

2014 Annual Report to Council

June 2015

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CRICOS Provider No. 00120C
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</tbody>
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SECTION 1

Introduction
The ANU Animal Experimentation Ethics Committee (AEEC) operates to ensure that the University complies with the standards required under *Australian Code for the Care and Use of Animals for Scientific Purposes, 2013* (NH&MRC, CSIRO, UA). It also ensures that the University operates within the *ACT Animal Welfare Act 1992*.

The broad functions of the Committee are to emphasise the responsibilities of both investigators and the in relation to the use of animals; ensure that animal use is valid; minimise the number of animals used in projects whilst ensuring research outcomes; limit or avoid pain and distress; ensure that the welfare of animals is always considered...
and promote the development and use of techniques which replace animal experiments.

**Membership of the Committee for 2014**
Professor D Stoljar (Chairperson)
Ms K Debono (Executive Officer)
Dr S Bain (Category A until August 2014)
Dr Johanna Dups (Category A from October 2014)
Dr S Fowler (Category A)
Dr H Clarke (Category B)
Dr L Coupland (Category B until November 2014)
Dr Charmaine Simeonovic (Category B from December 2014)
Dr R Meischke (Category C)
Ms A Rhodes (Category C)
Mr M Clayton (Category D until April 2014)
Ms Jennifer Prosser (Category D from April 2014)
Ms Sarah Paradice (Category D from April 2014)
Dr K Sawczak (Category D until April 2014)
Mr M Sutton, Animal Technician
Ms K Bowditch, Animal Technician

**Advisors to the Committee**
Professor B Lidbury, expert on alternatives to animal use
Mr Mark Clayton, advisor on wildlife from April 2014

The four categories of membership are laid down in legislation and the Committee must maintain a certain balance of membership. The Categories are:

- Category A members are veterinarians.
- Category B members are scientists with substantial recent experience in the use of animals for scientific or teaching purposes.
- Category C members have demonstrable commitment to, and experience in furthering the welfare of animals and are nominated by animal welfare organisations.
- Category D members are independent people not employed by ANU and are often referred to as community representatives.
- Animal Technician, a person responsible for the care of research animals within the ANU. The animal care technician’s role is of great value to the AEEC in providing information on animal welfare at the facility level.

Advisors are non-voting members who provide valuable specialist advice.

**Committee Activities**
The Committee met 12 times in 2014, 11 were routine meetings and one was a special meeting to address some highly invasive projects.

The standard format is for new proposals, amendments, annual review and standard operating procedures to be circulated to members prior to the scheduled meeting; members may subsequently direct questions in writing through the Executive Officer (EO) to the investigator. Replies are collated prior to the monthly meeting and are considered by the Committee. Questions on proposals may also be raised during meetings. Investigators may be invited to attend the meeting to provide additional
information. Many proposals are modified to some extent following the deliberations of the Committee; proposals on occasion are rejected outright. In order to facilitate research the AEERC may also consider minor amendments to protocols out of sessions; approvals are then ratified at the next formal meeting.

In addition to examining proposals the Committee at its meetings also considers any aspects or issues that might affect the welfare of animals held within the University’s approved research and teaching programs.

**Outcome of Proposal Assessments in 2014**
63 new proposals and 118 amendments were considered by the Committee during 2014. Of the new proposals, one was rejected and 48 were in some way modified by the AEERC before approval.

A total of 100 annual reviews were considered and the protocols approved for continuation; some after further modification by the Committee.

**Approvals by Primary Research School or Centre**
- Research School of Biology 9
- John Curtin School of Medical Research 31
- Fenner School of Environment & Society 16
- Medical School 3
- Research School of Physics and Engineering 3
SECTION 2

The Code, ANU and Replacement, Reduction and Refinement

The AEEC continues to investigate ways to Refine techniques, Reduce animal numbers, and Replace the use of animals, collectively known as the 3R’s under the Code.

Refinement:
The ANU AEEC continues to adopted and develop a number of measures to reduce the adverse impact on animals involved in both biomedical and wildlife research. These include:

1. continued use of analgesics pre and post-operatively; along with clinical score sheets to ensure consistent monitoring and humane end points;
2. use of temperature microchips to assist in the identification of humane endpoints for rodents;
3. encouraging pilot studies that guide and inform the investigator and Committee towards implementing the best methods for larger studies involving animals, especially in cases when the research proposed is novel;
4. delivery of appropriate training courses for research and technical personnel;
5. the ongoing revision and development of Standard Operating Procedures promoting best practice technique;
6. the utilisation of environmental enrichment inclusion for all captive species;
7. the use of buccal swabbing to collect DNA samples from amphibians rather than more invasive toe clipping
8. the use of foot pad ink tunnels in identifying and tracking species in the field rather than trap and release;
9. the use of camera traps to record the presence and absence of certain species in the field rather than trapping;
10. use of GIS to minimise impact on wildlife and their habitat;
11. use of flexi cameras to ensure minimal disturbance of animals in hollows and nest boxes.

Reduction
Implementation of new processes and technology that reduce the number of animals used for research and teaching purposes. These include:

1. minimising the number of endangered species impacted in the wild by utilising existing captive stock for research;

2. the use of bioinformatics and cell lines minimised the number of rodents used under range of projects;

3. increased use of new imaging equipment (micro CT and optical imager) located in the John Curtin School of Medical Research (JCSMR) has allowed for reduction and refinement to current animal experiments, reducing rodent numbers and the impact on their welfare;

4. continued cryopreservation of sperm and ova from mice has allowed the preservation of mouse strains that are not currently required for research; this reduces
the number of mice held and bred in production colonies when the strain is not currently required for a research project. The ANU Australian Phonemics Facility is the central and leading mouse cryopreservation facility within Australia; storing and cataloguing mouse strains for future research models if required.

Replacement:
These include techniques that totally or partially replace the use of animals for scientific purposes and during 2014 included the following:

1. the launch on the Innovative methods & Alternatives to Animals Research Unit at the ANU’s John Curtin School of Medical Research;

2. Professor Brett Lidbury remains an advisor to the AEEC on alternatives to animal use; Professor Lidbury’s advice to the AEEC has increased the profile of animal alternatives at the ANU. During 2014 with prof Lidbury’s assistance the AEEC advised a number of investigators to consider alternatives to the use of animals where appropriate. Prof Lidbury also contributes to animal ethics training seminars, raising awareness of animal alternatives;

3. the use of bioinformatics and cell lines minimised the number of rodents used under a range of projects.

Animal Ethics Seminars and Training
During 2014 theoretical and practical training courses were available through ANU The JCSMR’s Australian Phonemics Facility (APF). Research Services continued to provide the material for the theoretical component of the animal ethics training and the AEEC’s Executive Officer (EO) delivered animal ethics seminars on a regular basis in conjunction with APF. Research Services also provided personalised training to new investigators required to submit animal ethics protocols to the AEEC for the first time. Each ANU animal facility conducted in house practical training and assessment.

Inspection of Animal Facilities
The annual inspection of all animal facilities by the AEEC took place on November 18 2014, with the exception of The Canberra Hospital animal facility which was inspected
in early December. A number of minor recommendations for improvement resulted from the inspections.

The following are animal facilities pertinent to ANU research and teaching programs that were inspected by the Committee in 2014.

- Hugh Ennor Building, JCSMR
- Containment suites, JCSMR
- JCSMR experimental holding rooms
- Wes Whitten Building, RSB
- Linnaeus Building Rodent holding, RSB
- Wildlife Holding & Aquarium, RSB
- Campus Field Station (formerly Native Animal Enclosure)
- The Canberra Hospital Animal Facility

The ANU Veterinarian Dr Suzie Fowler (also APF Associate Director) and Executive Officer undertook formal and informal inspections of animal facilities and some field work on behalf of the AEEC throughout the year. The veterinarian also undertook weekly rounds of the JCSMR rodent facilities and worked with RSB and the Canberra Hospital as required.

In September 2014 a new part-time veterinary role was established and filled by Dr Penny Baker-Gabb. Dr Baker-Gabb’s role was as the ANU’s Veterinarian, being the first point of contact for veterinary related matters such as emergency animal care.

The EO assisted the rDNA Manager with annual inspections of all PC2 animal holding facilities; this doubled as an extra formal inspection from an animal welfare perspective.

Incidents reported to the AEEC and non-compliance with the Code
In order to ensure that the AEEC operates in accordance with the ACT Animal Welfare Act 1992 and that the Code is met, the AEEC encourages the reporting of animal welfare concerns. Such reports are treated confidentially and sympathetically and are fully discussed at a meeting of the AEEC with appropriate action subsequently taken. There were no cases of non-compliance with the Code during 2014. Unexpected adverse events related to specific animal welfare concerns in 2014 are in listed in appendix A.
SECTION 3

ACT Legislation
There have been no changes to the relevant ACT legislation since the ACT Animal Welfare Legislation Bill 2007. A new edition of the Code was released by the NHMRC in July 2013; each state and territory works to its own time line when gazetting the new version into its animal welfare legislation. All Australian states and territories had adopted the new Code by 31 December 2014.

Multi State Licensing and Reporting
The ANU’s registration continued across ACT, NSW, QLD, TAS, WA and VIC during 2014. The ANU’s ACT licence to undertake animal based research and teaching in the ACT was renewed in 2014. Part of the renewal process required an inspection of all animal holding facilities by the ANU Government Veterinarian; ANU’s licence was successfully renewed. Licences were also renewed with NSW and QLD.

The ANU’s compliance with NHMRC’s Australian Code of Practice for the Care and Use of Animals for Scientific Purposes was independently reviewed in accordance with legislation. The ANU commissioned Dr Peter Penson and Dr Andrew Braid to undertake the external review during October 2014. The outcome of the review was positive with some recommendations for improvement. The Research Services Division and AEEC implemented an action plan to address recommendations made by the review.

Animal Usage
A table of the different areas of endeavour in which AEEC approval was current at 31 December 2014 and the areas for which new approvals were given in 2014 are shown in Appendix B. Appendix C details animals used by the University in 2014.
APPENDICES

Appendix A- Summary of Incidents and unexpected adverse events reported to the AEEC

1. The unexpected death of one sheep was reported to the AEEC. The investigator and animal care staff responsible for the sheep on ANU’s Spring Valley Farm organised a post-mortem and reported results to the AEEC. Post-mortem results were inconclusive; no further deaths were reported to the AEEC.

2. An investigator reported the death of four mice; the particular strain of the mice that died were prone to developing diabetes. The investigator, animal care staff and the AEEC worked together to ensure an appropriate management plan was implemented to detect mice with early onset of the disease.

3. An investigator reported the euthanasia of one rabbit was while under anaesthesia. Staff undertaking the procedure noticed the rabbit was in respiratory distress and immediately euthanased it, they then obtained veterinary support. The veterinarian thoroughly reviewed processes and undertook a post-mortem of the rabbit. The veterinarian reported to the AEEC that a pre-existing condition (genetic and undetectable) was most likely exacerbated by the anaesthesia, noting the outcome was unavoidable and euthanasia was the appropriate response to the respiratory distress. The veterinarian noted other rabbits related to the individual should not be used for procedures involving anaesthesia.

4. One mouse was found dead by the ACT Veterinarian during her inspection of ANU animal holding facilities. The mouse had undergone major surgery in the days prior. A post-mortem was undertaken by senior research staff in the presence of the ACT Veterinarian, a large blood clot was found to be the cause of death. The investigator worked with the ANU Veterinarian and AEEC to enhance monitoring and support of mice post-surgery with the intention to identify any problems more quickly and intervene before death. Actions and outcomes were reported back to the ACT Veterinarian as required.

5. On two separate occasions the AEEC received reports on mice needing to be euthanased or being found dead post injection with approved thioglycolate solution. Veterinary support was obtained on both occasions with the main cause of the deaths and need to euthanase as contaminated thioglycolate solution. The investigator modified procedures and staff training to minimise the risks of contamination in the future.

6. Reports of mice dying post-irradiation and bone marrow transfer were received from a number of investigators in 2014. The AEEC and investigators worked together to investigate the cause and agreed a small pilot study would be the best way to determine key processes. This remains on hold as the ANU’s
irradiator has been out of action for some time now and therefore no experiments involving irradiation have been performed.

8. Lighting malfunctions in the JCSMR rodent holding were reported to have negatively impacted on experimental results. Once identified the issue was quickly resolved by the JCSMR building manager. The AEEC followed up with the investigator to ensure lighting arrangements were satisfactory.

9. One bettong (pouch young) died in a trap after being ejected from the pouch by its mother during routine monitoring in the field. The research group had a dedicated wildlife veterinarian on hand and a post-mortem was conducted, hyperthermia was noted as the cause of death. The AEEC reviewed trapping set ups and processes and noted the investigators had checked weather forecasts but that the temperature dropped considerably lower than predicted.
## Appendix B – Categories of Animal Usage at ANU 2014

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>NEW 2014</th>
<th>TOTAL ACTIVE FOR 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANIMAL CARE AND BREEDING</td>
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<tr>
<td>ANIMAL MODELS</td>
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<td>12</td>
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<tr>
<td>ANTIBODY PRODUCTION</td>
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<td>1</td>
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<tr>
<td>BACTERIOLOGY</td>
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<tr>
<td>ENDOCRINOLOGY</td>
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<td>2</td>
</tr>
<tr>
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<td>3</td>
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<tr>
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<td>21</td>
</tr>
<tr>
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</tr>
<tr>
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<td>7</td>
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<td>NEUROPHYSIOLOGY</td>
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<tr>
<td>NUTRITION</td>
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<td>PARASITOLOGY</td>
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<td>PATHOLOGY</td>
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<td>VIROLOGY</td>
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<tr>
<td>WILDLIFE RESEARCH/FIELD STUDIES</td>
<td>19</td>
<td>58</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>62</strong></td>
<td><strong>221</strong></td>
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</table>
Appendix C- Animals Used Annually at the ANU Since 2006
These numbers are numbers of animals used for the year, not the number of animals killed. Many species were used in field studies that involved observing animals in their natural environment or capture and release.

<table>
<thead>
<tr>
<th>SPECIES</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
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<tbody>
<tr>
<td>All Encountered Species</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>12</td>
<td>925</td>
<td>5421</td>
<td>6766</td>
<td>36883</td>
<td>11564</td>
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<tr>
<td>Amphibian</td>
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<td>1,043</td>
<td>888</td>
<td>802</td>
<td>1428</td>
<td>428</td>
<td>997</td>
<td>2100</td>
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<td>Bat</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bird – Domestic</td>
<td>7</td>
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<td>8</td>
<td>65</td>
<td>0</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Bird – Native</td>
<td>1,167</td>
<td>1,296</td>
<td>1,684</td>
<td>1,012</td>
<td>1,019</td>
<td>1,191</td>
<td>1,586</td>
<td>6,209</td>
<td>7,8418</td>
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<tr>
<td>Bird – Other (Feral)</td>
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<td>100</td>
<td>76</td>
<td>127</td>
<td>1,000</td>
<td>0</td>
<td>0</td>
<td>147</td>
<td>638</td>
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<td>Cat</td>
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<td>21</td>
<td>8</td>
<td>8</td>
<td>14</td>
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<td>Chicken</td>
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<td>1,390</td>
<td>262</td>
<td>210</td>
<td>120</td>
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<td>0</td>
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<td>Dasyurid</td>
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<td>3</td>
<td>151</td>
<td>29</td>
<td>127</td>
<td>10</td>
<td>65</td>
<td>0</td>
<td>343</td>
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<tr>
<td>Dingo/wild dog</td>
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<td>4</td>
<td>0</td>
<td>560</td>
<td>0</td>
<td>0</td>
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<td>Dog</td>
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<td>440</td>
<td>947</td>
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<td>Fish</td>
<td>177</td>
<td>1,207</td>
<td>14,066</td>
<td>508</td>
<td>5,918</td>
<td>24,364</td>
<td>6,736</td>
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<td>Fox</td>
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<td>0</td>
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<td>Guinea Pig</td>
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<td>Horse</td>
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<tr>
<td>Lion</td>
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<td>0</td>
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<td>Lizard</td>
<td>340</td>
<td>911</td>
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<td>1,217</td>
<td>364</td>
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<td>Macropod</td>
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<td>115</td>
<td>77</td>
<td>80</td>
<td>296</td>
<td>123</td>
<td>98</td>
<td>0</td>
<td>225</td>
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<td>Marsupial – Other</td>
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<td>0</td>
<td>20</td>
<td>31</td>
<td>5</td>
<td>42</td>
<td>82</td>
<td>109</td>
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<tr>
<td>Monotrete</td>
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<td>0</td>
<td>30</td>
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<td>5</td>
<td>0</td>
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<td>Mouse</td>
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<td>110,507</td>
<td>90,941</td>
<td>122,607</td>
<td>122,028</td>
<td>133,542</td>
<td>83,519</td>
<td>38,670</td>
<td>105,762</td>
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<tr>
<td>Native rat/ Native mouse</td>
<td>15</td>
<td>83</td>
<td>92</td>
<td>73</td>
<td>362</td>
<td>52</td>
<td>110</td>
<td>0</td>
<td>471</td>
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<td>Native mammal- Other</td>
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<td>65</td>
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<td>Possum/Glider</td>
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<td>105</td>
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<td>6</td>
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<td>*Non-human primate</td>
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<td>0</td>
<td>10</td>
<td>0</td>
<td>4</td>
<td>Survey</td>
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<td>Rabbit</td>
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<td>92</td>
<td>107</td>
<td>51</td>
<td>462</td>
<td>346</td>
<td>107</td>
<td>135</td>
<td>117</td>
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<td>Rat</td>
<td>3,520</td>
<td>4,171</td>
<td>3,775</td>
<td>2,208</td>
<td>3,221</td>
<td>4,261</td>
<td>2,235</td>
<td>2,522</td>
<td>2,994</td>
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<tr>
<td>Reptile – other</td>
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<td>4</td>
<td>0</td>
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<td>1,896</td>
<td>789</td>
<td>986</td>
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<tr>
<td>Sheep</td>
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<td>94</td>
<td>99</td>
<td>38</td>
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<td>63</td>
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<td>253</td>
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*Non-human primates are only used as part of non-invasive studies, mainly observing behaviour in their natural environment, sanctuary or zoo enclosures.
HUMAN RESEARCH ETHICS COMMITTEE
2014 ANNUAL REPORT

Introduction

The University's Human Research Ethics Committee (HREC) considers the ethical implications of research involving human subjects conducted by ANU staff and students. The HREC must comply with the National Health and Medical Research Council's *National Statement on Ethical Conduct in Human Research* (2007) (issued jointly with the Australian Vice-Chancellors’ Committee and endorsed by the learned Academies), which applies to all disciplines. It submits an annual report to the NHMRC on its compliance with these national guidelines and with Sections 95 and 95A of the Commonwealth *Privacy Act 1988*.

1. Operation

The Human Research Ethics Committee (then named the Ethics in Human Experimentation Committee) was established by the Vice-Chancellor on 1 October 1986 to consider the ethical implications of research dealing with human experimentation. All staff and students (PhB, Honours and above) of the University who wish to conduct research involving human subjects are required to submit to the Committee written proposals relating to the intended research. Other University committees dealing with particular aspects of ethics in research are the Animal Experimentation Ethics Committee and the Recombinant DNA Monitoring Committee.

The HREC is registered with the Office for Human Research Protections of the US Department of Health and Human Services. This registration is required when ANU researchers are involved in projects involving US Federal Health funding.

2. Membership

The minimum composition of an human research ethics committee constituted under the NHMRC guidelines is a chairperson; at least one layman and one laywoman (i.e. people who are not affiliated with the institution); at least two people with current research experience that is relevant to research proposals regularly considered by the HREC; a person with knowledge of, and current experience in the professional care, counselling or treatment of people; a person who performs a pastoral care role in the community, for example an Aboriginal elder, a minister of religion; and a lawyer. Additional members may be appointed to assist with committee deliberations in projects from specific disciplines that it is likely to consider.

In 2014 the membership of the HREC was as follows:
3. Annual compliance report to NHMRC
The HREC is normally required to report annually for the period 1 January to 31 December to the Australian Health Ethics Committee (AHEC) of the National Health and Medical Research Council on its compliance with the NHMRC National Statement on Ethical Conduct in Human Research. All research protocols considered by the HREC must meet the NHMRC guidelines, including issues of consent and confidentiality. The ANU was assessed to be in compliance for the period 1 January 2014 to 31 December 2014.

4. Developments in 2014

- 11 formal HREC meetings were held during 2014
- 24 formal Science/Medical DERC meetings were held during 2014
- 24 formal Humanities/Social Sciences DERC meetings were held during 2014

Outreach, Training & Seminars
• Fortnightly training sessions for users of the ARIES on-line ethics application system: approximately 350 people were trained in 2014 either in the fortnightly training sessions or individual training sessions as required

• The Human Ethics Manager also ran ethics training & education programs in various departments when asked: CASS Honours students; CASS field work Methods Masters students; CASS Postgraduates; CAP Thesis students; CAP Staff; CEDAM; Crawford School Masters students; Australian Demographic and Social Research Institute students; College of Law Honours students; School of Language Studies students; CBE staff; ANIP students; Medical School students; Law school Honours students.

• The Human Ethics Manager did an information session about Human Ethics for 2 Chinese delegations

Reminder
All staff and postgraduate students were reminded by e-mail of the need to seek ethical clearance for any research involving human subjects. Annual notifications of this requirement have been formalized as a Committee procedure.

5. Statistics

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<th>Applications by outcome</th>
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<td>502</td>
<td>539</td>
<td>553</td>
<td>601</td>
<td>603</td>
<td>611</td>
</tr>
</tbody>
</table>
Recombinant DNA Monitoring Committee

2014 Annual Report to Council

June 2015

Research Services Division
+61 2 6125 7945
anesh.nair@anu.edu.au

The Australian National University
Canberra ACT 0200 Australia
www.anu.edu.au

CRICOS Provider No. 00120C
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1. Introduction

The Gene Technology Act 2000, which came into force on 21 June 2001, resulted in a national scheme for the regulation of genetically modified organisms (GMOs) and established the Office of The Gene Technology Regulator (OGTR). The Act requires each organization working with GMOs to establish an Institutional Biosafety Committee (IBC). The Recombinant DNA Monitoring Committee is the IBC for the ANU and has been involved in ensuring that the University meets all of the OGTR’s requirements.

2. Committee operation

The Gene Technology legislation revolves around a system of prohibitions and approvals. Every dealing with a GMO needs to be licensed by the Regulator, unless the dealing is an exempt dealing, a Notifiable Low Risk Dealing (NLRD) or on the Register of GMOs.

An Exempt dealing is one where the Regulator is confident that the dealing involves a very low risk. The class of dealing with the GMO is recorded as exempt (e.g. research involving a very well understood process for creating and studying a GMO). This means that no license is required, provided that the activity remains within the specified parameters. Exempt GMOs must not be released into the environment.

NLRDs are dealings with low risk GMOs that may be approved by IBCs and may proceed provided the dealing complies with conditions specified in the regulations. This includes requirements that the dealing be undertaken only in contained facilities, overseen by IBCs and, as of 2007, notified to the Regulator in an Annual Report that goes to the OGTR. These are similar to class licenses and the conditions under which such dealings operate are clearly set out in the regulations and guidelines issued by the OGTR. The Gene Technology Act does not allow dealings that involve the intentional release of a GMO into the environment to be classified as an NLRD.

Licensed dealings are dealings with higher risk GMOs which must be licensed by the Regulator. There are two types of licensed dealings: DNIRs - dealings not involving the intentional release of a GMO into the environment; and DIRs – dealings involving the intentional release of a GMO into the environment. The licensing system is based on rigorous scientific risk assessment and involves extensive consultation with expert advisory committees, government agencies and the public for releases of GMOs into the environment.

3. Committee membership

It is a requirement of the Gene Technology Act, under the Guidelines for Accreditation of Organisations, that the members of the IBC are indemnified and that there are appropriate mechanisms in place to address conflicts of interest. The composition of the University Recombinant DNA Monitoring Committee is in accordance with that stipulated in the Handbook on the Regulation of Gene Technology in Australia and the Gene Technology Act and is independently monitored by the Regulator to ensure it is operating in accordance with the regulations.
In 2014 the membership of the ANU IBC was as follows:

- A biologist with expertise in plant pathology: Dr David Jones (Chair)
- A molecular biologist and virologist: Dr David Tscharke (Deputy Chair)
- A lawyer: Ms Judith Jones
- External person: Ms Joanne Keogh
- A biological risk assessor: Dr Haralambos Korres
- An immunologist: Dr Ian Parish
- A plant molecular biologist: Dr Dean Price
- A parasitologist: Dr Giel van Dooren
- Recombinant DNA Secretary: Dr Anesh Nair

4. Committee Activities

The ANU IBC had one formal meeting in December 2014. In addition to this meeting, the Committee is in constant contact by email. All proposals are emailed to the Committee as soon as they are received by the Secretary. Replies are collated by the Secretary and reviewed by the Chair. Further consultation with the Committee may result. Direct questions are sent in writing to the investigator. All proposals are modified to some extent following the deliberations of the Committee.

5. Outcome of Proposal Assessments in 2014

In 2014, the IBC reviewed 19 Notifiable Low Risk Dealing (NLRD) applications and two Exempt Dealings applications. The IBC also reviewed one Dealing Not Involving Release (DNIR) application.

6. Facility Certifications

The IBC made requests to the OGTR for surrender of one facility, the certification of one new facility and the certification renewal of four existing facilities. The surrender and subsequent certification of a new facility occurred as a result of the confocal microscopy suite moving from Robertson Building 46 to JCSMR building 131.

7. Annual Inspections of Certified Facilities

In September, October and November 2014, annual inspections were carried out for all PC2 facilities on the ANU campus and in facilities where the ANU IBC acts on behalf of Lipotek and the Canberra Hospital. Recommendations for repairs/modifications to infrastructure were made in order to comply with regulations regarding the condition of facilities. Recommendations regarding operational procedures and training to cover the behavioural aspects of compliance were also made. Institutions are required to have in place basic quality assurance systems to ensure that dealings with GMOs are conducted safely and within the regulatory framework. The University Recombinant DNA Monitoring Committee is responsible for a total of 52 PC2 facilities, comprising 19 laboratories, 15 plant houses, 17 animal houses and one invertebrate facility.
8. **OGTR Reporting**

As a condition of accreditation, the Regulator requires the ANU to provide an annual report to the Regulator on NLRDs and licensed dealings undertaken by the organisation. This report was submitted to the OGTR in September 2014.

Researchers are also required to provide an annual report to the IBC providing information on personnel, facilities and storage of GMOs. In January 2014, annual report templates were sent out for all researchers working on NLRDs and DNIRs to complete. Once returned, changes in personnel, facilities and storage of GMOs were recorded and the reports filed.

9. **OGTR Monitoring Audit 2014**

The Monitoring section of the OGTR visited the ANU on 20 November. The purpose of the inspection was to monitor licences and facilities. The Inspection Team selected two DNIRs, one in RSB and one in JCSMR, and all the facilities associated with these two dealings. The audit team visited level 3 of RSB, the RSB autoclave room, JCSMR level 3 Superlab, the JCSMR Animal Containment Suites and the JCSMR autoclave facilities.

No non-compliances were identified for either of the licenses or the certified facilities involved. However, one best practice recommendation was identified for the JCSMR Animal Containment Suite. The appropriate changes suggested were implemented immediately and a confirmation email was sent to OGTR within the same day.

10. **Gene Technology Newsletter**

Following the IBC meeting in December 2014, a newsletter was prepared by the Secretary of the Committee in consultation with the Chair, and distributed to all staff and students working with genetically modified organisms. The newsletter contained information on surrendering PC2 certification and laboratory decontamination advice, as well as a discussion article on genome editing and the challenges faced in classifying GMOs due to the advent of cost-effective gene synthesis and new genetic engineering technologies.
**C21.** Confidential to Council Members
22. AUSTRALIAN NATIONAL UNIVERSITY STUDENTS’ ASSOCIATION INCORPORATED
CONSTITUTION AMENDMENTS

PURPOSE
To approve amendments to the ANU Students’ Association (ANUSA)
constitution following the Special General Meeting on 29 May 2015

PREPARED BY
President, ANU Students’ Association

REVIEWED BY
Director, Corporate Governance and Risk Office

APPROVED BY
Deputy Vice-Chancellor (Academic)

SPONSOR
Vice-Chancellor

RECOMMENDATION
That Council approve amendments to the Constitution of the Australian
National University Students’ Association Incorporated (115/2015).

ACTION REQUIRED
For discussion ☐ For decision ☑ For information ☑

CONSULTATION
Staff ☑ Students ☑ Alumni ☐ Government ☐ Other ☐ Not applicable ☐

The Association engaged in widespread student consultation, including:

- Constitutional amendment forum (advertised to all undergraduate students)
- GAC Forums
- Consultation with club and society holders

As per the s22 of the ANUSA constitution the proposed constitutional amendments were released for
public consideration on May 9 2015 with discussion held at the SGM on May 29 2015.

The proposed amendments have been reviewed by the Corporate Governance and Risk Office and
have been endorsed by Deputy Vice-Chancellor (Academic) and the Pro Vice-Chancellor (Student
Experience) for Council consideration and approval.

BACKGROUND

The Association has proposed, for Council consideration and approval, constitutional amendments to
address a range of issues experienced by the Association at large and specifically representatives
within the Association.

These included issues regarding the ANUSA elections to make clear that students were not only
voting for the President of the Association but for the undergraduate students’ representative to ANU
Council. Additionally, the Association identified a gap in membership such that ANU Preparatory
Students were not eligible to access services provided.

Other issues experienced by the Association related to the operation of the Grants & Affiliation (GAC)
Committee whose efficiency was being limited by the number of committee members and rules not
reflecting recent update of software capacity. Moreover, the Association identified that the primary
mode of payment for the Association was through either staff or representatives who were later
reimbursed. This was due to the constitution not allowing for the provision of a credit/debit card.

Lastly, the Association also identified a gap in the constitution in which member’s benefits was not
clearly articulated.

PART 4 – OTHER MATTERS FOR DECISION
SUMMARY OF ISSUES

During a Special General Meeting of the ANU Students’ Association on May 29 2015, a raft of constitutional amendments were passed. These amendments sought to:

Election of President of the Association
- Clarify the definition of the President of the Association to be President and Member of ANU Council (Section 2) in addition to the ballot paper changed to read “President of the Association/ ANU Council Member” (Schedule 1.1).

ANUSA Membership
- Extend membership of the Association, under Section 4.2, to include non-award students such as ANU Preparatory Students, who do currently pay SSAF.

Grants and Affiliation Committee
- Increase the number of undergraduate members to 8, under Section 25.4.b, in order to alleviate some of the workload on GAC that was prohibiting its successful and timely functioning.
  - Note PARSa was consulted with this change and did not wish to specify an increase of postgraduate members on GAC.
  - Furthermore, as undergraduate/postgraduates do not hold specific roles on GAC, and the committee works as a whole* it was agreed that there was no great detriment to postgraduate students.
- Remove the requirement of double signatures, under Section 3.2.3 of the GAC regulations, given that this is no longer possible following the introduction of new online system (OrgSync)
  - Note, we consider that there are sufficient safeguards in place to assure funds are allocated appropriately, including requirement to keep minutes of meetings requesting funds in order to apply for grants.

Credit/Debit Card
- Insert Sections 17.18 – 17.21 to allow for the President, Vice-President and Treasure of the Association to be issued with a debit/credit card to enable payment of ANUSA expenses and liabilities where payment by cheque or money order is impractical.

Members Benefits
- Insert Section 17.22 to clarify that the assets and income of the organisation shall be applied solely in furtherance of the ‘Objects’ of the Association and that no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or reasonable expenses incurred on behalf of the organisation

ATTACHMENT

COMMUNICATION
For public release ☐ For internal release ☐ Not for release ☑
The Australian National University Students' Association Incorporated

Constitution and Regulations

Passed by the Annual General Meeting of the Association on 10th May 2011
Ratified by the University Council on 15th February 2013
Submitted to the ACT Office of Regulatory Services 21st February 2013

Last Updated:
Last updated at the ANUSA Ordinary General Meeting on 20/08/2013
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1. NAME
(1) The name of the Association is "The Australian National University Students' Association Incorporated".

2. DEFINITIONS
(1) In this Constitution, the Regulations and any Policy, unless the contrary intention appears:

- Academic week means any week of the calendar year that includes at least 1 weekday that falls during a Teaching Period of the Colleges;
- Academic year means the period between the first day of the first Teaching Period of the Colleges and the last day of the last Teaching Period of the Colleges in a calendar year;
- Act means the Associations Incorporation Act 1991 (ACT);
- ANU means the Australian National University;
- ANUSA or Association means The Australian National University Students’ Association Incorporated;
- College means an ANU College established by the University Council, which, at the date of the making of this Constitution, includes:
  - The ANU College of Arts and Social Sciences;
  - The ANU College of Asia and the Pacific;
  - The ANU College of Business and Economics;
  - The ANU College of Engineering and Computer Science;
  - The ANU College of Law;
  - The ANU College of Physical and Mathematical Sciences;
  - The ANU College of Medicine, Biology and Environment;
- CRC means the College Representative Council established pursuant to section 12;
- Director of Student Publications means the person or persons appointed to that position by the SRC from time to time;
- Disability has the meaning given in the ANU Disabilities Services Centre definitions;
- Indigenous Student has the meaning given by the Tjabal Indigenous Higher Education Centre;
- International Student, has the meaning given by the International Education Office;
- Officer of the Association means a Representative of the Association, or any other member elected to a position under this Constitution, the Regulations or Policy, or any member stated to be an Officer in the Constitution, Regulations or Policy;
- Regulations means Regulations made under this Constitution;
- Representative of the Association means any member elected to a representative position under this Constitution, including a member elected to such a position at the annual elections of the Association or a General Meeting of the Association;
- Special Resolution of the Association means a resolution made under section 70 of the Act;
- SRC means the Student Representative Council of the Association established pursuant to section 9;
- Teaching day means any weekday that falls during a Teaching Period of the Colleges, excluding public holidays;
- Teaching Period means each of the four academic terms as set out by the University;
- Undergraduate student means a student enrolled in a unit or program of study for a Bachelor's degree or any other undergraduate award of the Australian National University, other than the Bachelor of Medicine;
- Union means the Australian National University Union;
- University means The Australian National University;
Working day means a 24-hour period during any day or days that do not fall on a weekend or a public holiday in the Australian Capital Territory, and that do not fall during an examination period of the Colleges.

"President" means the President of the Australian National University Students' Association and the Australian National University Council member (ad personam).

3. OBJECTS

(1) The objects of the Association are:

a. To promote the welfare of and further the interests of ANU Undergraduate Students; to work for quality and equity in higher education;

b. To afford a recognised means of representation for ANU Undergraduate Students within the University and the wider community; and

c. To foster community, equity and diversity within the University.

4. MEMBERSHIP

(1) The Association has one class of membership: ordinary membership.

(2) An ordinary member of the Association is any person who:

a. Is an Undergraduate student; or

b. Is a student enrolled in an ANU Pathway Program (including ANU College and ANU Preparatory Program); who

c. Has not written to the General Secretary of the Association specifically stating that she or he does not wish to be a member of the Association.

5. FEE, SUBSCRIPTIONS, ETC.

(1) There is no fee for membership of the Association.

6. AFFILIATION TO A NATIONAL ORGANISATION

(1) For the Association to affiliate to a national organisation, or for the Association to disaffiliate from such an organisation, a proposition calling for the Association to take such action must be carried at a referendum (as those terms are defined in the Election Regulations).

7. DISCIPLINING MEMBERS

(1) There are no provisions in this Constitution for the disciplining of ordinary members other than those in section 28 which relate to the disciplining of Officers.

8. GENERAL MEETINGS

(1) General Meetings of the Association are open to all members. All members are entitled to vote at General Meetings.

(2) General Meetings of the Association may be convened at the discretion of the General Secretary, but the General Secretary must convene at least one (1) Ordinary General Meeting of the Association during each Teaching Period except that Teaching Period in which the Annual General Meeting is held.

(3) The General Secretary must publish the schedule of General Meetings for each Teaching Period (excluding Special General Meetings), on the Association's website, no later than the end of the first week of that Teaching Period.

(4) A General Meeting of the Association may, subject to this Constitution and the Regulations:

a. Pass a resolution that determines the Policy of the Association with respect to any matter within the Objects of the Association;

b. Pass a resolution that directs the Executive as to how it should act to give effect to the Policy of the Association;

c. By a resolution carried by a not less than two-thirds majority of those present and voting, make Regulations, or amend or repeal Regulations;

d. Pass a resolution recommending the dismissal of an Officer in accordance with section 9;

e. Notwithstanding any other section of this Constitution, by resolution carried by not less than a two-thirds majority of those present and voting, dismiss any Officer of the Association,
provided that one hundred and twenty (120) or more members of the Association are present;

f. By a resolution carried by not less than a two-thirds majority of those present and voting, decide to extend the time period in which to apply for an allocation or grant, or re-instate an allocation or grant which would otherwise not be given, subject to section 2.4 of the Finance Regulations;

g. By a resolution carried by a not less than two-thirds majority of those present and voting, remove a member of the Disputes Committee in accordance with section 28(12);

h. Pass a resolution approving the budget or provisional budget of the Association subject to section 17; and

   i. Receive at each of its meetings a report detailing recent activities and expenditure from:
      i. The SRC; and
      ii. The CRC.

(5) If any motion put to a General Meeting is voted on by eighty (80) or more members of the Association in accordance with the provisions in Standing Orders concerning the entrenchment of motions, then:

   a. That motion overrides any motion passed by the SRC or the CRC which is inconsistent with it; and
   b. That motion may not be overridden by:
      i. Any subsequent motion of the SRC or the CRC, or
      ii. A motion at a subsequent General Meeting unless eighty (80) or more ordinary members of the Association are present and voting.

(6) Any resolution carried by a General Meeting that is not entrenched under section 8(5) that purports to:

   a. Determine the Policy of the Association; or
   b. Direct the Executive as to how it should act to give effect to the Policy of the Association;
   c. Is subordinate to any future resolution carried by a simple majority of the SRC or, in the case of motions relating to higher education within the ANU or its constituent Colleges, the CRC.

(7) Any resolution carried by a General Meeting that is not entrenched under section 8(5) that purports to:

   a. Enact, amend or repeal Regulations; or
   b. Amend this Constitution; or
   c. Dissolve the Association;

May be overturned by a resolution carried by a two-thirds majority of those present and voting at a meeting of the SRC, if that resolution is carried within ten (10) Teaching days of the General Meeting at which the original resolution was carried.

(8) Subject to section 8(9), whoever convenes an General Meeting of the Association must give at least ten (10) Teaching days notice of the time, date and venue of such a meeting, and at least three (3) Teaching days notice of the agenda of such a meeting, by prominently displaying these details:

   a. On the front door of the Association offices;
   b. On noticeboards within the Union building; and
   c. On the website of the Association.

(9) When the nature of the business proposed to be dealt with at a General Meeting requires a Special Resolution of the Association, whoever convenes such a General Meeting must give at least twenty-one (21) days notice of the time, date and venue of such a meeting, and at least three (3) Teaching days notice of the agenda of such a meeting, by prominently displaying these details:

   a. On the front door of the Association offices;
   b. On noticeboards within the Union building; and
   c. On the website of the Association.

(10) Any General Meeting of the Association that is convened without satisfying the notice requirements is to be regarded as unconstitutional, and any resolution passed at the meeting has no effect.

(11) Whoever convenes a General Meeting of the Association in accordance with this Constitution must, at that meeting give an opportunity for:

   a. Any motion to be put to the meeting if it was submitted to her/him at least five (5) Teaching days before the date of the meeting and is moved by an ordinary member of the Association; and
b. Questions and an opportunity to place motions on notice for the next General Meeting of the Association.

(12) Whoever convenes a General Meeting of the Association in accordance with this Constitution may determine the order of business on the agenda.

(13) The quorum for a General Meeting of the Association is forty (40) members of the Association present in person.

(14) Despite section 8(13), the Association may maintain Regulations allowing specified business to be dealt with by an inquorate General Meeting after 30 minutes have lapsed, provided that proper notice of the meeting has been given.

ANNUAL GENERAL MEETINGS

(13) The Annual General Meeting (AGM) of the Association shall be convened by the General Secretary within five (5) months after the end of each financial year.

(14) At each AGM:
   a. The President’s report on the activities of the Association since the previous AGM;
   b. The Treasurer’s Report on the financial position of the Association at the end of the previous financial year;
   c. The Draft Budget;
   d. Duly audited Annual Financial Statements; and
   e. Such other reports as the SRC determines shall be presented and approved and shall be made available for inspection by members at least fourteen (14) Teaching days before the AGM.

SPECIAL GENERAL MEETINGS

(15) The General Secretary must convene a Special General Meeting of the Association within seven (7) Teaching days of being presented with a petition signed by at least eighty (80) members of the Association calling for such a meeting, or a resolution passed by a simple majority of the SRC calling for such a meeting.

(16) Whoever convenes a Special General Meeting of the Association in accordance with this Constitution must give at least five (5) Teaching days notice of the time, date, place and agenda of such a meeting by prominently displaying these details:
   a. On the front door of the Association offices; and
   b. On noticeboards within the Union building.

(17) Whoever convenes a Special General Meeting of the Association in accordance with this Constitution must discuss only those matters specified in the request to the General Secretary, and they must be dealt with in the order set out in that request.

9. STUDENT REPRESENTATIVE COUNCIL

(1) The Student Representative Council (SRC) shall be the committee of the Association in accordance with the Act and shall consist of:

Schedule A:
1. The Executive;
2. Fourteen (14) General Representatives; and

Schedule B:
- Two (2) Representatives from each College elected at the annual elections of the Association, except in respect of the ANU College of Physical and Mathematical Sciences and the ANU College of Medicine, Biology and Environment which together shall be considered one electorate for the purposes of the election and from which two (2) Representatives shall be elected in total.
(2) Elections shall be held and Representatives shall hold office in accordance with the Election Regulations.

VACANCIES

(3) The position of a Representative of the Association becomes vacant if she or he:

a. Ceases to be an Undergraduate Student; or
b. Resigns her or his position in writing to the General Secretary; or
c. In the case of a College Representative, ceases to be enrolled in the College that she or he represents; or
d. Becomes an insolvent under administration as defined in the Corporations Act; or
e. Is disqualified from office under the Act, section 63 (1).

REMOVAL FROM OFFICE

(4) Except as provided under the relevant Regulations, a Representative of the Association may only be removed from office if:

a. She or he has wilfully acted in a fashion contrary to the Constitution, the Regulations or a Policy of the Association; or
b. She or he has manifestly failed to fulfil her or his obligations under the Constitution and Regulations.

(5) A Representative of the Association other than a Departmental Officer must be removed from office if:

a. A resolution is carried by a two-thirds majority of those present and voting at a meeting of the SRC or a General Meeting of the Association stating that she or he must be removed from office because of behaviour mentioned in section 9(4); and
b. The Disputes Committee accepts that the Representative of the Association has acted in the fashion alleged by this resolution.

(6) A Departmental Officer must be removed from office if:

a. A resolution is carried by a two-thirds majority of those present and voting at a meeting of the relevant Department calling for her or his removal; and
b. The Disputes Committee accepts that the Departmental Officer has acted in the fashion alleged by this resolution.

(7) If the SRC or a General Meeting pass a resolution pursuant to section 9(4) or (5), or a Department passes a resolution pursuant to section 9(6), the General Secretary must, within five (5) Teaching days:

a. Notify the Representative of the resolution and the grounds on which it is based; and
b. Notify the Disputes Committee.

(8) The Disputes Committee must provide an opportunity for the Representative to make oral representations and/or submit to the committee written representations at a meeting of the Disputes Committee to be held not earlier than ten (10) Teaching days and not later than twenty-one (21) Teaching days after the notification to the Disputes Committee of the resolution.

OPERATION

(9) The SRC, subject to this Constitution and the Regulations, may:

a. Pass resolutions that determine the Policy of the Association except for Policy relating to matters of Higher Education within the ANU or its constituent Colleges, subject to subsections 8(5) and (6);
b. Pass resolutions electing members of the Association as Officers and to committees to perform a particular function, notwithstanding that the Officers and committees remain subordinate to the SRC at all times, and may have their functions changed or terminated by the SRC at any time);
c. By a resolution carried by a not less than two-thirds majority of those present and voting, overturn an original resolution of a General Meeting purporting to make, amend or repeal Regulations (if such a resolution is carried within ten (10) Teaching days of the original resolution), subject to subsection 8(5); 

d. By a resolution carried by a not less than two-thirds majority of those present and voting, overturn an original resolution of a General Meeting purporting to amend this Constitution (if such a resolution is carried within ten (10) Teaching days of the original resolution), subject to section 8(5); by a resolution carried by a not less than two-thirds majority of those present and voting overturn an original resolution of a General Meeting purporting to dissolve the Association (if such a resolution is carried within ten (10) Teaching days of the original resolution), subject to section 8(5); receive at each of its meetings a report detailing recent activities and expenditure from

i. The Women’s Department;  
ii. The Queer* Department;  
iii. The Environment Department;  
iv. The International Students’ Department;  
v. The Indigenous Department;  
vi. The Disabilities Department;  
vii. The Education Committee; and  
viii. The Grants and Affiliation Committee;  

e. By a resolution carried by not less than a simple majority of those present and voting, respond to an unsatisfactory report by calling for the convening of a Special General Meeting of the Association to discuss the report, or a meeting of the relevant Department of the Association to discuss the report and freezing the assets of the relevant Department until a constitutional meeting takes place;  
f. By a resolution carried by a not less than two-thirds majority of those present and voting, appoint a member of the Association to the Disputes Committee. No such appointment shall be valid unless one quarter of the total votes available to the current membership of the SRC are cast in favour of the appointment;  
g. By a resolution carried by a not less than two-thirds majority, decide to extend the time period in which to apply for an allocation or grant, or re-instate an allocation or grant which would otherwise not be given, subject to section 2.4 of the Finance Regulations.

(10) Unless this Constitution provides otherwise, a resolution of the SRC may be carried by a simple majority of those present and voting.

(11) Meetings of the SRC may be convened at the discretion of the General Secretary, or at the discretion of a member of the SRC appointed by the General Secretary for that purpose, but must be convened:

a. At least once in each calendar month of the Academic year, except where there are less than seven (7) Teaching days in that calendar month; and  
b. Within seven (7) Teaching days of the General Secretary being presented with a petition signed by at least half of the current general representatives to the SRC calling for such a meeting.

(12) Whoever convenes a meeting of the SRC in accordance with the Association’s Constitution, must:

a. Give at least five (5) working days notice of the time, date and venue of such a meeting; and  
b. Give at least one (1) working days notice of the agenda of such a meeting; and  
c. Include on the agenda any motion submitted to her/him at least three (3) Working days before the date of the meeting that is proposed by an ordinary member of the Association.

(13) Notice must be given by:

a. Prominently displaying the details required on the front door of the Association offices; and  
b. Attempting to convey the details required to each member of the relevant committee directly through a means agreed to between that Representative and the General Secretary.

(14) The quorum for meetings of the SRC is half of the current total of Schedule A of the membership of the SRC, rounded up to the nearest whole person.

(15) Except for discussion of agenda items that include confidential information, any ordinary member of the Association may be present at a meeting of the SRC, and may speak and put or second motions.
(16) Members of the SRC must be elected and enjoy tenure in accordance with the Election Regulations.

(17) If an individual holds more than one position on the SRC, she or he has the voting entitlement of only one position, and may not appoint a nominee to exercise the voting entitlement of any other position that she or he holds.

(18) When:
   a. Representative on the SRC has a direct or indirect pecuniary interest in a contract or other arrangement which has been made, or is proposed to be made, with the Association; and
   b. That Representative is present at a meeting of the SRC at which that contract or other arrangement is considered;
   c. That Representative shall disclose the nature of the pecuniary interest to the meeting, and may participate in the discussion, but may not vote on the matter.

(19) A disclosure of pecuniary interest made under section 9(22) shall be recorded in the minutes of the meeting.

(20) Upon a member becoming an SRC Representative and until that person notifies the Office Administrator that she or he no longer is, or can be, a SRC Representative, the Office Administrator is entitled to seek and obtain information from the University concerning the person’s enrolment status as an Undergraduate student.

(21) If the Office Administrator is satisfied that a particular person is ineligible to be, or to continue to be, an SRC representative, the Office Administrator must so inform the General Secretary and the chair of

10. COLLEGE REPRESENTATIVES

(1) When appropriate, the President must consult with the relevant College Representatives on issues specifically related to the individual Colleges, and before appointing members to committees dealing specifically with such issues.

(2) College Representatives are required to sit on College-designated boards or committees of the College or school/s which they represent.

11. GENERAL REPRESENTATIVE

(1) General Representatives shall provide general assistance to the activities of the Association and in consultation with the Executive, or as determined by SRC, undertake specific projects and advocacy during their term.

12. COLLEGE REPRESENTATIVE COUNCIL

(1) There is established a College Representative Council that must, subject to the Constitution, the Regulations and Policies of the Association, analyse academic issues of relevance to the Colleges, and formulate methods to ensure that the academic interests of students within the Colleges are protected.

COMPOSITION

(2) The CRC is comprised of:

Schedule A
   • The President, Vice President, General Secretary and Education Officer of the Association;
   • Two (2) Representatives from each College elected at the annual elections of the Association, except in respect of the ANU College of Physical Sciences and the ANU College of Medicine, Biology and Environment which together shall be considered one electorate for the purposes of the election and from which two (2) Representatives shall be elected in total;
   • Such student Representatives of classes or departments within The Colleges as the CRC may choose to co-opt; and

Schedule B
   • 14 General Representatives.
(3) The CRC, subject to this Constitution and the Regulations, may pass resolutions that determine the Policy of the Association in relation to matters of higher education within the ANU and its constituent Colleges, subject to section 8(5).

(4) Meetings of the CRC may be convened at the discretion of the General Secretary, or at the discretion of a member of the CRC appointed by the General Secretary for that purpose, but must be convened:
   a. At least once in each calendar month of the Academic year, except where there are less than seven (7) Teaching days in that calendar month; and
   b. Within seven (7) Teaching days of the General Secretary being presented with a petition requesting such a meeting which has been signed by at least five (5) of those students elected to College Representative positions at the annual elections of the Association.

(5) Whoever convenes a meeting of the CRC in accordance with the Association’s Constitution, must:
   a. Give at least five (5) working days notice of the time, date and venue of such a meeting;
   b. Give at least one (1) working day of notice of the agenda of such a meeting; and
   c. Include on the agenda any motion submitted to her/him at least three (3) Working days before the date of the meeting that is moved by an ordinary member of the Association.

(6) Notice must be given by:
   a. Prominently displaying the details required on the front door of the Association offices; and
   b. Attempting to convey the details required to each member of the relevant committee directly through a means agreed to between that Representative and the General Secretary.

(7) Members of the CRC must be elected and enjoy tenure in accordance with the Election Regulations.

(8) The quorum for CRC is half the current total of Schedule A of the membership of the CRC, rounded up to the nearest whole person. But when the quorum is not reached, the meeting may continue for administrative and communicative purposes.

(9) Except for discussion of agenda items that include confidential information, any member of the Association may be present at a meeting of the CRC, and may speak and put or second motions.

(10) If an individual holds more than one position on the CRC, she or he has the voting entitlement of only one (1) position, and may not appoint a nominee to exercise the voting entitlement of any other position that she or he holds.

13. MEETING ATTENDANCE

(1) The following rules apply to attendance at meetings of the Association:
   a. Any elected Representative who is constitutionally required to sit on any or all of the SRC or CRC, or to attend OGMs or AGMs, and who fails to attend:
      i. 3 meetings which are either General Meetings or council meetings for which they are included on Schedule A of the council membership; or
      ii. 4 meetings for which they are listed on Schedule B of the council membership;
      is to be removed from office.
   b. For the purposes of section 13(1)(a), failure to attend a meeting includes attending a meeting for less than one hour if that meeting is longer than one hour in duration.
   c. The General Secretary must take reasonable steps to notify any elected Representative of provisions section 13(1)(a) and (b) if they miss a meeting.
   d. Where the General Secretary is satisfied that a Representative missed a meeting at which their attendance was constitutionally required due to exceptional circumstances, the General Secretary may declare that the missed meeting is not to be counted for the purpose of section 13(1)(a).
   e. Elected Representatives must notify the Executive of their intention to take leave from their elected position for auxiliary purposes in writing. A request for leave must be made at least three Teaching days prior to a meeting. This leave, if granted by the Executive, will negate the operation of sections 13(1) (a), (b), (c) & (d).
   f. Where leave is not granted, the elected Representative may refer the matter to the Disputes Committee. In reviewing the failure to grant leave, the Disputes Committee may affirm or overturn the decision of the Executive.
(2) Any ordinary member of the Association may make an application to the Disputes Committee seeking review of a declaration made by the General Secretary under section 13(1)(d). In conducting a review commenced under this section, the Disputes Committee may affirm or overturn the declaration of the General Secretary.

b. A person removed by the operation of section 13(1)(a) may appeal to the Disputes Committee, for reasons including, but not limited to, instances of personal emergency, consistent poor communication of meeting times, or insufficient notice of meetings.

c. If a Representative is successful in their appeal to the Disputes Committee under section 13(2)(b), the Disputes Committee must reinstate them in their position. In reinstating the Representative, the Disputes Committee may hold that any meeting missed by the Representative is not to be counted for the purposes of section 13(1)(a).

(3) The Association must maintain Regulations providing for the filling of casual vacancies in any of the positions specified in Schedule 1.

14. THE EXECUTIVE

(1) The Association has an Executive consisting of:

a. The President of the Association;
b. The Vice President of the Association;
c. The General Secretary of the Association;
d. The Social Officer of the Association;
e. The Treasurer of the Association; and f. The Education Officer of the Association.

(2) The Executive must:

a. Manage the affairs of the Association’s office and oversee employees of the Association; and
b. Overseer the implementation of the Policies of the Association

(3) For the Executive to direct a member of the Executive to execute her or his duties in a particular fashion, a five-sixths majority of the Executive is required.

(4) Where possible, the Executive shall reach decisions through consensus. In the event that consensus cannot be reached, decisions shall be made by the majority of the Executive present and voting; in the event of a tie, such a vote shall be decided by the majority out of the President, Vice President and the Treasurer.

(5) Each member of the Executive must, at every SRC meeting, report to the meeting on her or his activities as a member of the Executive.

(6) A member of the Executive may, by written communication and with the consent of the person receiving the delegation, delegate one or more of his or her functions to another member of the Executive for the period specified in the written communication, so long as the delegation does not represent a substantial and ongoing delegation of responsibilities of the delegating officer.

(7) A delegation under paragraph 14(6) may be revoked at any time by a subsequent decision of the delegating officer communicated in writing, or by decision of the Executive.

PRESIDENT

(8) The President must, subject to the Constitution, the Regulations and Policy of the Association:

a. Represent Undergraduate students on University Council;
b. Represent Undergraduate students on other bodies, including other committees of the University, or after consultation with the SRC, appoint members of the Association to such bodies;
c. Be the spokesperson of the Association on matters of concern to members of the Association;
d. Make every effort to inform members of the Association of issues relevant to their welfare, and of decisions made or actions undertaken by the Association on their behalf;
e. Be available to Undergraduate students to provide advice and advocacy;
f. Make a report of the activities of the Association to the Annual General Meeting of the Association;
g. Take such other action as she or he considers necessary in the interests of members of the Association;
h. Represent the views of the Association to the media;
i. Be primarily responsible for the Association's employees, in conjunction with the Executive;
j. Consult the relevant Department Officer when making appointments to various University committees; and
k. Consult with the CRC before appointing a student to any College board or committee.

**Vice President**

(97) The Vice President must, subject to the Constitution, the Regulations and Policy of the Association:

a. Together with the President, represent Undergraduate students on other bodies including committees of the University;
b. Be available to Undergraduate students to provide advice and advocacy;
c. Liaise with students and relevant organisations about education and welfare issues;
d. Assist the President in researching education and welfare issues;
e. Assist with the development and implementation of the education and welfare policy of the Association;
f. Assist with campaigns organised by the Association that address education and welfare issues; and
g. Maintain a comprehensive knowledge of the workings of ANUSA in order to substitute for the President should the need arise.

**General Secretary**

(108) The General Secretary must, subject to the Constitution, the Regulations and Policy of the Association:

a. Convene and chair meetings of the Association as required under this Constitution;
b. Ensure that the minutes of meetings of the Association, including a basic summary of discussion, are recorded and retained;
c. Prepare, authorise and release all notices of the Association;
d. Pursuant to the section 20 of the Constitution, have the power to interpret the Constitution, Regulations and Association Policy; and
e. Be responsible for informing Officers of the Association about their responsibilities under this Constitution.

**Social Officer**

(911) The Social Officer must subject to the Constitution, the Regulations and Policy of the Association:

a. Be a member of the Grants and Affiliation Committee;
b. Be a Director of Orientation Week and Bush Week and provide support for the Director(s) of Orientation Week and Bush Week;
c. Facilitate other social activities on campus;
d. Liaise with the University Union and other relevant organisations regarding social issues; and
e. Organise the production of the following year's ANUSA student diary.

**Treasurer**

(120) The Treasurer must, subject to the Constitution, the Regulations and Policy of the Association:

a. Oversee the financial affairs of the Association;
b. Arrange for the books and accounts of the Association to be audited and presented in accordance with section 17;
c. Prepare and present such reports as are required under this Constitution;
d. Be responsible for assisting Representatives of the Association in organising the finances of the Association for which they have responsibility; and
e. Be responsible for obtaining sponsorship of the Association and its activities, and for maintaining relations with those sponsors.
EDUCATION OFFICER

The Education Officer must, subject to the Constitution, the Regulations and Policy of the Association:

a. Oversee the implementation of the higher education and related policy of the Association;

b. Organise such campaigns and action as the Student Representative Council and Executive deems appropriate to give effect to the Constitution, Regulations and Policy of the Association; and

c. Collate information on higher education issues which effect the Association and its Members; and

d. Convene the Association's Education Committee in accordance with section 27; and

e. On behalf of the Association, liaise with the national and local bodies on relevant campaigns relating to higher education; and

f. Prepare submissions on behalf of the Association to Government inquiries and reviews on Higher Education matters.

g. Petition the university administration and government on higher education issues.

15. PUBLIC OFFICER

(1) The SRC shall appoint a person, normally the Office Administrator, to be the Public Officer of the Association.

DUTIES

(2) The Public Officer shall, fourteen (14) days after her or his appointment, notify the relevant authority in writing of the appointment and supply her or his full name and address. The Public Officer shall also supply any and all documents required by the relevant authority and shall perform any other duties as required by the Act and any other relevant legislation.

VACANCY

(3) The office of Public Officer becomes vacant if the person holding that office—

a. Dies;

b. Becomes an insolvent under administration as defined in the Corporations Act;

c. Becomes of unsound mind;

d. Resigns her or his office by writing to the President; or

e. Ceases to be resident in the ACT.

(4) If the office of Public Officer becomes vacant, the SRC shall within fourteen (14) days after it becomes vacant, appoint another person to fill the vacancy.

16. AUDITOR

(1) Each year the Executive must engage the University Accountant or another Chartered Accountant, not being a member of the Association, to carry out an audit of the books and accounts of the Association for the previous financial year.

17. FINANCE

(1) Expenditure of the Association's funds is governed by the Finance Regulations and all Officers must comply with those Regulations.

BUDGET

(2) The budget of the Association must be presented by the Treasurer to the first General Meeting held in the first Teaching Period of the Academic year.

(3) The provisional budget for the next year of the Association must be presented by the Treasurer to the first Ordinary General Meeting held in the fourth Teaching Period of the Academic year.

(4) The budget or provisional Budget may only be amended by:

a. A simple majority of those present and voting at a General Meeting; or

b. A simple majority of those present and voting at a meeting of the SRC but by no more than 1% of the Annual Budget of expected expenses in any calendar month.
**Audited Statements**

(5) The Treasurer shall prepare an Annual Report and Annual Financial Statement and Balance Sheet for audit and presentation to the AGM. The Treasurer shall ensure that the audit is completed at least fourteen (14) days before the AGM. In accordance with the Act, the Public Officer shall lodge the annual return of the Association within six (6) months of the end of each financial year.

**Other Financial Provisions**

(6) The funds of the Association may be derived annually from the Australian National University, in addition to any external sponsorship which may be obtained. The Treasurer is responsible for making the annual funding submission to the relevant Finance Committee of the University.

(7) The income and property of the Association are to be applied in promotion of the objects of the Association.

(8) The Association must not distribute any income, profit or gains to its members in any form including cash, property or otherwise unless it is reasonable payment for services rendered to the Association.

(9) No money is to be drawn from the Association’s bank accounts except by a cheque or order, including Internet order, signed by two of the President, the Treasurer and the Vice-President or by a debit/credit card pursuant to ss(17)(18)(19)(20)(21).

(10) The Association may make Regulations allowing Departments, other bodies, or projects to administer their own Budgets.

(11) The financial year of the Association is the 12 month period beginning 1 December each year and ending 30 November in the following calendar year.

(12) The Association shall establish a bank account to be used in the operation of the Second-Hand Bookshop, which shall be managed as follows:

   a. A portion of the Association’s funds shall be transferred into the account at the discretion of the Office Administrator and at least 2 of the Association’s trustees;
   b. The Office Administrator shall be trustee to the Second-Hand Bookshop account, along with the President, Treasurer and General Secretary;
   c. The funds in this account shall only be used to reimburse book-vendors via EFT Transfers;
   d. A transfer under ss(c) shall require the signature of one trustee only; and
   e. The operation of the Second-Hand Bookshop account created under this section is not limited by provisions of ss(9).

(13) The Association must not enter into any bank liabilities, guarantees or indemnities incurring contingent liabilities other than in the normal course of business.

(14) The Association must maintain adequate insurance cover, as may reasonably be appropriate, on items not covered by policies undertaken through the University.

(15) The Association must include as an unaudited appendix to its annual accounts a list of external organisations to which the ANUSA has paid a subscription or fee or donation during the period covered by the annual accounts with details of the payments made:

   a. The list will include and will indicate those organisations, which are currently affiliated to ANUSA, whether or not a subscription or fee or donation is paid to those organisations.

**Association Books**

(16) Subject to the provisions of the Act, the Regulations and the provisions of this Constitution, the Office Administrator shall keep in her or his custody or under her or his control all records, books and other documents relating to the Association.

(17) The records, books and other documents of the Association shall be open to inspection by the members, in the office of the Association at any reasonable hour, subject to the limitations contained in section 16.

**Credit/Debit Card**

(18) The Executive may approve the issuing of a debit/credit card to one or more of the President, Vice-President or Treasurer (the “cardholders”) to enable payment of ANUSA expenses and liabilities where payment by cheque or money order is impractical. All purchases must have formal written approval by two
of either the President, Vice-President or Treasurer beforehand. To make purchases for the Association, the purchase must meet the following conditions, unless formal written approval is received by the President and Office Manager beforehand:

- The purchase must be for a value greater than $100 and less than $1,000;
- The purchase must not be able to be made using direct debit;

(19) The debit/credit card cannot be used for the following under any circumstances:
- The purchase of firearms, fireworks, pornography or tobacco products;
- Cash advances, over-the-counter cash withdrawals, ATM transactions or the purchase of bank cheques, travellers’ cheques or foreign currency;
- Personal expenditure;
- The payment of fines, payroll, reimbursement or grants;

(20) If the Executive approve the issuing of a debit card rather than credit card, the account linked to the debit card must never have a balance of over $1,000 for a period of time more than 2 business days.

(21) Cardholders must collect tax receipts and send them to the Finance Officer within one (1) week of payment being made.

Members Benefits

(22) The assets and income of the organisation shall be applied solely in furtherance of s3 (Objects) and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or reasonable expenses incurred on behalf of the organisation.

18. FREEDOM OF INFORMATION

(1) A member of the Association may, at any reasonable time, view any document in the possession of the Association, with the exception of:

- A document that contains personal and confidential information, except to the extent that the personal and confidential information relates to the member making the request;
- A document received from the University that the University has declared to be confidential;
- A ballot paper; and
- The electoral roll for the position of Disabilities Officer.

19. COMMON SEAL

(1) The common seal of the Association shall be kept by the Office Administrator. It shall be affixed by authority of the SRC, and any two of the President, Vice-President and Treasurer shall sign below the

20. INTERPRETATION

(1) Whoever presides at a meeting of the Association may interpret this Constitution and the Regulations made under it for the purposes of the meeting, and the General Secretary may interpret them at any other time.

(2) A motion of dissent from an interpretation of this Constitution, or the Regulations, may be carried only by a two-thirds majority of those present and voting at a meeting of the Association, or by five-sixths of the Executive at any other time.

21. REGULATIONS AND POLICIES

Regulations

(1) The Association may from time to time make Regulations (under, and not inconsistent with, this Constitution) to govern the operation of particular aspects of the Association’s affairs and to give effect to policies.

(2) Regulations may only be made, amended or repealed, by a resolution carried by a two-thirds majority of those present and voting at a General Meeting of the Association, but such a resolution may be overturned pursuant to section 8(6).

(3) No Regulations made under this Constitution may contain language or terminology that is in any way racist, sexist or homophobic.
22. ALTERATION OF THE CONSTITUTION

(1) This Constitution may be amended by Special Resolution at any general meeting (including an AGM) in accordance with the rules for General Meetings in section 8 except that at least twenty-one (21) days notice of the Special Resolution shall be given to members and a decision to amend the Constitution shall require the support of seventy-five per centum (75%), to the nearest whole number, of ordinary members present and voting.

(2) Full notice of proposed amendments to the Constitution shall be given to members at the same time and in the same way as notice of the General Meeting at which the amendments are to be proposed.

(3) The President of the Association must present all constitutional amendments passed to the next possible meeting of University Council.

(4) No amendment to the Constitution shall have any effect until ratified by the Council and, if necessary, by the relevant local authority.

(5) No resolution to amend this Constitution may contain language or terminology that is in any way racist, sexist or homophobic.

23. INDEMNITY

(1) All members and employees of the Association shall be and are hereby indemnified by the Association against losses or expenses incurred by them in or about the discharge of their respective duties except, in compliance with the Companies Code, against any liability that by law would otherwise attach to her/him in respect of any negligence, default, breach of duty or breach of trust of which she or he may be guilty in relation to the Association.

(2) Members shall not be liable for the payment of the debts and liabilities of the Association or the costs, charges and expenses associated with the winding up of the Association.

24. DISSOLUTION OR WINDING UP

(1) A motion to dissolve or wind up the Association may be considered at any General Meeting (including an AGM) in accordance with the rules for General Meetings in section 8 except that at least twenty-one (21) Teaching days' notice of such a General Meeting must be given to members, accompanied by a notice of intention to propose a motion to dissolve or wind up the Association.

(2) A motion to dissolve or wind up the Association must be:
   a. Passed by a majority of at least 75% of the votes of those members of the Association who, being entitled to vote, vote in person at the General Meeting, provided that one hundred and twenty (120) or more members of the Association are present; and
   b. Approved by the University Council.

(3) The excess of assets, property, funds or money remaining after all debts and liabilities are paid shall not be distributed amongst the Association's members. Such excess shall be given or transferred to a new representative body formed with the same or similar objectives to the Association and which represents the Undergraduate students of the University or, if no such body exists, all liquidated proceeds and funds shall be transferred to the University on the condition that the entire amount is deposited in a suitable undergraduate scholarship fund. Remaining property shall be held by the University on trust for undergraduate clubs and societies.

25. GRANTS AND AFFILIATIONS COMMITTEE

(1) There is to be a Grants and Affiliations Committee to promote the activities of non-sporting Clubs and
Societies, to promote productions staged by students of the University and to award special purpose grants.

(2) The Grants and Affiliations Committee must act in accordance with the Regulations.

(3) Decisions of the Grants and Affiliations Committee made in breach of the Regulations may only be overturned (but not so as to create any debt) by a motion passed by two-thirds of members present and voting at a General Meeting of the Association.

**MEMBERSHIP**

(4) The Grants and Affiliations Committee consists of:

   a. The Social Officer of the Association or his/her nominee;
   b. 83 Undergraduate Representative, who is to be elected at the first Ordinary General Meeting of the fourth Teaching Period of the Academic year;
   c. 1 Undergraduate student member appointed by the Union Board; and
   d. 2 members of the ANU Postgraduate and Research Students’ Association Inc, appointed by the ANU Postgraduate and Research Students’ Association Inc

(5) The elected Social Officer is deemed to be the Chair of the Grants and Affiliation Committee. The Chair enjoys tenure for the duration of her or his term as Social Officer.

**26. DEPARTMENTS OF THE ASSOCIATION**

(1) There are to be the following Departments of the Association:

   a. Women's Department;
   b. Queer* Department;
   c. Environment Department;
   d. Indigenous Department;
   e. International Students’ Department; and
   f. Disabilities Department.

(2) The Departments of the Association are to be governed by their individual Constitutions and Regulations. A copy of each Department’s Constitution will be held by the General Secretary.

(3) The Constitution of each Department must include clauses covering the following areas:

   a. Membership;
   b. Quorum;
   c. Role of the relevant Department Officer;
   d. Procedures for changing the constitution;
   e. Notice requirements;
   f. Frequency of meetings;
   g. Annual general meetings;
   h. The election or appointment of trustees; and
   i. Provisions governing the expenditure of money;
   j. Provisions for the removal of the relevant Department Officer and vacancy of office;
   k. Dissolution procedures.

and must not be inconsistent with the Association’s Constitution or Regulations. Any part of the Constitution of a Department, which is inconsistent, shall be declared invalid, but only to the extent of the inconsistency.

(4) The Women’s Officer, Queer* Officer, Environment Officer, Indigenous Officer, International Students’ Officer and the Disabilities Officer are responsible for the management of the affairs of her or his respective Department.

(5) Department Officers are to be elected in accordance with the Election Regulations.

(6) Each Department Officer must:

   a. Submit a report to each SRC meeting detailing recent activities of the Department together with the income and expenditure of the Department to date;
   b. Submit a written report of her or his Department’s income and expenditure to the Treasurer at the end of each financial year; and
c. Submit to the General Secretary changes to her or his Department's constitution with 7 Teaching days of the change occurring.

(7) Each year the Association must give each Department an amount of no less than $5000 for use in respect of the activities of the Department. Each collective will be audited yearly as part of the ANUSA Independent audit.

(8) In the event that a Department is dissolved pursuant to this Constitution, the excess of assets, property, funds or money remaining after all debts and liabilities are paid shall not be distributed amongst the Association's members, but shall be given or transferred to the Association.

**TRANSITIONAL PROCEDURES**

(9) Departments will continue to operate under the provisions of the ANUSA Constitution and Regulations as they stand at 10 May 2011 until the date of Incorporation of the Association, at which time:

a. This Constitution comes into effect; and
b. A copy of each Department's Constitution must be given to the General Secretary for the Association's records, as stipulated under s 24(2) of this Constitution, no later than the first SRC of Semester 2, 2011.

27. EDUCATION COMMITTEE

(1) There is to be an Education Committee to promote awareness on campus of education issues and to facilitate the action and discussion on issues of particular concern to the education sector as it relates to the ANU.

(2) All members of the Association are members of the Education Committee, unless they submit their resignation in writing to the General Secretary.

(3) The Education Officer must:

a. Manage the administrative affairs of the Committee;
b. Create the Committee with not less than 3 additional students to help manage the Committee;
c. Convene a meeting of the Education Committee at least twice in every Teaching Period; and
d. Convene the Education Committee within seven (7) Teaching days of being presented with a petition signed by twenty-five (25) members of the Association.
e. Provide notice for convening the Education Committee of no less than 3 teaching days. Notice should be posted in ANUSA's public spaces such as the offices, student space, the website or anywhere else the Education Officer deems necessary.

(4) Subject to the Constitution, the Regulations and Policies of the Association, policy proposals of the Committee must be determined by meetings of the Committee, at which all members of the Committee may vote.

(5) The Education Officer is bound to present this policy proposal to the Executive or the next meeting of the Student Representative Council or College Representative Council, whichever is first, which may then choose to ratify or reject the proposed policy.

(6) The Education Officer must submit a written report of the Committee's income and expenditure to the Treasurer at the end of each financial year.

(7) Each year the Association must give the Education Committee a budget allocation amounting to not less than $1000 for that year for use in respect of the activities of the Education Committee.

28. DISPUTES COMMITTEE

(1) There is to be a Disputes Committee, which must operate under the provisions set out in the Constitution and any Regulations governing its operation as made in accordance with section 21.

(2) The Disputes Committee is established to consider the validity of resolutions calling for the dismissal of Representatives of the Association, and to consider allegations of breaches of this Constitution and the Regulations, and such other matters as are provided for in this Constitution, the Regulations or the Policy of the Association. The Disputes Committee must undertake a thorough investigation into any matter referred to it under the Constitution, the Regulations or any Policy.

(3) a. If a resolution calling for the dismissal of a Representative of the Association is referred to the
Disputes Committee as set out in this Constitution, that Representative of the Association will only be dismissed if a simple majority of those members of the Disputes Committee present and voting believe that the burden of proof required under that section for a Representative must to be dismissed has been satisfied.

b. If an allegation of a breach of this Constitution or the Regulations is referred to the Disputes Committee as set out in this Constitution, such a breach will only be established if a simple majority of those members of the Disputes Committee present and voting believe that the requirements of the section/s in dispute have not been reasonably met.

(4) The Disputes Committee may, by a simple majority of those present and voting, impose a fine, revoke membership rights or impose such other penalty as is prescribed by the Regulations upon a member or former member of the Association in accordance with the Regulations.

(5) Despite section 18, in the course of her or his investigations a member of the Disputes Committee may view any document in the possession of the Association which is relevant to those investigations, including a ballot paper.

(6) The Disputes Committee must consist of not more than 5 members of the Association.

(7) No member of the Association who is a Representative of the Association mentioned in schedule 1 of this Constitution may be appointed to the Disputes Committee.

(8) The appointment of members of the Association to the Disputes Committee is to be made by a two-thirds majority of those present and voting at a meeting of the first SRC of the second term of each Academic year. No such appointment shall be valid unless one quarter of the total votes available to the current membership of the SRC are cast in favour of the appointment.

(9) The members of the Disputes Committee must from time to time elect one of their number as Chair of the Committee.

(10) Members of the Disputes Committee hold tenure until:

a. They cease to be a member of the Association;

b. They resign, in writing, to the General Secretary of the Association;

c. They are removed by a resolution carried by a two-thirds majority of those present and voting at a General Meeting of the Association;

d. They are elected or appointed to or nominate for any position listed in Schedule 1 of this Constitution; or

e. A new Disputes Committee is elected at the first SRC meeting of the second term of each Academic year.

(11) Despite section 28(10)(c), any resolution carried by a General Meeting that is voted on by fewer than 80 members that purports to remove a member of the Disputes Committee shall have no effect.

(12) A member of the Disputes Committee dismissed pursuant to section 28(10)(c) is entitled to consider any matter referred to the Committee before her or his removal, even where that matter is heard after her or his removal, and any member appointed to fill a vacancy created under section 28(10)(c) must not be involved in the consideration of any such matter.

(13) Any member of the Disputes Committee who has a real or perceived conflict of interest in any matter referred to the Committee must not take part in the Committee's consideration of that matter.

(14) All decisions of the Disputes Committee must be published, must set out the reasons why the Disputes Committee came to the decision that it did, and must be retained by the Association.

29. PUBLICATIONS

(1) The Association may, as a matter of Policy or Regulation, deem a publication to be an official publication of the Association. Official publications must be prepared and operate in accordance with the provisions set out in the Publications Regulations.

(2) The Editor of an official publication must act in accordance with the Constitution, Regulations and Policies.

(3) Unless the Constitution, the Regulations or a Policy states otherwise, the Editor of an official publication of the Association must be elected by the SRC.
(4) Unless the Constitution, the Regulations or a Policy states otherwise, a person to fill a vacancy in the position of Editor of an official publication of the Association must be elected by the SRC.

30. ORIENTATION WEEK AND BUSH WEEK DIRECTORS

(1) There are to be Orientation Week and Bush Week Directors, who report to the Social Officer.

(2) The Directors must:
   a. Organise a variety of daytime and night time social events for members of the association; and
   b. Organise a Market Day where affiliated clubs and societies are able to promote themselves; and
   c. Develop sponsorship relationships with organisations.

(3) Orientation Week and Bush Week Directors must be available to the Social Officer during the teaching break in the direct lead up to either Orientation Week or Bush Week.

31. FINANCIAL REVIEW COMMITTEE

(1) There is to be a Financial Review Committee, which must operate under the provisions set out in the Constitution and any Regulations governing its operation as made in accordance with section 21.

(2) Responsibilities of the Financial Review Committee:
   a. Consider the Association’s financial controls and the Association’s compliance with financial controls;
   b. Consider allegations of financial breaches of this Constitution and the Regulations, and such other matters as are provided for in this Constitution, the Regulations or the Policy of the Association; and
   c. The Financial Review Committee must undertake a thorough investigation into any matter referred to it under the Constitution, the Regulations or any Policy.

(3) Despite section 18, the Financial Review Committee may, by a simple majority of those present and voting:
   a. View any document in the possession of the Association which is relevant to the objects of the Financial Review Committee, including any financial or accounting software of the Association accessible by a representative or staff member of the Association;
   b. Seek advice from or interview any representative or staff member of the Association; and
   c. Refer any enquiry to the Legal Officer or an Executive Representative of the Association for further investigation.

(4) The Financial Review Committee must, at each Ordinary General Meeting and at each Annual General Meeting of the Association, present a report detailing:
   a. The Association’s compliance with its financial protocols; and
   b. The suitability of the Association’s financial protocols.

(5) The Financial Review Committee must consist of not more than 3 members of the Association.

(6) No member of the Association who is a Representative of the Association may be appointed to the Financial Review Committee.

(7) The appointment of members of the Association to the Financial Review Committee is to be made by a two-thirds majority of those present and voting at a meeting of the first General Meeting of the second term of each Academic year. The term of appointment will a maximum of one year.

(8) The members of the Financial Review Committee must elect one of their number as Chair of the Committee.

(9) Members of the Financial Review Committee hold tenure until:
   a. They cease to be a member of the Association;
   b. They resign, in writing, to the General Secretary of the Association;
   c. They are removed by a resolution carried by a two-thirds majority of those present and voting at a General Meeting of the Association;
   d. They are elected or appointed to or nominate for any position listed in Schedule 1 of this
A new Financial Review Committee is elected at the first OGM meeting of the second term of each Academic year.

(10) Despite section 28(10)(c), any resolution carried by a General Meeting that is voted on by fewer than 80 members that purports to remove a member of the Financial Review Committee shall have no effect.

(11) A member of the Financial Review Committee dismissed pursuant to section 28(10)(c) is entitled to consider any matter referred to the Committee before her or his removal, even where that matter is heard after her or his removal, and any member appointed to fill a vacancy created under section 28(10)(c) must not be involved in the consideration of any such matter.

(12) Any member of the Financial Review Committee who has a real or perceived conflict of interest in any matter referred to the Committee must not take part in the Committee’s consideration of that matter.

(13) The Financial Review Committee and members of the Financial Review Committee must, whenever possible, protect the anonymity of all individuals associated with any activity conducted by the Committee.

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Schedule 1 to the Constitution

The following are Representatives of the Association:

1) President of the Association; *ANU Council Member*
2) Vice President of the Association
3) General Secretary of the Association
4) Social Officer of the Association
5) Treasurer of the Association
6) Queer* Officer
7) Environment Officer
8) Women’s Officer
9) Education Officer
10) International Students’ Officer
11) Indigenous Officer
12) Disabilities Officer (which may be held individually or jointly)
13) 14 General Representative Positions to the SRC
14) 2 College Representative Positions to the CRC from each College of the University
15) Any other position declared to be a Representative under the Constitution or Regulations.

Standing Orders

SECTION 1: GENERAL

1.1 Nature of these Regulations

1.1.1 These Regulations are made under the Constitution of the Australian National University Students’ Association to govern the conduct of all meetings of the Association required under the Constitution.

1.2 Quorum
1.2.1 The presiding member must ensure that a quorum is present before declaring a meeting open.

1.2.2 Subject to section 1.2.1, a meeting must commence promptly at the time set out on the official notice of the meeting.

1.2.3 If quorum is not reached within 30 minutes of the time set for a meeting, then the meeting lapses and all business is stood over to a subsequent meeting.

1.2.4 If quorum is lost before the close of a meeting and is not regained within five (5) minutes then all outstanding business is stood over to the next meeting with the exception of:
   a. The filling of casual vacancies
   b. Elections
   c. Receipt of reports
   d. Presentation of and acceptance of audited financial documents.

1.3 Agenda

1.3.1 Where practicable, the agenda of a meeting must be prepared such that it is consistent with Schedule 1, unless otherwise determined by a resolution of the meeting.

1.3.2 The agenda must be followed in the order in which it is set out, unless otherwise determined by a resolution of the meeting.

1.3.3 Subject to quorum being present the meeting must continue until all business on the agenda is disposed of, unless otherwise determined by a resolution of the meeting.

1.4 Conduct at Meetings

1.4.1 Speakers may only address the meeting when called on to do so by the Chair.

1.4.2 Subject to these Regulations, speakers must be heard in silence and may only be interrupted by the Chair.

1.4.3 All business of a meeting must be by way of motions and amendments, except when:
   a. Reports are being considered; and
   b. The meeting resolves itself into a committee of the whole.

1.4.4 Upon the opening of every Ordinary General Meeting, Annual General Meeting or Special General Meeting of the Association, the Chair must give a verbal explanation of general meeting procedure for the benefit of all members. The Chair, at his or her discretion, may give this statement at any other meeting of the Association. Any such statement must include, as a minimum, explanation of the following:
   a. Conduct required by members; and
   b. Procedures concerning motions and amendments; and
   c. Rights of speakers and members, including moving points of order; and
   d. The appropriate manner of addressing the chair and other members.

1.5 Council Members Unable to Attend Meetings (Proxies)

1.5.1 Council members who are unable to attend Council meetings may delegate their moving, seconding and voting rights to any other ordinary member of the Association in the form of a written proxy.

1.5.2 The proxy must:
   a. Be for not longer than the duration of the meeting; and
   b. Specify in order the member or members to whom the proxy is made; and
   c. Specify any conditions attached to the proxy; and
   d. Be signed by the Council member; and
   e. State the date and time the proxy was made; and
   f. Not be altered once signed.

1.5.3 The proxy must be sent to the member convening the particular meeting for which the proxy is made, who must take all reasonable steps to verify the proxy before being delivered to the presiding member.

1.5.4 If the Council member subsequently attends the meeting, the proxy lapses.
1.5.5 Voting by proxy at General Meetings or meetings of any Department of the Association is not permitted.

SECTION 2: MOTIONS AND AMENDMENTS

2.1 General

2.1.1 All motions and amendments, other than procedural motions, must be submitted in writing to the member convening or, if submitted during the meeting, to the member presiding.

2.1.2 All motions and amendments must have a mover and a seconder.

2.1.3 Motions and amendments may be seconded pro forma.

2.1.4 A motion or amendment may be altered by the mover subject to the leave of the meeting.

2.1.5 Movers and seconders may reserve or waive their speaking rights.

2.1.6 Motions and amendments may be withdrawn by the mover subject to the right of any other member to take up these rights.

2.1.7 A member may speak only once to a motion or amendment unless they are the mover exercising their right of reply.

2.1.8 Motions and amendments will lapse if in want of a mover and seconder who are present in person—however any other member may take up these rights.

2.1.9 No member may speak to any motion or amendment after it has been put to the vote.

2.2 Motions

2.2.1 All movers of motions, other than procedural motions, may exercise a right of reply.

2.2.2 The right of reply may be exercised immediately before the motion is put or before any one amendment is put, but may only be exercised once.

2.3 Amendments

2.3.1 Amendments must be relevant to the motion.

2.3.2 Amendments must not be in direct negation of the substance of the motion.

2.3.3 Multiple amendments to a motion must be considered in the order determined by the presiding member.

2.3.4 Amendments may only be debated and voted on one at a time - however further amendments may be foreshadowed.

2.3.5 Movers of amendments have no right of reply.

2.4 Foreshadowed Motions

2.4.1 Where more than 1 motion deals with a particular issue, they may be considered together.

2.4.2 Voting must be conducted on each motion in the order in which they were moved, until either a motion is carried, in which case the remaining motions lapse, or until all the motions are defeated.

SECTION 3: PROCEDURAL MOTIONS

3.1 The Gag

3.1.1 A member who has not already participated in the debate may move "That the speaker no longer be heard".

3.1.2 This motion may interrupt a speech and must be put without amendment, adjournment or debate.

3.1.3 This motion requires a two-thirds majority in order to be carried.
3.2 Closure
3.2.1 A member who has not already participated in the debate may move "That the question now be put".
3.2.2 This motion may interrupt a speech and must be put without amendment, adjournment or debate.
3.2.3 If this motion is carried, the motion or amendment under consideration must be immediately put to the vote, subject only to the right of reply.
3.2.4 This motion requires a two-thirds majority in order to be carried.

3.3 Adjournment of Debate
3.3.1 A member who has not already participated in the debate may move "That the debate be adjourned".
3.3.2 This motion must not interrupt a speech.
3.3.3 This motion must specify when the debate is to be resumed.
3.3.4 This motion may only be amended as to time, date and place.

3.4 Adjournment of Meeting
3.4.1 A member who has not already participated in the debate may move "That this meeting be adjourned".
3.4.2 This motion must not interrupt a speech.
3.4.3 This motion may only be amended as to time, date and place.

3.5 Proceed to the Next Business
3.5.1 A member who has not already participated in the debate may move "That this meeting proceed to the next business".
3.5.2 This motion must not interrupt a speech.
3.5.3 This motion must be put without amendment, adjournment or debate.

3.6 The Previous Question
3.6.1 Moving the Previous Question is not permitted under these rules.

3.7 That the Question Lie on the Table
3.7.1 A member who has not already participated in the debate may move "That the question (or communication) lie on the table".
3.7.2 This motion must not interrupt a speech.
3.7.3 This motion must be put without amendment, adjournment or debate.
3.7.4 If this motion is moved and carried on an amendment, the original question is also laid on the table.
3.7.5 There can be a subsequent motion at the same meeting "That the question be taken from the table".

SECTION 4: SECTION PROCEDURE

4.1 Points of Order
4.1.1 A member may at any time move points of order in regard to any irregularity in the proceedings, or interpretation of the Constitution or Regulations.
4.1.2 A member may at the end of a speech make a point of clarification over factual inaccuracies made by the previous speaker.
4.1.3 A member claiming to have been misrepresented may at any time, not interrupting another speaker, make a point of explanation. Such explanation must be confined to the alleged misrepresentation and must not introduce argument or new matter.
4.1.4 Any point of order, point of clarification, or point of explanation must be clearly and concisely stated within 1 minute.

4.1.5 The Chair has the discretion to rule any of these points out of order.

4.2 Dissent

4.2.1 Where the presiding member has made a ruling or interpretation, a motion may be made that the Chair's ruling be dissented from. In such case:

a. The presiding member must vacate the Chair and nominate a replacement, this nomination not being subject to dissent; and
b. The mover of the motion of dissent must speak to the motion; and
c. The Chair from whose ruling was dissented may reply; and
d. This motion must be put without amendment, adjournment or further debate in the following form: "That the Chair's ruling be upheld".

4.2.2 This motion requires a two-thirds vote against in order to be defeated.

4.2.3 Where this motion is carried, the Chair's ruling stands.

4.2.4 Where this motion is defeated, no ruling stands.

4.2.5 The original presiding member must be restored to the Chair immediately after the vote of dissent is declared, subject to a resolution of the meeting.

4.3 Naming Procedure

4.3.1 The Chair must be heard in silence and without interruption, and may name any person for unruly and disruptive behaviour.

4.3.2 Where any person is named 3 times during the same meeting, that person must not be recognised by the Chair and must leave the meeting.

4.3.3 Provided that an explanation is given to the meeting, the Chair may have the discretion to have any person removed immediately from a meeting for outrageous conduct.

SECTION 5: TIME LIMITS

5.1 Time

5.1.1 The following time limits apply to all speakers, unless otherwise determined by the meeting:

a. Speaker delivering a report - 5 minutes
b. Mover of a motion - 3 minutes
c. Right of reply, all other speakers - 2 minutes
d. Movers of and speakers to procedural motions - 1 minute

5.1.2 Motions to extend these times in respect of a particular speaker must be put without amendment, adjournment or debate.

SECTION 6: MISCELLANEOUS

6.1 Chair Wishing to Debate

6.1.1 If the Chair wishes to take part in the debate on any question, the Chair must nominate a replacement for the duration of that particular debate and any vote, this nomination not being subject to dissent.

6.2 Discrimination on the Basis of Gender, Race or Sexuality

6.2.1 During meetings governed by these rules it is the responsibility of the Chair to protect members from any type of discrimination based on gender, race or sexuality.

6.2.2 The Chair may have the discretion to have a person immediately removed from the meeting for extreme types of discrimination based on gender, race or sexuality.
6.3 Suspension of Standing Orders

6.3.1 These Standing Orders may be departed from with the unanimous consent of the meeting where a member "seeks leave of the meeting"; or

6.3.2 A member may move "That so much of Standing Orders be suspended as would prevent..."

6.3.3 This motion may be debated.

6.3.4 This motion requires a two-thirds majority in order to be carried.

6.3.5 A motion to suspend all of Standing Orders must not be considered.

6.4 Meetings Held in Committee

6.4.1 A meeting may resolve itself into a "Committee of the whole".

6.4.2 If this motion is carried, the result is as follows:
   a. Members may speak more than once; and
   b. Substantive motions and amendments may not be moved; and
   c. Procedural motions and amendments require only a mover; and
   d. Time limits do not apply; and
   e. No minutes are kept; and
   f. The Chair may engage in the debate; and
   g. All other Standing Orders still apply.

6.4.3 The Chair reserves the right to resume full Standing Orders at any time while in committee.

6.5 Further Rules

6.5.1 If any matter is not dealt with in these Standing Orders, the rules governing debate in the House of Representatives of the Commonwealth of Australia apply.

6.6 Validity Given Departure from Standing Orders

6.6.1 Subject to the Constitution and Regulations, any decision made by a validly-constituted meeting is not void by reason only of a departure from these Standing Orders which was not detected until after the decision had been made.

SCHEDULE - Order of Agenda

Item 1: Meeting Opens and Apologies
Item 2: Minutes from the Previous Meeting including Matters Arising
Item 3: Reports and Matters ARISING
Item 4: Elections (if required)
Item 5: Items for Resolution
Item 6: Items for Discussion
Item 7: Notices of Motions
Item 8: Other Business
Item 9: Date of next meeting and Close
Publication Regulations

SECTION 1: GENERAL

1.1 Application
1.1.1 These Regulations shall apply to the production of all Official Publications of the Association.

1.2 Definitions
1.2.1 In these Regulations, unless the contrary intention appears, all terms defined in the constitution have the meaning given there and: [Official Publication] means an Official Publication of the Association.

1.3 Editorial Responsibility
1.3.1 The responsibility for the contents of an Official Publication lies with the editors of that publication.
1.3.2 It is the responsibility of the editors to ensure that no Official Publication carries material that is sexist, racist, homophobic or likely to result in civil or criminal liability being imposed on the Association or its Officers.
1.3.3 It is the responsibility of the editors to ensure that Official Publications conform to the requirements of the Constitution and Regulations of the Association.

1.4 Co-option
1.4.1 The editors of an Official Publication may co-opt other members of the Association to perform specified roles in the production of that Publication.
1.4.2 The co-option of a member of the Association to an Official Publication must be communicated to the General Secretary in writing. This communication must also state whether or not the person is being co-
opted as an editor.

1.4.3 Such a co-option shall have no effect until it is ratified by:
   a. The person or body who appoints the editors of the Official Publication concerned; or
   b. The SRC.

1.4.4 Notwithstanding the previous section, a person co-opted to an Official Publication may take up that position and hold it without ratification until the next SRC meeting.

1.4.5 A person co-opted to an Official Publication is an Officer of the Association.

1.4.6 A person co-opted to an Official Publication ceases to hold office if:
   a. She/he resigns in writing to the editors of that publication; or
   b. She/he is removed from the position by the editors of that production; or
   c. The editors of that publication who co-opted her/him cease to be editors of that publication.

1.4.7 The editors of an official publication must inform the General Secretary if a person who was co-opted to that publication ceases to hold office.

1.5 Finances

1.5.1 The editors of an Official Publication bear the responsibility of managing the budget of that publication.

1.5.2 The editors of all Official Publications must account for all funds received and spent to the Treasurer of the Association or to such other person or body as may be specified in a Policy of the Association.

1.6 Publication Authorisation

1.6.1 No material is to be published in an official publication of the Association unless the material
   a. Has been authorised by the Executive for release; or
   b. Has been prepared in accordance with any notice requirements set by this constitution; or
   c. Is the confirmed minutes of a meeting of the Association; and
   d. Has been approved by the Director of Student Publications.

SECTION 2: DIRECTOR OF STUDENT PUBLICATIONS (DSP)

2.1 Purpose

2.1.1 The DSP exists to:
   a. Protect the Association from civil and criminal liability.

2.1.2 The DSP fulfills its purposes by:
   a. Referring to the President, Vice President, General Secretary and a qualified legal practitioner any matter, which may result in civil and criminal liability being imposed on the Association.

2.2 Composition

2.2.1 The Director of Student Publications is nominated by a) a simple majority of the executive of the Association.

2.2.2 Only a member of the Association may hold the position of Director of Student Publications.

2.2.3 The appointment of a Director of Student Publications takes effect only after the SRC has ratified her/his nomination.

2.2.4 Notwithstanding the previous section, a Director of Student Publications nominated after 1 December in any year and before the first SRC meeting held after that date may take up that position and hold it without ratification until the next SRC meeting.

2.2.5 The appointment of Director of Student Publications ceases if:
   a. She/he resigns in writing to the General Secretary; or
   b. She/he ceases to be a member of the Association; or
c. The SRC passes a motion of no confidence in her/him as a Director of Student Publications; or

d. The Representative or Representatives who have the power to nominate her/him under section 2.2.1 revokes his/her nomination.

2.2.6 All nominations and revocations of nomination of Director of Student Publications must be communicated to the General Secretary in writing.

2.2.7 The General Secretary must keep the editors of all Official Publications informed of the name of the current Director of Student Publications.

2.2.8 The Director of Student Publications is an Officer of the Association.

2.3 Powers and Responsibilities

2.3.1 The DSP must examine all material referred to it by the editors of an Official Publication.

2.3.2 If the DSP considers that any part of the material presented to it may result in civil or criminal liability being imposed on the Association then it must refer those parts of the material to the President, Vice President and General Secretary of the Association (the DSP Committee) who shall seek the advice of a qualified legal practitioner.

2.3.3 In carrying out its duties, the DSP Committee must act in a timely manner paying due regard to the publication deadlines of the Official Publication involved.

2.3.4 The Director of Student Publications may demand the removal of any material in accordance with the Regulations, but may not demand the removal of material for any other reason.

SECTION 3: THE DSP COMMITTEE

3.1 Powers and Responsibilities

3.1.1 If material is referred to the DSP Committee of the Association under section 2.3.3 then, based on the advice of a qualified legal practitioner, the DSP Committee must assess the level of risk of civil or criminal liability being imposed on the Association presented by the publication of that material.

3.1.2 Based on the level of risk presented by the material the DSP Committee of the Association must either:

a. Order that the material not be published; or

b. Clear the material for publication

3.1.3 In carrying out its such a review, the DSP Committee of the Association must act in a timely manner paying due regard to the publication deadlines of the Official Publication involved.

SECTION 4: OTHER PUBLICATIONS

4.1 The ANU Students' Association Web Page

4.1.1 The ANU Students’ Association Web Page is an Official Publication.
Grants and Affiliations Regulations

SECTION 1: GENERAL

1.1 Nature of these Regulations

1.1.1 These Regulations are made under the Constitution of the Australian National University Students' Association to govern the operation of the Grants and Affiliations Committee and to prescribe the conditions of Club and Society affiliation to the Association and the administration of grants for Student Productions and special purposes.

1.1.2 The Grants and Affiliations Regulations are effective as of December 1, 2006, replacing the former Clubs and Societies Regulations.

1.2 Interpretation

1.2.1 In these Regulations, unless the contrary intention appears:

- Association means the Australian National University Students' Association;
- Clubs and Societies except where a contrary intention appears, 'clubs', 'societies' and 'clubs and societies', is taken to include clubs and societies;
- Committee means the Grants and Affiliations Committee, formerly Clubs and Societies Committee and Student Productions Committee;
- PARS A means the ANU Postgraduate and Research Students' Association Inc.;
- Production means a production staged and produced by students of the ANU.
- Special purpose is an activity with a deep cultural focus, not encapsulated by Clubs and Societies or Productions activities and excluding those activities and projects undertaken for academic reward.
- Union means the Australian National University Union.
1.3 Distribution

1.3.1 A copy of these Regulations must be made available free of charge by the General Secretary of the Association:

a. To the office bearers of any newly affiliated Club or Society; and
b. To any member of the Association or PARSA upon request.

SECTION 2: THE GRANTS AND AFFILIATIONS COMMITTEE

2.1 General

2.1.1 The Constitution of the Association prescribes the functions and membership of the Grants and Affiliations Committee. This Committee is the amalgamation of the former Clubs and Societies Committee and the Student Productions Committee and enjoys the former powers of both.

2.1.2 The role of the Committee is to act as the arm of the Association and PARSA which is responsible for:

a. The regulation and support of affiliated Clubs and Societies, including encouraging the formation of new Clubs and Societies, affiliation and disaffiliation, hearing grant applications and distributing funds according to the guidelines contained within these Regulations and assisting Clubs with administration and the co-ordination of their activities;

b. Hearing grant applications for Student Productions and distributing funds according to the guidelines contained within these Regulations; and

c. Hearing grant applications for special purposes and distributing funds according to the guidelines contained within these Regulations.

2.2 Election and Tenure of the Chair

2.2.1 The elected Social Officer is deemed to be the Chair of the Grants and Affiliations Committee. The Chair enjoys tenure for the duration of their term as Social Officer.

2.2.2 The Social Officer may proxy this position to another Committee member in their absence.
2.2.3. Where the position of Social Officer is vacant, the Committee must elect one of its number as Chair.

2.3 Powers and Responsibilities of the Chair

2.3.1 The Chair is responsible for overseeing the operation of the Grants and Affiliations Committee.

2.3.2 The Chair must make available to each meeting of the Combined Representative Council of the Association a report detailing the activities and expenditure of the Committee. A written report is required where attendance is not possible and is to be read out on behalf of the Committee by the Chair of the Council meeting.

2.3.3 The Chair or her/his nominee may demand to inspect the minutes of committee meetings and general meetings of an affiliated Club or Society, or the Constitution or membership list of an affiliated Club or Society, at any time.

2.3.4 The Chair or her/his nominee may view any documentation relating to the bank account of an affiliated Club or Society, and may demand the presentation of a Club or Society's balance sheet at any time.

2.3.5 The Chair or her/his nominee may, in consultation with the Treasurer of the Association, recover the funds from the account of any affiliated Club or Society whose account has remained dormant for more than 12 months, or from a Club that has been disaffiliated, on behalf of the Committee.

2.3.6 The Chair or her/his nominee may, on behalf of the Committee, recover assets from any affiliated Club or Society whose account has remained dormant for more than 12 months, or from a Club that has been disaffiliated, provided that such assets were purchased using funding granted by the Committee.

2.4 Conduct of Committee Meetings

2.4.1 The Committee may meet whenever necessary, but should meet at least once each fortnight during each Teaching Period of the Academic year.

2.4.2 Quorum at a meeting of the Committees is 3 members of the Committee, present in person or by proxy.

2.4.3 However, a quorate meeting of the Committee may delegate its power in respect of any or all of its functions for a period and on such terms as it considers appropriate.

2.4.4 The Chair or her/his nominee must invite representatives of all Clubs and Societies whose requests for financial or other assistance are to be considered at a meeting to attend that meeting.

2.4.5 Any member of the Association or PARSA may attend meetings of the Committee.

2.4.6 The Chair may invoke the Standing Orders of the Association at her/his discretion.

2.5 Voting at Committee Meetings

2.5.1 Only Committee members, or their proxies, have voting rights at Committee meetings.

2.5.2 The Chair (or acting Chair) may exercise a deliberative and a casting vote.

2.5.3 Undergraduate Committee members who are unable to attend Committee meetings may delegate their voting rights to any ordinary member of the Association, and postgraduate Committee members may delegate their voting rights to any ordinary member of PARSA, in the form of a written proxy.

2.5.4 The proxy must:
   a. Be for not longer than the duration of the meeting; and
   b. Specify in order the member or members to whom the proxy is made; and
   c. Specify any conditions attached to the proxy; and
   d. Be signed by the Committee member; and
   e. State the date and time the proxy was made; and
   f. Not be altered once signed.

2.5.5 The proxy must be presented to the Chair (or acting Chair) of the Committee.

2.5.6 If the Committee member subsequently attends the meeting, the proxy lapses.
2.5.7 Proxies count for quorum.

SECTION 3: CLUBS AND SOCIETIES

3.1 Affiliation and Disaffiliation of Clubs and Societies

Affiliation

3.1.1 Subject to section 2.6.2, the Committee must affiliate any Club or Society which:

a. Makes a request for affiliation in writing to the Committee; and
b. Provides the Committee with details of its current office bearers; and
c. Provides the Committee with its bank account details and the details of the trustees of its finances; and
d. Provides the Committee with a copy of its current Constitution, and that Constitution complies with the Regulations; and
e. Provides the Committee with a membership list containing the names, student numbers and signatures of at least 15 members of the Association; and
f. Complies with any other conditions the Committee may establish for affiliations in a given year.

3.1.1A Affiliation of Interhall Bodies

The requirements in 3.1.1 may be waived if:

a. An Interhall body makes a request for affiliation for the Academic year in writing to the committee; and
b. Provides the Committee with details of its current office bearers for that Academic year; and
c. The body is not-for-profit; and
d. The body's membership is open to all halls and colleges on campus; and
e. The body provides the committee with its financial documents upon request.

3.1.1B For the purposes of 3.1.1A, such bodies' affiliation ceases on the 31st of December in the year in which they have affiliated.

3.1.1C Subject to meeting the requirements of 3.1.1A and 3.1.1B, affiliated bodies may apply for grants under the special purposes provision of 1.2 and regulated by section 5.

3.1.2 However, the Committee may refuse to affiliate a Club or Society if:

a. It openly espouses views that are highly racist, sexist or homophobic; or
b. It has previously been disaffiliated by the Committee.

3.1.2A Annual Renewal of Affiliation

Any Club or Society which has been affiliated in accordance with section 3.1 of these Regulations, must renew its affiliation in order to apply for a grant in any given year. In order to renew affiliation, each affiliated Club or Society must:

i. Provide the Committee with details of current office bearers;
ii. Provide the Committee with details of the trustees of its finances;
iii. Provide the Committee with a copy of the Club or Society's Constitution;
iv. Provide the Committee with the names, student numbers and signatures of at least 15 members of the Association who are members of the Club or Society; and
v. Comply with any other conditions the Committee may establish for renewal of affiliation in a given year.

3.1.2B Interim Affiliation Requirement

All Clubs and Societies that have not affiliated after 1 January 2008 are required to affiliate in accordance with subsection 3.1.

Disaffiliation

3.1.3 The Committee may disaffiliate any Club or Society which:
a. The Committee believes has provided it with manifestly false information in order to gain an unfair advantage; or
b. The Committee believes, upon inspecting the accounts of the Club or Society, has been financially mismanaged; or
c. Repeatedly fails to carry out the directives of the Committee, provided that such directives are allowed under these Regulations; or
d. Manifestly fails to carry out its obligations under these Regulations.

3.1.4 The Chair or her/his nominee must invite a representative of any Club or Society who is being considered for disaffiliation to appear before the Committee prior to any decision being taken.

3.1.5 A motion proposing the disaffiliation of a Club or Society must be carried by a two-thirds majority of the Committee.

3.1.6 The Committee may require the funds and assets of a disaffiliated Club or Society be returned to the Committee, provided that any assets recovered were purchased using funding granted by the Committee.

3.1.7 The signatories of the disaffiliated Club's or Society's bank account must transfer the required funds and/or assets within 14 days of notice being given to the trustees of the Club or Society by the Chair.

3.2 Monetary Grants and Non Monetary Support

3.2.1 Affiliated Clubs and Societies may make an application for a monetary grant. Clubs and Societies must submit a budgeted proposal, including relevant evidence of expenses, to the Committee prior to the event, outlining the costs for which the grant is required. Grants are to be paid retrospectively upon reconciliation of the proposal to the Committee.

3.2.1A. Grants may be paid prospectively of an event, if in the opinion of the Committee, retrospective payment would place undue burdens upon the Club or Society.

3.2.2 New Clubs and Societies may make an initial application for a grant not exceeding $200, which may be paid prospectively at the discretion of the Committee. Such a grant may only be awarded for a proposed event, the purpose of which is to solicit membership.

3.2.3 Such applications must be signed by 2 office bearers of the relevant Club or Society.

3.2.4 Monetary grants may only be approved for a single activity.

3.2.5 Affiliated Clubs and Societies will not receive funding for profit-making ventures, but may apply for a loss guarantee.

3.2.6 The Committee must not consider an application for a loan to a Club or Society under any circumstances.

3.2.7 The Committee may approve, or partly approve, any application for a monetary grant which it believes will bring benefits to students at the University.

3.2.8 In determining the level of grant to be awarded, the Committee should take into account:

a. The intrinsic value of the Club or Society (or the specific event for which funding is being requested) to the University and in particular to the student population; and
b. The contribution made by the Club or Society (or the specific event for which funding is being requested) to university life and the University's public profile; and
c. The degree of self-help (eg sponsorship) undertaken by the Club or Society; and
d. The degree of membership support through membership fees and members' financial contribution to events; and
e. The number of participants taking part in or benefitting from the activity/event for which funding is being requested; and
f. The efficiency with which the Club or Society operates; and
g. The extent of publicity of events; and
h. The extent to which the activity/event furthers the aims of the Club or Society; and
3.2 No affiliated Club or Society may receive more than 9% of the total Grants and Affiliations Committee budget in any given year.

Payment of Grants

3.2.9 The payment of monetary grants to affiliated Clubs and Societies must be made by a cheque transfer of the Association's funds to the bank account of the relevant Club or Society.

3.2.10 The trustee receiving the cheque must sign a declaration undertaking that the money has been spent in the fashion agreed to by the Committee.

Non-Monetary Support

3.2.11 The Committee may choose to make available to affiliated Clubs and Societies non-monetary resources, such as photocopying, stationery or mail facilities.

3.2.12 The Committee must establish guidelines for the allocation of these facilities to deserving Clubs and Societies.

3.2.13 The cost of providing these facilities must be met from the Grants and Affiliations Committee budget.

3.3 Administration

3.3.1 Each affiliated Club and Society must have a Constitution to govern its operation, which may mirror that set out in the Schedule.

Constitution

3.3.2 The Constitution of each affiliated Club or Society should contain, subject to the Committee's discretion, the following clause:

"This Club/Society is affiliated to the Clubs and Societies Committee of the ANU Students' Association and the Postgraduate and Research Students' Association and anything in this Constitution which is inconsistent with the ANU Students' Association Clubs and Societies Regulations is null and void to the extent of inconsistency."

3.3.3 The Constitution of each affiliated Club or Society must allow a reasonable degree of control of the affairs of the Club or Society by its members by means of general meetings, resolutions of which may over-ride or amend Executive actions or proposals.

Membership

3.3.4 Each affiliated Club and Society must maintain a current membership list, containing the name, student number (if applicable) and signature of all members.

3.3.5 Unless a compelling reason exists, no affiliated Club or Society may deny an ordinary member of the Association or PARSA membership, provided that they are prepared to pay the relevant joining fee.

3.3.6 No student is to be refused membership of an affiliated Club or Society, or charged a higher membership fee, or have her/his membership rights in any way restricted, purely by virtue of her/his status as either an undergraduate or postgraduate student.

3.3.7 Affiliated Clubs and Societies must at all times have no less than 15 student members.

3.3.8 Affiliated Clubs and Societies must keep separate lists of student and non-student members, and must provide the Committee with details of the comparative involvement of these 2 groups in any events of the Club or Society upon request.

3.4 Responsibility

Trustees

3.4.1 Each affiliated Club or Society must appoint at least 3 trustees whose duties are:

a. To ensure that minutes of all meetings of the Club or Society are kept; and
b. To keep accounts and receipts of the Club or Society; and
c. To keep a full account book which can be examined by the Committee; and
d. To ensure the Club or Society complies with these Regulations and the directives of the Committee; and
e. Those others set down in the constitution of the Club or Society.

3.4.2 If the Constitution of an affiliated Club or Society does not make provision for the appointment of trustees, then the President, the Secretary and the Treasurer of the Club or Society are deemed the trustees for the purposes of these Regulations.

3.4.3 An absolute majority of the trustees must be members of the Association. The Committee may waive this requirement if one of the trustees of the Club or Society is a member of the Association, and the Club or Society's activities make a substantial contribution to university life, community and culture.

Bank Accounts

3.4.4 All affiliated Clubs and Societies must have a bank account in order to receive a grant.

3.4.5 The Committee may stipulate a particular financial institution with which all affiliates must open accounts.

3.4.6 The account mailing address may be the Association office.

General Financial Responsibilities

3.4.7 The Trustees of each Club are required to maintain all relevant financial records, such as budgets, expenditure and receipts.

SECTION 4: STUDENT PRODUCTIONS

4.1 Eligibility for Grant

4.1.1 Any student group, including those associated with a Hall of Residence or Affiliated College and planning to stage a production, may make an application for a monetary grant.

4.1.2 Grants pursuable under Section 4 of these Regulations exclude application for grants under Section 3 of these Regulations.

4.1.3 Groups must submit a budgeted proposal, to the Committee outlining the nature and size of the production, the anticipated income and expenditure involved in its staging for which the grant is required.

4.1.4 In determining the level of grant to be awarded, the Committee should take into account:

a. The intrinsic value of the production to the University and in particular to the student population, including the offer of a differentially lower ticket price for students;
b. The contribution the production will make to university life and the University's public profile;
c. The degree of self-help (eg sponsorship) undertaken by the student group;
d. The number of participants taking part in or likely to benefit from the production for which funding is being requested;
e. The extent of publicity of the production; and
f. Any such other reasonable criteria as the Committee deems appropriate.

4.1.5 A maximum 15% of the total Grants and Affiliations Committee budget may be allocated to Productions in any given year.

4.2 Monetary Grants and Non-Monetary Support

Payment of Grants

4.2.1 Grants are generally to be paid retrospectively upon reconciliation of the proposal to the Committee. However, prospective grants may be made upon request where the nature of the costs, such as fixed costs, warrants such a prospective grant.

4.2.2 Any prospective grant is to be used only in the agreed manner and any excess returned to the Committee. A subsequent reconciliation to the Committee of all Student Production grants is mandatory.

4.2.3 The payment of monetary grants to student groups must be made by a cheque transfer of the Association's funds to the bank account of the relevant group.

4.2.4 The trustees receiving the cheque must sign a declaration undertaking that the money will be spent only in the fashion agreed to by the Committee. Failure to do this may result in litigation, and the refusal of
4.2.5 The Committee may choose to make available to Productions non-monetary resources, such as photocopying, stationery or mail facilities.

4.2.6 The Committee must establish guidelines for the allocation of these facilities to deserving Productions.

4.2.7 The cost of providing these facilities must be met from the Grants and Affiliations Committee budget.

4.3 Administration and Participation

4.3.1 An absolute majority of participants must be ANU students, and the Production must be produced by ANU students.

4.3.2 Each Production must maintain a current list of participants, containing their names, student numbers (if applicable) and signatures.

4.3.3 Productions must keep separate lists of student and non-student members, and must provide the Committee with details of the comparative involvement of these 2 groups in any events of the Production upon request.

4.4 Responsibility

Trustees

4.4.1 Each Production must appoint at least 3 trustees whose duties are:

a. To keep accounts and receipts of the Club or Society; and
b. To keep a full account book which can be examined by the Committee; and
c. To ensure the Production complies with these Regulations and the directives of the Committee; and
d. To ensure that the Production observes the rules and responsibilities set out in the ANUSA Constitution and related Regulations at all times.

4.4.2 An absolute majority of the trustees must be members of the Association.

Bank Accounts and ABN

4.4.3 All Productions must have a bank account and an Australian Business Number in order to receive a grant.

4.4.4 The Committee may stipulate a particular financial institution with which all Productions must open accounts.

4.4.5 Details of all bank accounts opened by a Production must be forwarded to the Chair of the Committee, including the names, addresses and contact phone numbers of all trustees in whose names the accounts are managed. Any relevant changes to these details must be forwarded to the Committee within 14 days of the change having been made.

4.5 General Financial Responsibilities

4.5.1 The Trustees of each Production are required to maintain all relevant financial records, such as budgets, expenditure and receipts.

4.5.2 A reconciliation of each grant must be made to the Committee following its expenditure.

4.5.3 A full reconciliation of the previous year’s finances is a requirement of application for grants in the following year.

SECTION 5: SPECIAL PURPOSE GRANTS

5.1 Eligibility for Grant

5.1.1 Any student or group of students, may make an application for a monetary grant for a special purpose, as defined in Section 1.2 of these Regulations.

5.1.2 Each applicant must be an ANU student and a member of the Association. All members of groups must
be ANU students and members of the Association.

5.1.3 Grants pursuable under Section 5 of these Regulations exclude application for grants under Section 3 and 4 of these Regulations.

5.1.4 Applicants must provide evidence of having sought financial support from elsewhere within the University, and wider community. A Special Purpose Grant will not be awarded where alternative sources of funding have not been pursued. Wherever possible, the Committee will offer advice as to sources of funding within the University before any grant is awarded.

5.1.5 Applicants must submit a budgeted proposal, to the Committee outlining the intended purpose and the anticipated expenditure for which the grant is required.

5.1.6 In determining the level of grant to be awarded, the Committee should take into account:
   a. The intrinsic value of the activity in promoting university community and culture, as it pertains to student life;
   b. The contribution the activity will make to university life and the University's public profile;
   c. Whether the grant is to supplement alternative sources of funding and
d. Any such other reasonable criteria as the Committee deems appropriate.

5.1.7 A maximum 10% of the total Grants and Affiliation Committee budget may be allocated to Special Purpose Grants in any given year.

5.2 Monetary Grants and Non-Monetary Support

Payment of Grants

5.2.1 Grants are generally to be paid retrospectively upon reconciliation of the proposal to the Committee. However, prospective grants may be made upon request where the nature of the costs, such as fixed costs, warrants such a prospective grant.

5.2.2 Any prospective grant is to be used only in the agreed manner and any excess returned to the Committee. A subsequent reconciliation to the Committee of all Special Purpose grants is mandatory.

5.2.3 The payment of monetary grants to student groups must be made by a cheque transfer of the Association's funds to the bank account of the relevant applicant or group.

5.2.4 The individual or trustees receiving the cheque must sign a declaration undertaking that the money will be spent only in the fashion agreed to by the Committee. Failure to do this may result in litigation, and the refusal of grants in the future.

Non-Monetary Support

5.2.5 The Committee will provide assistance to applicants seeking advice as to funding within the University.

5.2.6 The Committee may choose to make available to applicants and groups non-monetary resources, such as photocopying, stationery or mail facilities.

5.2.7 The Committee must establish guidelines for the allocation of these facilities to deserving applicants and groups.

5.2.8 The cost of providing these facilities must be met from the Grants and Affiliations Committee budget.

5.3 Responsibility

General

5.3.1 All groups must appoint one or more trustees. An absolute majority of trustees must be members of the Association.

5.3.2 Each applicant or trustees of a group must:
   a. Keep accounts and receipts of the activity;
   b. Ensure that these Regulations and the directives of the Committee; and
   c. Ensure that the rules and responsibilities set out in the ANUSA Constitution and related Regulations are observed at all times and
d. Follow any such reasonable directive as the Committee deems appropriate.
Bank Accounts and ABN/TFN

5.3.3 All applicants must have a bank account and a Tax File Number or Australian Business Number in order to receive a grant.

5.3.4 The Committee may stipulate a particular financial institution with which all Productions must open accounts.

5.3.5 Details of all bank accounts opened by an applicant or group must be forwarded to the Chair of the Committee, including the names, addresses and contact phone numbers of all trustees or applicants in whose names the accounts are managed. Any relevant changes to these details must be forwarded to the Committee within 14 days of the change having been made.

5.3.6 The account mailing address must be the Association office.

5.4 General Financial Responsibilities

5.4.1 The applicant or Trustees are required to maintain all relevant financial records, such as budgets, expenditure and receipts.

5.4.2 A reconciliation of each grant must be made to the Committee following its expenditure.
Grants and Affiliations Committee Regulations

SCHEDULE - CLUBS AND SOCIETIES MODEL CONSTITUTION

SECTION 1: NAME

(1) The official name of the Club/Society to which this Constitution applies is “The Australian National University”.

SECTION 2: INTERPRETATION

(1) In this Constitution, unless the contrary intention appears:

- Academic day means a 24 hour period during any day or days that do not fall on a weekend or public holiday, and that fall during a Teaching Period of The Faculties;
- Association means the Australian National University Students’ Association;
- Club means the Club or Society named in Section 1 above;
- Committee means the Australian National University Grants and Affiliations Committee;
- Executive means the Executive Committee of the Club;
- General meeting means a General Meeting, Special General Meeting or Annual General Meeting of the Club;
- Member means any full or associate member of the Club;
- PARSA means the Australian National University Postgraduate and Research Students’ Association Inc.;
- Student means any student of the University who retains membership of either PARSA or the Students’ Association;
- University means the Australian National University.

SECTION 3: AFFILIATION

(1) This Club is affiliated to the Grants and Affiliations Committee of the Association and PARSA and anything in the Constitution which is inconsistent with the Association’s Grants and Affiliations Regulations is null and void to the extent of inconsistency.

(2) The Club must fulfil its obligations under the Association’s Grants and Affiliations Regulations.

SECTION 4: AIMS AND OBJECTIVES

(1) The aims and objectives of the Club are to:

(a) __________________________________________________________________________
    __________________________________________________________________________
    __________________________________________________________________________

(b) __________________________________________________________________________
    __________________________________________________________________________
    __________________________________________________________________________

(c) __________________________________________________________________________
    __________________________________________________________________________
    __________________________________________________________________________

Section 5: Non-For-Profit
The assets and income of the Club/Society shall be used only for the promotion of the Club/Society's objectives and no portion may be paid or transferred directly or indirectly to members of the club/society except as:

1. bona fide remuneration for services rendered by the members to the Club/Society,
2. repayment of expenses incurred on behalf of the Club/Society,
3. interest at a rate not exceeding the rate for the time being which is or would be charged by the club/society's bankers for money lent to the club/society, and
4. bona fide rent for premises let to the club/society.

SECTION 65: MEMBERSHIP

1. Full membership is open to all ordinary members of the Association and all ordinary members of PARSA who have paid the relevant subscription fee of the Club.

2. Associate membership is open to all other persons, subject to approval by the Club's Executive, who have paid the relevant subscription fee of the Club.

3. Membership may be suspended or withdrawn by a resolution carried by a two-thirds majority of full members present and voting at a General Meeting of the Club. Appeals against such a decision may be directed to the Committee, whose decision is final.

4. Associate members are ineligible to vote at any General Meeting of the Club, may be charged a higher membership fee by the Club, and may be charged a higher fee to attend events staged by the Club, but otherwise are to have the same rights as full members.

5. A roll recording the name and membership number of all Club members, and the student number of all full members, is to be held and kept up to date by the Executive.

SECTION 76: THE EXECUTIVE

1. The Club's Executive consists of at least 3 members and must include the Club trustees who are:
   a. The President; and
   b. The Treasurer; and
c. The Secretary.

2. The Executive includes such other members as the Club from time to time determines.

3. All members of the Executive must be either full or associate members of the Club, and an absolute majority of the Executive must be full members of the Club.

4. The Executive is to be elected at each Annual General Meeting of the Club by a vote involving the full members, but not the associate members, of the Club.

5. A meeting of the Executive is to be held at least once during each Teaching Period of the Academic year, when and where the Executive sees fit.

6. The quorum for a meeting of the Executive is the next whole number above half the number of members of the current Executive.

7. The Executive has the power to co-opt other members as it sees fit.

8. The Executive has the power to fill any vacancy in the Executive of the Club that may occur between Annual General Meetings.

9. The Executive has the power to do all things it believes to be in the best interests of the Club subject to the provisions of this Constitution and the Grants and Affiliations Regulations of the Association.

10. Individual members of the Executive are bound by a resolution of a quorate Executive meeting to the extent that the resolution directly relates to their activities as a member of the Executive of the Club.

SECTION 87: GENERAL MEETINGS

1. An Annual General Meeting of the Club is to held at least once each year, not more than 14 months after the previous Annual General Meeting of the Club, at which the members of the Executive of the Club are to be elected, and an Annual Report, statements of income and expenditure, and a current balance sheet are to be presented by the outgoing Executive.

2. A General Meeting of the Club may be convened no more than once during each Teaching Period of
the Academic year at the discretion of the Executive.

(3) A Special General Meeting must be called by the Executive within 10 academic days of being presented with a petition signed by 10 members of the Club setting out the purpose for which such a meeting is requested.

(4) The quorum for a General Meeting is 10 members.

(5) Except as set out in section 5(3) and section 8(2) of this Constitution, decisions of a General Meeting are by a simple majority of full members present in person who cast a vote.

(6) The Club President must, where possible, Chair, or appoint another Club member to Chair, a General Meeting.

(7) Where this is not done, those full members present must elect a Club member to Chair.

(8) The Chair is to conduct the General Meeting in accordance with the Standing Orders Regulations of the Association.

(9) The Chair has a deliberative and casting vote.

(10) Any resolution of a quorate General Meeting binds all members of the Executive to the extent that the resolution directly relates to their activities as a member of the Executive of the Club.

SECTION 9: AIMS AND OBJECTIVES

(11) The aims and objectives of the Club are to:

(a) __________________________________________________________________________
    __________________________________________________________________________
    __________________________________________________________________________

(b) __________________________________________________________________________
    __________________________________________________________________________
    __________________________________________________________________________

(c) __________________________________________________________________________
    __________________________________________________________________________
    __________________________________________________________________________

SECTION 10: INTERPRETATION AND AMENDMENT

(1) If a dispute arises as to the interpretation of this Constitution, or a dispute arises for which there is no provision made in this Constitution, or a dispute arises for which there is no provision made in this Constitution, the matter must be referred to the Committee, whose decision is final.

(2) This Constitution may be amended by a resolution carried by a two-thirds majority of full members present and voting at a General Meeting of the Club - however such amendments are subject to rectification by the Committee.

(3) Notice of proposed amendments must be placed upon the front doors of the Association at least 5 days prior to the General Meeting.
Finance Regulations

SECTION 1: GENERAL

1.1 Application

1.1.1 These Regulations are the Finance Regulations of the ANU Students' Association.

1.1.2 These Regulations are formed in accordance with the Constitution.

1.2 Definition

1.2.1 In these Regulations, unless the contrary intention appears, all terms defined in the constitution have the meaning given there.

1.3 Spending of Reserve Capital

1.3.1 The Association must maintain a reserve fund of not less than $200,000. The fund, excepting any interest generated, may only be accessed in situations of the Association's insolvency, such as insolvency, voluntary administration or receivership and with the approval of a two-thirds majority of a general meeting. This section is entrenched under the Constitution.

1.3.2 An actual insolvency figure must be prepared as part of the annual audit of the Association.

SECTION 2: ETHICAL FINANCES

2.1 Ethical Procurement

2.1.1 The Association may maintain policy specifying that, for ethical reasons, funds, goods and services may not be procured or accepted from specified people or bodies.

2.1.2 All invested capital must, to the best knowledge of trustees, be invested ethically. In determining whether a repository is ethical, the Trustees shall have regard to:

   i. The repository's safety record, corporate governance and accountability, environmental sustainability and equal opportunity policies; and
   ii. Any involvement in the exploitation of workers, repressive regimes, and products harmful to humans; and
   iii. Any other criteria determined relevant by a meeting of the Association.

2.2 Conflict of Interest

2.2.1 Officers of the Association should avoid participating in the making of financial decisions in respect of which they may reasonably be considered to have a real or perceived conflict of interest.

2.2.2 If an Officer of the Association is involved in the making of a financial decision in respect of which they may reasonably be considered to have a real or perceived conflict of interest then they must inform the General Secretary of that conflict of interest in writing.

2.2.3 The General Secretary must inform the SRC of any reported conflict of interest at the first SRC meeting after the General Secretary is informed of that conflict of interest.
Election Regulations

SECTION 1: GENERAL

1.1 Overview

1.1.1 These Regulations are the Election Regulations of The Australian National University Students’ Association Incorporated.

1.1.2 These Regulations are formed following section 21 of Constitution.

1.1.3 All Definitions used within these Regulations are drawn from Constitution.

1.1.4 During an Election of the Association, any dispute about membership eligibility is to be decided by the Returning Officer, whose decision will be final.

1.1.5 During an Election of the Association, any dispute about the conduct of the election is to be decided by the Returning Officer, whose decision will be final.

1.1.6 Unless the Constitution provides otherwise, any representative of the Association elected under the Constitution, or these Regulations holds office for 12 months commencing on 1 December in the year of her/his election.

1.1.7 Despite section 1.1.6, if a person is elected to fill a casual vacancy in an office, that person must serve so much of the term of that office as remains unexpired.

1.1.8 Only undergraduate students of the University (including non-award students) are eligible to vote for, or stand for election to, a representative position within the Association.

1.2 Nature of these Regulations

1.2.1 These Regulations are made under the Constitution of The Australian National University Students’ Association Incorporated to govern the conduct of elections and referenda required under the Constitution.

1.2.2 If these Regulations are amended after nominations for any position have opened, or a referendum has been initiated in accordance with the Constitution, that election or referendum must be conducted as if such amendment had not occurred.

1.3 Electoral Systems

1.3.1 If the Constitution requires one or more positions to be filled by election, the election is to be conducted according to the Schedule attached to these Regulations.

1.3.2 Section 1.3.1 does not apply to an election that these Regulations require to be conducted by show of hands.

1.3.3 In the case of electing delegates to the National Union of Students National Conference the Constitution, Regulations and By-Laws of the National Union of Students must be followed.

1.4 Counting of Votes

1.4.1 The Returning Officer must, as soon as is practicable after the close of polling, arrange for the counting of votes to commence.

1.4.2 Each candidate in an election may appoint up to 5 scrutineers (who may be students and who may be candidates) to attend the counting of votes - however no candidate may attend the counting of votes for the election for which she/he is standing and no candidate can appoint themselves as a scrutineer.

1.4.3 The Returning Officer or her/his nominee may admit other members of the Association to attend the counting of votes at her/his discretion.

1.4.4 In the case of a referendum, each member of the SRC may nominate up to 5 scrutineers (who may be students) to attend the counting of votes.

1.4.5 The Returning Officer or her/his nominee must determine whether or not each vote is valid in accordance with these Regulations.
1.4.6 Votes may be recounted at the discretion of the Returning Officer or her/his nominee.

1.4.7 All voting papers, valid and informal, must be kept by the Returning Officer in a secure place until after the poll is declared.

1.4.8 The Returning Officer must ensure that all voting papers are retained and stored securely for 12 months after the election or referendum in which they are cast.

SECTION 2: ANNUAL ELECTIONS

2.1 General

2.1.1 The electoral systems to be used in the annual elections, and the method of counting votes, are detailed in section 1 of these Regulations and in the Schedule to these Regulations.

2.1.2 The Annual elections of the Association must be conducted over 4 consecutive academic days, and must include at least 20 hours of polling.

2.1.3 A by-election must be conducted over 3 consecutive academic days and must include at least 15 hours of polling.

2.1.4 The Returning Officer shall be appointed by the Vice-Chancellor. The Returning Officer must not

a. Have been eligible to vote in an Election of the Association; or
b. Have been an Officer of the Association;
in the current Academic Year.

2.1.5 An independent person and/or body is to be engaged to conduct the annual elections, and no persons who

a. Have been eligible to vote in an Election of the Association; or
b. Have been an Officer of the Association;
in the current Academic Year may be involved in their conduct.

2.1.6 The elections must be conducted using an optional preferential system and in accordance with this Constitution and the Regulations.

2.1.7 The positions to be filled at the annual elections are those listed under schedule 1 to the Constitution.

2.1.8 A member is only to stand for the position of Treasurer if they have achieved at least a P or PS grade in BUSN1001 Business Reporting and Analysis, and BUSN1002 Accounting Processes and Systems or equivalent courses.

2.1.9 A member is only entitled to stand for election to a College Representative position of a College if she/he is enrolled in that College.

2.1.10 A student is entitled to vote for a College Representative position of a College if she/he is enrolled in that College.

2.1.11 The Returning Officer’s report must be tabled by the President at the first Ordinary General Meeting after the elections.

2.1.12 The General Meeting may

a. Declare the poll; or
b. In the event of allegations of irregularities refer the Report to the Disputes Committee for resolution.

2.1.13 If the General Meeting fails to consider the Report, or fails to act under section 2.1.11 then the Disputes Committee shall deal with the Report as if it had been referred to the Committee under 2.1.11(b).

2.2 Call for Nominations

2.2.1 The Returning Officer must call for nominations at least 4 weeks before the commencement of polling.
and nominations must remain open for at least 2 weeks.

2.2.2 The period of ticket registration must end 2 days before the end of the period during which nominations can be accepted.

2.2.3 The call for nominations must state:
   a. The positions to be contested; and
   b. The eligibility criteria for members wishing to stand; and
   c. Details of how nominations may be lodged; and
   d. The date of the close of nominations; and
   e. The date of the close of ticket registration; and
   f. The days, times and places of polling.

2.2.4 The call for nominations must be prominently displayed:
   a. On the front door of the Association offices; and
   b. On at least 1 notice board in each building that contains a Faculty office; and
   c. On at least 1 notice board at both the School of Music and the School of Art; and
   d. On at least 5 notice boards in the Union Building; and
   e. On at least 1 notice board in both the Tjabal Indigenous Higher Education Centre and the Disabilities Services Unit and the Chifley Disabilities Resource room; and
   f. On the Students’ Association website.

2.3 Nominations

2.3.1 Nominations for any position contested at the annual elections must:
   a. Be signed by two ordinary members of the Association (in addition to the nominee); and
   b. Contain a signed undertaking by the nominee that she/he will act in the position if elected; and
   c. Contain a signed undertaking by the nominee that she/he will abide by these Regulations.

2.3.2 A nominee may indicate on her/his nomination form:
   a. If she/he is running as a candidate endorsed by a registered ticket; or
   b. If she/he wishes to run as an Independent.

2.3.3 Where a nominee indicates on her/his nomination form that she/he is running as a candidate endorsed by a registered ticket, the Returning Officer or her/his nominee shall verify the endorsement if:
   a. At least one of the nominators is a signatory to the application to register the ticket name; or
   b. The Returning Officer or her/his nominee receives notice of the endorsement from a signatory to the application to register the ticket name.

2.3.4 A nominee can withdraw her/his nomination at any time up until 2 Working days after the date of the close of nominations.

2.3.5 Nominations must be collected in a locked ballot box, to be positioned by the Returning Officer at a venue easily accessible to nominees between the hours of 10am and 4pm throughout the period nominations remain open.

2.3.6 No nomination may be accepted unless it is submitted during the period that nominations remain open.

2.3.6A No nomination of a candidate for election to a position may be accepted where either of the nominators listed on that nomination under section 2.3.1A has nominated more candidates for election to that position than there are vacancies to be filled.

2.3.6B No nomination of a candidate for election to a position may be accepted where:
   a. The candidate is verified as endorsed by a registered ticket under section 2.3.3; and
   b. There are more candidates for election to that position verified as endorsed by that registered
ticket than there are vacancies to be filled.

2.3.7 At the close of nominations the Returning Officer or her/his nominee must, in the presence of at least 2 independent witnesses (who may be students), open the ballot box and determine the validity of the nominations.

2.3.7A A candidate may appoint one person (who may be a student, but who must not be a candidate) to observe the Returning Officer or her/his nominee determining the validity of the nominations under sections 2.3.7 and 2.3.7C.

2.3.7B Where the Returning Officer or her/his nominee determines that a nomination that is submitted during the period that nominations remain open is not valid under section 2.3.7 the Returning Officer or her/his nominee must:

a. Make a reasonable attempt to contact the candidate to inform her/him that the nomination is invalid.

b. Inform the candidate that the invalidity may be remedied and the nomination may be resubmitted to the Returning Officer or her/his nominee at any time up until 2 Working days after the date of the close of nominations.

2.3.7C Where a nomination is resubmitted in accordance with section 2.3.7B:

a. The nomination must name the same candidate as the original nomination, but it may name one or more different nominations.

b. The Returning Officer must determine the validity of the nomination.

2.3.8 The Returning Officer or her/his nominee must, as soon as is practicable after the close of nominations, prominently display a list of nominations for all positions on the front door of the Association offices and at other locations on campus.

2.3.9 If the number of candidates nominated for any position is equal to the number required to be elected, an election for that position is not required.

2.3.10 If the number of candidates nominated for any position is below the number required to be elected, an election for that position is not required, and any unfilled position is to be considered a casual vacancy, and must be filled in accordance with section 3 of the Election Regulations.

2.3.11 If the number of candidates nominated for any position is greater than the number required to be elected, the Returning Officer must conduct an election for that position.

2.3.12 All nominations, valid and invalid, must be kept by the Returning Officer in a secure place until after the poll is declared.

2.4 Voting Papers

2.4.1 The Returning Officer must arrange for the preparation of the voting papers.

2.4.2 Candidates’ names must be annotated on ballot papers as follows:

a. Except where section 2.4.5 c) applies, if a candidate has indicated on her/his nomination form that she/he is running as a candidate endorsed by a registered ticket and the Returning Officer or her/his nominee has verified this endorsement in accordance with section 2.3.3 b), that ticket name must be placed on the ballot paper in brackets next to or beneath the name of the candidate; or

b. If a candidate has indicated on her/his nomination form that she/he wishes to run as an Independent, the word “Independent” must be placed on the ballot paper in brackets next to or beneath the name of the candidate; or

c. If a) and b) do not apply, the “Group Unspecified” must appear in brackets next to or beneath the name of the candidate.

2.4.3 Except as provided for in section 2.4.5, the position of candidates on the voting paper must be determined by the drawing of lots by the Returning Officer or her/his nominee.

2.4.4 A candidate may appoint one person (who may be a student) to observe the Returning Officer or her/his nominee determining the position of candidates on the voting paper as under section 2.3.7

2.4.5 The voting paper for the election of General Representatives to the SRC:
2.4.6 The voting paper for all positions must contain the following words: "Write the number 1 in the box beside the candidate of your first choice."

2.4.7 For elections where 3 or more candidates have nominated, the words indicated in section 2.4.6 must be succeeded on the voting paper by the following words: "You may then show as many further preferences as you wish by writing numbers from 2 onwards in the boxes beside the candidates of your choice."

2.5 Polling Procedure

2.5.1 On each of the 4 academic days upon which the annual elections are held, at least 3 hours of polling must be conducted in the Union Court precinct.

2.5.2 The Returning Officer must conduct at least an additional 8 hours of polling at locations to be determined by the Returning Officer - however no polling may take place at any Hall of Residence or Affiliated College.

2.5.3 In order to cast a valid vote, an ordinary member of the Association must be present in person at the polling place.

2.5.4 Ballot papers for the election must be printed or otherwise marked with a security device, to be determined by the Returning Officer or her/his nominee.

2.5.5 The Returning Officer must ensure that procedures are in place to:

a. Limit each ordinary member of the Association to voting no more than once; and
b. Ensure that the way in which any voter marks her/his ballot paper is not revealed, either when that member votes or at any later stage.

2.5.6 The Returning Officer or her/his nominee must prepare a list of ordinary members of the Association eligible to vote at the annual elections; the list will indicate which elections each member is entitled to vote for.

a. The list of ordinary members eligible to vote for the position of Indigenous Officer will be provided to the Returning Officer by the Tjabal Indigenous Higher Education Centre.

b. For privacy reasons there will be no list provided of ordinary members eligible to vote for the position of Disabilities Officer. Instead, ordinary members may receive a ballot paper upon presentation of a Disabilities Services Unit identification card.

2.5.7 Where an ordinary member of the Association applies in person to vote at a polling place, and the member's name is included on the list of members prepared under section 2.5.6, the Returning Officer or her/his nominee must subject to section 2.5.5(a) provide to the member a set of ballot papers for the elections for which the member is eligible to vote.

2.5.8 Where a person claiming to be an ordinary member of the Association applies in person to vote at a polling place, and the person's name is not included on the list of members prepared under section 2.5.6, and/ or cannot provide an identification card under section 2.5.6 b), the Returning Officer or her/his nominee must provide to the person a declaration vote envelope and a set of ballot papers for the elections for which the person claims he/she is eligible to vote, with each ballot paper bearing the word "declaration."
2.5.9 Where an ordinary member of the Association is issued ballot papers under section 2.5.8, the member shall mark her/his ballot papers in accordance with section 2.6, enclose the ballot papers in the declaration vote envelope provided, sign the declaration on the envelope, and return the envelope to the Returning Officer or her/his nominee who issued the ballot papers to the member.

2.5.10 Where the Returning Officer or her/his nominee receives a declaration vote envelope containing ballot papers under section 2.5.9, the Returning Officer or her/his nominee must after the close of the poll determine subject to section 2.5.5(a) whether the member is entitled to vote at the elections and:

a. If the declaration is signed and she/he decides the member is entitled to vote, the envelope is to be opened in such a way as to ensure that the way in which the voter marked her/his ballot papers is not revealed and the ballot papers therein must be included in the count of votes; or

b. If the declaration is unsigned or she/he decides the member is not entitled to vote, the declaration envelope must be set aside unopened.

2.6 Casting of Votes

2.6.1 The voter must indicate the order of her/his preference on the voting paper by writing the numeral 1 against the name of the candidate of her/his first choice, 2 against the name of the candidate of her/his second choice, 3 against the name of the candidate of her/his third choice and so on, in an unbroken sequence of numbers against the names of candidates.

2.6.2 A ballot paper will not be valid if:

a. The voter has not indicated her/his preferences for at least 1 candidate; or

b. The voter has indicated her/his first preference for 2 or more candidates; or

c. In the opinion of the Returning Officer or her/his nominee, it has writing on it by which the voter can be identified; or

d. In the opinion of the Returning Officer or her/his nominee, the ballot paper is not authentic; or

e. It is a ballot paper issued under section 2.5.8 and marked with the word "declaration" and it was placed in a ballot box in a polling place and not enclosed in a declaration envelope.

2.6.3 Preferences will be counted while the voter’s preferences are indicated in an unbroken sequence.

2.6.4 For the purpose of determining a voter’s preferences on a ballot paper:

a. A tick shall be taken to indicate the numeral "1"; and

b. A cross shall be disregarded.

2.7 Registration of ticket names

2.7.1 The Returning Officer or her/his nominee must maintain a Register of Ticket Names for each year’s annual elections.

2.7.2 Between the day on which nominations open and the day on which ticket registration closes, 5 or more ordinary members of the Association may apply to the Returning Officer or her/his nominee for registration of a ticket name.

2.7.3 No person is entitled to apply to the Returning Officer or her/his nominee for registration of a ticket name under section 2.7.2 if that person was a signatory to an application to register a ticket name for another ticket already entered in the register.

2.7.4 The Returning Officer or her/his nominee must deal with each application for registration of a ticket name in order of receipt; if 2 or more applications are received at the same time, the Returning Officer or her/his nominee shall determine the order in which they are dealt with by lot.

2.7.5 The Returning Officer or her/his nominee must enter a ticket name in the Register of Ticket Names if:

a. The proposed ticket name is, in the opinion of the Returning Officer or her/his nominee:

- Not more than 90 characters long (including spaces);
- Not obscene, defamatory, sexist, racist or homophobic;
- Not the same as the name of another registered ticket name;
- Not so nearly the same as the name of another registered ticket name that it is likely to be confused or mistaken for that name; and
- Not including the word “independent”
b. The application for registration of the ticket name is signed by at least 5 ordinary members of the
Association who have not been signatories to the application for registration of another
registered ticket name; and

c. The application is received between the day on which nominations open and the day on which
ticket registration closes or is an application to which section 2.7.9 applies.

2.7.6 The Returning Officer or her/his nominee must reject an application to register a ticket name in the
Register of Ticket Names if the application does not satisfy section 2.7.5.

2.7.7 Where an application to register a ticket name is rejected only because the proposed name is the same
as the name of another registered ticket name or so nearly the same as the name of another registered
ticket name that it is likely to be confused or mistaken for that name, one or more of the applicants to
register the rejected name may apply to the Returning Officer or her/his nominee for a review of the
decision to register the registered ticket, at any time up until 2 Working days after the date of the close of
nominations.

2.7.8 Where the Returning Officer or her/his nominee receives a request under section 2.7.7, the Returning
Officer or her/his nominee must cancel the registration of the already registered ticket name and must
register the previously rejected ticket name if, in her/his opinion, the applicants for the rejected ticket name
have a greater claim to the name.

2.7.9 Where the Returning Officer or her/his nominee rejects an application to register a ticket name or
cancels the registration of a ticket name, the Returning Officer or her/his nominee shall permit the
applicants to reapply to register a ticket name at any time up until 2 Working days after the date of the
close of ticket name registration.

Electoral Publications

2.8.1 The Returning Officer shall appoint a person to be Registrar of Publications.

2.8.2 The Registrar of Publications shall maintain the Register of Electoral Publications produced by Groups.

2.8.3 The Registrar of Publications shall register any publication for which a valid application for registration is
received.

2.8.4 An application for registration of a publication must:

a. Be made by a member of a Group; and

b. Be accompanied by two copies of the publication; and

c. Bear the name of the Group; and

d. Contain a signed undertaking that:

e. Publication of the publication does not constitute an electoral offence; and

f. The publication does not contain publication which is sexist, racist, homophobic or defamatory; and

g. The applicant has the permission of the author of the publication to publish the publication.

2.8.5 No application for registration of a publication shall be valid unless the publication bears the name of the
Group applying to register the publication in letters at least ten millimetres in height, or the same size as
the most commonly occurring typeface in the document, whichever is the smaller. Where a publication is
printed on both sides or has more than one page, this notice need only appear on the first page.

2.8.6 The Registrar of Publications registers a document by:

a. Allotting it a unique number; and

b. Endorsing the two copies of the publication with that number; and

c. Placing the application and one copy of the publication in the register; and

d. Placing the other copy of the publication on public display.

2.8.7 After the actions detailed in section 2.8.6, a publication shall be considered to be a registered
publication.

2.8.8 The Returning Officer shall appoint one or more people to be Censors of Publications.

2.8.9 The Censors of Publications may, by a simple majority of those Censors of Publications present and
voting, determine that:

a. Publication of a registered publication probably constitutes an electoral offence; or
b. A registered publication is probably racist, sexist, homophobic or defamatory; or

c. The registration of a publication was only defective.

2.8.10 If the Censors of Publications make a determination under section 2.8.9 then the Censors of Publications shall instruct that the publication be removed from the Register of Publications. Such instructions shall be in writing and shall give the reason(s) for the decision.

2.8.11 On receiving the instructions referred to in section 2.8.10 the Registrar shall:

a. Remove the copy of the publication from public display; and

b. Endorse the application for registration and the copy of the publication in the register with the word "deregistered"; and

c. Append the instructions from the Censors of Publications to the relevant record in the Register of Publications.

2.8.12 After the action detailed in section 2.8.11, a publication shall not be considered to be a registered publication.

2.8.13 The Registrar of Publications shall ensure that the Register of Publications is available for public view during the election for at least four hours each academic day.

2.8.14 Each independent candidate running for election in the annual ANUSA elections will be provided with 100 photocopy points.

2.8.15 Each ticket running for election in the annual ANUSA elections will be provided with 300 photocopy points.

2.8.16 Photocopy points may only be used to photocopy documents that have been registered with the Returning Officer.

2.8.17 Photocopy points will be distributed by the ANUSA administrator upon the provision of a receipt by the Returning Officer acknowledging the registration of the specific publication to be photocopied.

2.8.18 Material of any candidate and/or ticket must not significantly resemble in style or appearance the material of any other contesting candidate or ticket.

2.8.19 Material that has been printed using the ANUSA printing quota may only be used by the independent candidate or ticket for their own campaign and may not be used in conjunction with the campaign(s) of any other ticket or candidate with the exception of how-to-vote cards.

2.9 Limits on Campaign-Related Expenditure

2.9.1 The campaign-related expenditure of an independent candidate must not exceed $150.

2.9.2 The maximum campaign-related expenditure of a registered ticket shall be determined as follows:

\[ n \times 50 \]

where \( n \) is the number of vacancies in positions listed at Schedule 1 of the Constitution which the registered ticket is contesting in addition to the number of delegates to the National Union of Students National Conference that the registered ticket is contesting.

2.9.3 It is a breach of the Regulations to falsify evidence of campaign-related expenditure.

2.10 Disclosure Requirements

2.10.1 Upon nomination, each ticket convener and independent candidate must complete and lodge with the Probity Officer a statement of intention identifying anticipated sources of campaign funding. This statement will include all financial and non-financial contributions to the campaign, including but not limited to printing facilities, paper, paint, glue, T-shirts, BBQ supplies and other sundry items.

2.10.2 At 9am on each of the days that the election polls are open, the ticket convener or independent candidate will lodge with the Probity Officer a signed statement including:

a. Completed expenditure to date;

b. Copies of receipts and/or tax invoices corresponding to the items, services, materials and any other campaign related expenditure which together account for the completed expenditure to
date; and

c. An itemised list of all financial and non-financial contributions to the campaign, including but not
limited to printing facilities, paper, paint, glue, T-shirts, BBQ supplies and other sundry items.

2.10.3 All items, materials or services attributable to the campaign must be at the candidate’s or ticket’s own
expense, except where those items, materials or services are provided by:

a. The Australian National University; or
b. The Australian National University Students’ Association.

2.11 Probity Officer

2.11.1. One or more Probity Officer(s) shall be elected at the first SRC of the second teaching period. The
Probity Officer(s) must receive two-thirds of the vote in order to be elected.

2.11.2 The Probity Officer(s) will sign a declaration of conflict of interest upon the close of nominations.

2.11.3 Conflicts of interest that may be declared include, but are not limited to, the following:

a. Membership of a political party, registered with the Australian Electoral Commission in any
Australian State or Territory
b. Membership of any Political Club or Society
c. Contesting, being elected to or otherwise holding, at any time any office or position in ANUSA or
the ANU Union Board.

2.11.4. The Probity Officer(s) shall make copies of the statements publicly available, complying with notice
requirements as specified in s. 3.3.1 of the Meeting Regulations of the ANUSA Constitution

2.11.5. The Probity Officer(s) shall provide information to any person in relation to campaign expenditure
disclosure in response to any reasonable request.

2.11.6. The Probity Officer(s) shall prepare a report attaching candidates’ statements of spending and
detailing a summary of the difference between anticipated and actual expenditure for each candidate and
ticket seven (7) days from the date of the close of electoral polling.

2.11.7 The Probity Officer(s) shall have powers of investigation and inquiry for the purposes of determining
whether any disclosures relating to campaign financing are complete and accurate.

2.11.8 Candidates and/or members of their campaign team should cooperate with the Probity Officer(s) in the
exercise of her/his powers under s 2.11.7.

2.11.9 For the purposes of s 2.11.8, any person who campaigns on behalf of a candidate and/or registered
ticket is considered to be a member of a campaign team.

2.11.10 A failure to provide a satisfactory response to any inquiry, investigation or request made by the
Probity Officer(s) in the exercise of her/his powers under s 2.11.7 shall be deemed to give rise to a
reasonable belief on the part of the Probity Officer(s) that there has been a breach of the Constitution or
Regulations for the purposes of s 2.12.1.

2.11.10 If the Probity Officer(s) reasonably believes that a candidate has committed an Electoral Offence as
outlined in the Constitution and/or Regulations in the course of the election campaign, she/he may issue a
polling time ban. The polling time ban will exclude a candidate from campaigning for a maximum of 3
hours.

2.12.1 If the Probity Officer(s) reasonably believes that there has been a breach of the Constitution and/or
Regulations pertaining to campaign finance in the course of the election campaign, she/he may refer the
matter to the Returning Officer for consideration in accordance with the Constitution and Regulations.

SECTION 3: CASUAL VACANCIES

3.1 President

3.1.1 If a vacancy occurs in the position of President:

a. The Vice President must become acting President and has all the powers and responsibilities of
that office; and
b. The Education Officer must become the acting Vice President who has all the powers and
responsibilities of the Vice President until the position of President has been filled, at which point
the Vice President resumes all powers and responsibilities; and

c. If the vacancy occurs before 1 June, a by-election for the position of President must be held in
accordance with the Constitution and Regulations, within 2 Academic weeks with nominations
not being open for less than 4 academic days; and

d. The General Secretary must call for nominations to fill the vacancy within 2 academic days of
the vacancy occurring; and

e. If the vacancy occurs on or after 1 June, the General Secretary must call for nominations and
convene a meeting of the SRC, within 7 academic days of the vacancy occurring, at which:

i. Any ordinary member of the Association may nominate to fill the vacancy; and

ii. The SRC must elect 1 of the nominees to fill the position in accordance with the
Regulations.

3.2 Other Executive

3.2.1 If a vacancy occurs in the position of Vice President, General Secretary, Treasurer or Social Officer:

a. The President must appoint, in consultation with the remaining Executive, an acting Vice
President, acting Social Officer, acting General Secretary or acting Treasurer, as the case
requires, and that appointee has all the powers and responsibilities of that office; and

b. The General Secretary or acting General Secretary must call for nominations to fill the vacancy
within 2 academic days of the vacancy occurring;

c. The General Secretary must call for nominations and convene a meeting of the SRC, within 7
academic days of the vacancy occurring, at which:

i. Any ordinary member of the Association may nominate to fill the vacancy; and

ii. The SRC must elect 1 of the nominees to fill the position in accordance with the
Regulations.

3.3 General Representative

3.3.1 If a vacancy occurs in a position of General Representative to the SRC and the General Representative
was elected as a member of a particular party or group, that party or group may appoint an ordinary
member of the Association to fill the vacancy.

3.3.2 Otherwise:

a. The SRC may co-opt an ordinary member of the Association to be an acting General
Representative until the next Ordinary or Annual General Meeting of the Association; and

b. Whoever convenes the next Ordinary General Meeting or Annual General Meeting of the
Association in accordance with this Constitution must include a call for nominations to fill the
vacancy on the agenda; and

c. At that general meeting any ordinary member of the Association may nominate to fill the
vacancy in accordance with the Regulations.

3.4 College Representative

3.4.1 If a vacancy occurs in a position of College Representative, the President, after consulting with the
CRC, must nominate an ordinary member of the Association enrolled in the relevant College to fill the
vacancy.

3.5 Departmental Officers

3.5.1 If a vacancy occurs in a position of Departmental Officer:

a. The President must appoint, in consultation with the relevant Department, an acting Women's
Officer, Queer* Officer, Environment Officer, Indigenous Officer, Disabilities Officer or
International Students' Officer, as the case requires, and that appointee has all the powers and
responsibilities of that office; and

b. The General Secretary must call for nominations and convene a meeting of the department,
within 7 academic days of the vacancy occurring, at which:

i. Any ordinary member of the Department may nominate, in accordance with the Constitution
and the Regulations, to fill the vacancy; and

ii. The department must choose 1 of the nominees to fill the position in accordance with the
Regulations; and

iii. The SRC may then ratify this appointment at its' next meeting.
3.6 Disabilities Officer

3.6.1 If a vacancy occurs in the position of Disabilities Officer:

a. The General Secretary must call for nominations within 7 academic days of the vacancy occurring, and
b. The call for nominations must be posted on the Association door and at the Disabilities Services Unit and the Chifley Disabilities Resource room, depending on the vacancy, and
c. Hold an election for the position at the next SRC meeting subject to the section 5 of the Election Regulations.

3.6.2 where there are more than 14 academic days between the vacancy and the next SRC, or where there is a need for the position to be filled on an urgent interim basis, the President may appoint an acting Officer to the position, in consultation with either the Disabilities Services Unit to ascertain that the student would be eligible to stand for election to the position. The position must still be called and put to election at the next SRC meeting.

3.7 Any Other

3.7.1 If a vacancy occurs in any position required to be elected by this Constitution, or by the SRC acting in accordance with this Constitution, or at a general meeting of the Association, the SRC must elect an ordinary member of the Association to fill the vacancy.

3.8 Education Officer

3.8.1 If a vacancy occurs in the position of Education Officer:

a. The President must appoint in consultation with the Executive an acting Education Officer as the case requires, and that appointee has all the powers and responsibilities of that office;
b. The General Secretary or acting General Secretary must call for nominations to fill the vacancy within 2 academic days of the vacancy occurring; and
c. The General Secretary must call for nominations and convene a meeting of the SRC, within 7 academic days of the vacancy occurring, at which:
   i. Any ordinary member of the Association may nominate to fill the vacancy; and
   ii. The SRC must elect 1 of the nominees to fill the position in accordance with the Regulations.

SECTION 4: ELECTION OF REPRESENTATIVES AT GENERAL MEETINGS

4.1 General

4.1.1 The election of a Representative (or Representatives) at a general meeting, provided for under the Constitution, must be conducted in a fashion consistent with section 10 of the Constitution.

4.1.2 If this Constitution, or the SRC acting in accordance with this Constitution, requires a Representative to be elected at a general meeting of the Association:

a. The agenda of the general meeting must include a call for nominations for that position; and
b. The general meeting must elect a Returning Officer in accordance with these Regulations; and
c. The Returning Officer must receive nominations and, if required, conduct a ballot using the optional preferential system in accordance with these Regulations.

4.1.3 The electoral system to be used in such an election, and the method of counting votes, is detailed in section 1 of these Regulations.

4.2 Call for Nominations

4.2.1 Any member of the Association who, in accordance with the Constitution, convenes a general meeting of the Association, must include a call for nominations for any position to be filled at that general meeting on all notices advertising that meeting.

4.3 Conduct of the Election

4.3.1 Those ordinary members of the Association present in person must elect one of their number to act in...
the position of Returning Officer by a first past the post election conducted by show of hands.

4.3.2 If more than 1 person nominates for the position of Returning Officer, the candidate with the second largest number of votes is to act as Deputy Returning Officer, otherwise another ordinary member of the Association must be elected to that position by show of hands.

4.3.3 No person may act as Returning Officer or Deputy Returning Officer if she/he has a direct interest in the result of the election.

4.3.4 The Returning Officer must, in the presence of the Deputy Returning Officer, receive nominations from any ordinary member of the Association eligible to stand for election who wishes to nominate.

4.3.5 If the number of nominations exceeds the number of positions to be filled, the Returning Officer must, in the presence of the Deputy Returning Officer, issue a signed voting paper to each ordinary member of the Association who is present in person.

4.3.6 Under the supervision of the Returning Officer and the Deputy Returning Officer, each voting paper must be placed in a locked ballot box by the ordinary member of the Association exercising that vote.

4.3.7 The Returning Officer must ensure that procedures are in place to:

a. Limit each ordinary member of the Association to voting once;
and
b. Ensure that the way in which any voter marks her/his voting paper is not revealed, either when that member votes or at any later stage.

4.3.8 The voter must indicate the order of her/his preference on the voting paper by writing the numeral 1 against the name of the candidate of her/his first choice, 2 against the name of the candidate of her/his second choice, 3 against the name of the candidate of her/his third choice and so on, in an unbroken sequence of numbers against the names of candidates.

4.3.9 A vote will not be valid unless the voter indicates her/his preferences for at least 1 candidate.

4.3.10 Preferences will be counted while the voter's preferences are indicated in an unbroken sequence.

SECTION 5: ELECTION OF REPRESENTATIVES AT SRC MEETINGS

5.1 General

5.1.1 The election of a Representative (or Representatives) at a meeting of the SRC, provided for by the SRC in accordance with the Constitution, must be conducted in a fashion consistent with the resolution of the SRC establishing such a position (or positions).

5.1.2 The electoral system to be used in such an election, and the method of counting votes, is detailed in section 1 of these Regulations.

5.2 Call for Nominations

5.2.1 Any member of the Association who, in accordance with the Constitution, convokes a meeting of the SRC, must include a call for nominations for any position to be filled at that meeting on all notices advertising that meeting.

5.3 Conduct of the Election

5.3.1 Those members of the SRC present in person must elect an ordinary member of the Association to act in the position of Returning Officer by a first past the post election conducted by show of hands.

5.3.2 If more than 1 person nominates for the position of Returning Officer, the candidate with the second largest number of votes is to act as Deputy Returning Officer, otherwise another ordinary member of the Association must be elected to that position by a show of hands.

5.3.3 No person may act as Returning Officer or Deputy Returning Officer if she/he has a direct interest in the result of the election.

5.3.4 The Returning Officer must, in the presence of the Deputy Returning Officer, receive nominations from any person who is eligible to stand for election in accordance with the relevant SRC resolution(s), and who wishes to nominate.
5.3.5 If the number of nominations exceeds the number of positions to be filled, the Returning Officer must, in the presence of the Deputy Returning Officer, issue a signed voting paper to each member of the SRC who is present in person.

5.3.6 Under the supervision of the Returning Officer and the Deputy Returning Officer, each voting paper must be placed in a ballot box by the member of the SRC exercising that vote.

5.3.7 The Returning Officer must ensure that procedures are in place to:
   a. Limit each member of the SRC to voting once; and
   b. Ensure that the way in which any voter marks her/his voting paper is not revealed, either when that member votes or at any later stage.

5.3.8 The voter must indicate the order of her/his preferences on the voting paper by writing the numeral 1 against the name of the candidate of her/his first choice, 2 against the name of the candidate of her/his second choice, 3 against the name of the candidate of her/his third choice and so on, in an unbroken sequence of numbers against the names of candidates.

5.3.9 A vote will not be valid unless the voter indicates her/his preferences for at least 1 candidate.

5.3.10 Preferences will be counted while the voter's preferences are indicated in an unbroken sequence.

SECTION 6: REFERENDA

6.1 General

6.1.1 A referendum must be conducted in a fashion consistent with the Constitution and these Regulations.

6.1.2 The method of counting votes cast in a referendum is detailed in section 1.3 of these Regulations.

6.2 Conducting a Referendum

6.2.1 A referendum must be conducted over at least 3 consecutive academic days, and must include at least 16 hours of polling.

6.2.2 A person appointed by the Vice-Chancellor, must act as Returning Officer for a referendum.

6.2.3 An independent person or body is to be engaged to conduct a referendum, and no Undergraduate student enrolled at the University may be involved in its conduct.

6.2.4 The Returning Officer must prepare a report that details:
   a. The result of the referendum; and
   b. The number of valid votes that were cast both for and against the proposition; and
   c. Any allegations of breaches of this Constitution, or the Regulations, that may have occurred; and
   d. Any abnormalities that the Returning Officer observed during the referendum; and
   e. Any other information that the Returning Officer believes may assist the Association.

6.2.5 The Returning Officer's report must be tabled by the President at the first Ordinary General Meeting after the referendum.

6.2.6 The General Meeting may
   a. Declare the poll; or
   b. In the event of allegations of irregularities refer the Report to the Disputes Committee for resolution.

6.2.7 If the General Meeting fails to consider the Report, or fail to act under section 6.2.6 then the Disputes Committee shall deal with the Report as if it had been referred to the Committee under 6.2.6 (b).

6.3 Effect of a Referendum

6.3.1 Any proposition that is carried by a simple majority of those ordinary members who cast a valid vote in a referendum is binding on the Association.
6.3.2 However, at least 10% of ordinary members of the Association must cast a valid vote in a referendum for it to have any effect.

6.4 Form of the Question and Electoral System to be Used

6.4.1 The Returning Officer must arrange for the preparation of voting papers for the referendum, where the question to be posed in a referendum may be either

a. A question seeking a yes/no answer; or
b. A question presenting a range of options.

6.4.2 If a referendum question is seeking a yes/no answer, the Returning Officer or her/his nominee must arrange to count the number of yes and no votes, and subject to section 6.5 has the discretion to rule any vote as formal if the voter's intention is clear.

6.4.3 If a referendum presents a range of options:

a. The election is to be conducted according to the Schedule attached to these Regulations, with each option treated as if it were a candidate; and
b. The option to vote for "None of the options presented" must be included; and

6.5 Polling Procedure

6.5.1 On each of the days upon which polling in a referendum is held, at least 3 hours of polling must be conducted in the Union Court precinct.

6.5.2 Further polling may be conducted at locations on campus to be determined by the Returning Officer—however no polling may take place at any Hall of Residence or Affiliated College.

6.5.3 In order to cast a valid vote, an ordinary member of the Association must be present in person at the polling place.

6.5.4 Ballot papers for the referendum must be printed or otherwise marked with a security device, to be determined by the Returning Officer or her/his nominee.

6.5.5 The Returning Officer or her/his nominee must ensure that procedures are in place to:

a. Limit each ordinary member of the Association to voting no more than once; and
b. Ensure that the way in which any voter marks her/his voting paper is not revealed, either when that member votes or at any later stage.

6.5.6 The Returning Officer or her/his nominee must prepare a list of ordinary members of the Association eligible to vote at the referendum.

6.5.7 Where an ordinary member of the Association applies in person to vote at a polling place, and the member's name is included on the list of members prepared under section 6.3.5, the Returning Officer or her/his nominee must provide to the member a declaration vote envelope and a ballot paper for the referendum.

6.5.8 Where a person claiming to be an ordinary member of the Association applies in person to vote at a polling place, and the person's name is not included on the list of members prepared under section 6.3.5, the Returning Officer or her/his nominee must provide to the person a declaration vote envelope and a ballot paper for the referendum, with the ballot paper bearing the word "declaration".

6.5.9 Where an ordinary member of the Association is issued a ballot papers under section 6.5.8, the member shall mark her/his ballot papers with a yes or no or where a referendum presents a range of options in accordance with section 6.2.3, enclose the ballot papers in the declaration vote envelope provided, sign the declaration on the envelope, and return the envelope to the Returning Officer or her/his nominee who issued the ballot papers to the member.

6.5.10 Where the Returning Officer or her/his nominees receives a declaration vote envelope containing ballot papers under section 6.5.8, the Returning Officer or her/his nominee must after the close of the poll determine subject to section 6.5.5(a) whether the member is entitled to vote at the elections and:
a. If the declaration is signed and she/he decides the member is entitled to vote, the envelope is to be opened in such a way as to ensure that the way in which the voter marked her/his ballot paper is not revealed and the ballot paper therein must be included in the count of votes; or
b. If the declaration is unsigned or she/he decides the member is not entitled to vote, the declaration envelope must be set aside unopened.

6.6 Formality of votes

6.6.1 For a referendum described at 6.4.1(b) a ballot paper will not be valid if:
   a. The voter has not indicated her/his preferences for at least 1 option; or
   b. The voter has indicated her/his first preference for 2 or more options.

6.6.2 For any referendum a ballot paper will not be valid if:
   a. In the opinion of the Returning Officer or her/his nominee, it has writing on it by which the voter can be identified; or
   b. In the opinion of the Returning Officer or her/his nominee, the ballot paper is not authentic; or
   c. It is a ballot paper issued under section 6.5.8 and marked with the word "declaration" and it was placed in a ballot box in a polling place and not enclosed in a declaration envelope.

6.6.3 For the purpose of determining a voter's preferences on a ballot paper for a simple yes/no referendum:
   a. A tick shall be taken to indicate "yes" and
   b. A cross shall be disregarded.

6.6.4 For the purpose of determining a voter's preferences on a ballot paper for a referendum described at 5.2.1(b):
   a. A tick shall be taken to indicate the numeral "1" and
   b. A cross shall be disregarded.

SECTION 7: ELECTORAL OFFENCES

7.1 Electoral Offences

7.1.1 It is an offence to place on any notice board an election notice larger than A3 size.

7.1.2 It is an offence to publish publication during an election campaign that contains untrue statements likely to mislead a voter in the casting of her/his vote.

7.1.2A It is an offence to remove from any place any registered publication. No offence is committed by:
   a. A person removing a reasonable quantity of the publication for their own or another's information; or
   b. A member of the group in whose name the publication is registered; or
   c. A person authorised by a member of the group in whose name the publication is registered; or
   d. A person who has the right to control the entrance to the place where the publication lies or that person's agent.

7.1.3 It is an offence to actively canvass votes within 3 metres of a polling place.

7.1.4 It is an offence to actively canvass votes within the Student Space.

7.1.5 It is an offence to actively canvass votes within the Union Building.

7.1.6 It is an offence to cast or attempt to cast a vote to which the person is not entitled.

7.1.7 It is an offence to offer gifts, bribes money, food, drink, or any other enticement to exert undue influence over electoral officials or voters during election week.

7.1.8 It is an offence for an individual who is not currently a student of the university to campaign for a candidate in the election. Candidates and campaigners must carry their student cards while campaigning.

7.1.9 It is an offence for any candidate to engage in negative discrimination and/or intimidation.
7.1.10 It is an offence to incite any other person to commit any of the Electoral Offences detailed in this section.

7.2 Action by the Returning Officer During an Election of the Association

7.2.1 The Returning Officer must undertake a thorough investigation into any matter referred to it during an Election of the Association under the Constitution, Regulations or Policy.

7.2.2 A The possible commission of an electoral offence is taken to be referred to the Returning Officer if:
   a. An allegation of that offence is made in writing addressed to the Returning Officer by any member of the Association; or
   b. The Returning Officer of their own motion decides that an electoral offence may have been committed.

7.2.3 If an allegation of an Electoral Offence is referred to the Returning Officer in accordance with the Constitution, the Returning Officer may exercise any power detailed in section 7.2 of the Election Regulations.

7.2.4 If, after thoroughly investigating the conduct of an election referred to it under this Constitution, the Returning Officer accepts that there has been a breach of this Constitution or the Regulations, then the Returning Officer may, at their discretion:
   a. Affirm the result and declare the poll; or
   b. Declare the poll null and void and order a new election or referendum.

7.2.5 During an Election of the Association, the Returning Officer may, by a simple majority of those present and voting, impose a fine, revoke membership rights or such other penalty as is prescribed upon a member or former member of the Association in accordance with the Regulations. The fine imposed by the Returning Officer should be proportional to the seriousness of the offence committed, but must not exceed $100 for each offender.

7.2.6 Any member with a fine outstanding to the Association is to have her/his membership privileges suspended, and may not hold any Representative position within the Association.

7.2.7 In the event that the Returning Officer determines that any member(s) has breached s 2.9.1, s 2.9.2, s 2.9.3, and/or s 2.9.4 of the Regulations, there shall be a presumption in favour of the revocation of the impugned individual(s) membership rights for a period of time not exceeding twelve months from the date of the Disputes Returning Officer's decision.

7.2.8 In considering whether the presumption arising from the operation of s 7.2.7 has been rebutted, the Returning Officer may take into account factors including, but not limited to, the presence or absence of intent on the part of the impugned individual(s), the extent of any breach, and the extent to which the breach had the potential to undermine the integrity of the electoral process.

7.2.9 The provisions of s 7.2.7 and s 7.2.8 of the Electoral Regulations do not affect the Returning Officer's power to impose an alternative sanction upon the provision of exculpatory evidence or additional information.

SECTION 8: ELECTION OF DEPARTMENT OFFICERS

8.1.1 Only people identifying as women shall vote or nominate for the position of Women's Officer.

8.1.2 For the returning Officer to accept a nomination for the position of Women's Officer, the nominee must be an active member of the Women's Department.

8.1.3 An active member of the Women's Department is defined as a member of the Women's Department who is recorded to have attended three Department meetings in that Academic year.

8.2.1 Candidates for the position of Queer* Officer must be openly gay, lesbian, bisexual, transgender, intersex or queer identifying.

8.2.2 For the returning officer to accept a nomination for the position of Queer* Officer the nominee must be an active member of the Queer* Department.

8.2.3 An active member of the Queer* Department is defined as a member of the Queer* Department who is recorded to have attended three Department meetings in that Academic year.
8.2.4 Only gay, lesbian, bisexual, transgender, intersex or queer identifying individuals are eligible to vote for the position of Queer* Officer. Where the position of Queer* Officer is contested, the main ballot paper must contain an opt-in tick box above the candidates that reads “I identify as gay, lesbian, bisexual, trans*, intersex, queer* or outside of a heteronormative sexuality, sex or gender identity”. Votes for Queer* Officer will only be counted if the tick box has been checked.

8.3.1 In a case where a candidate has not attended three Department meetings, the Department may vote to allow the candidate to run to represent them, taking into account apologies and evidence of exceptional circumstances (sickness, exchange, work commitments, timetable clash, mid-year commencement, etc). Only active members of the Department may partake in this vote.

8.3.2 The decision made under 8.3.1 may be contested by way of appeal to the ANUSA Disputes Committee who will consider the circumstances surrounding non-attendance and evidence of apologies for non-attendance. The committee will make a recommendation to the returning officer whose decision on the matter will be final.

8.4.1 Only Indigenous Students shall vote or nominate for the position of Indigenous Officer. If a dispute about eligibility to vote or nominate arises under this section, it is to be decided by the Tjabal Indigenous Higher Education Centre, whose decision is final.

8.4.2 For the returning officer to accept the nomination for Indigenous Officer they must be an active member of the Indigenous Department.

8.4.3 An active member of the Indigenous Department is defined as a member of the Indigenous Department recognised by the Tjabal Indigenous Higher Education Centre to have attended three Department meetings in the Academic year.

8.5.1 Only students with a Disability shall vote or nominate for the position of Disabilities Officer. If a dispute arises under this section, it is to be decided by the Disabilities Services Unit, whose decision is final.

8.6.1 Only International Students shall vote or nominate for the position of International Students' Officer. If a dispute about eligibility to vote or nominate for the purposes of an Election of the Association arises under this section, it is to be decided by the Returning Officer, whose decision is final.
SCHEDULE - ASCERTAINING RESULT OF POLL

1. PRELIMINARY INTERPRETATION

(1) In this Schedule, unless the contrary intention appears—

"Ballot paper" means a ballot paper that is valid by virtue of the Electoral Regulations;
"Continuing candidate" means a candidate, other than a successful candidate, an excluded candidate or a candidate who died before polling day;
"Count" means an allotment of votes under subclause 3 (1) or 6 (3), or paragraph 9 (2) (c);
"Count votes", in relation to a candidate, is the number of votes calculated as follows:

\[ BP \times TV \]

where—

- \( BP \) is the number of ballot papers to be dealt with at a count that record the next available preference for the candidate; and
- \( TV \) is the transfer value of those ballot papers; calculated to six decimal places without rounding;

"Excluded candidate" means a candidate excluded under clause 8;
"Next available preference" means the next highest preference recorded for a continuing candidate on a ballot paper;
"Quota" means:

a. Where one candidate is to be elected - the quota, in relation to a count, calculated as follows:

\[ \frac{TVA}{2} + 1 \]

Where \( TVA \) is the sum of the total votes allotted to the continuing candidates at the count, any fraction being disregarded;

b. Where two or more candidates are to be elected - the quota, in relation to the election, calculated as follows:

\[ \frac{BP}{N+1} + 0.000001 \]

where—

- \( BP \) is the number of ballot papers for the election; and
- \( N \) is the number of positions to be filled at the election; calculated to 6 decimal places without rounding;

"Successful candidate" means a candidate who is successful by virtue of clause 3, 4, 6 or 9;
"Surplus", in relation to a successful candidate, means the candidate's total votes less the quota, where the resulting number of votes is 0.000001 or greater;
"Total votes", in relation to a candidate, means the sum of all votes allotted to the candidate;
"Transfer value", in relation to a ballot paper, is—

a. In relation to the allotment of votes from the surplus of a successful candidate—in the case of ballot papers that specify a next available preference, subject to subclause (2), the value calculated as follows:

\[ \frac{S}{CP} \]

where—

- \( S \) is the surplus; and
- \( CP \) is the number of ballot papers counted for the candidate at the count at which he or she became
successful and which specify a next available preference; or

b. In relation to the allotment of votes under paragraph 9 (2) (c)—
   i. In the case of ballot papers in respect of which votes were allotted to the excluded candidate under clause 3—1; or
   ii. In the case of ballot papers in respect of which count votes were allotted to the excluded candidate under subclause 6 (3) or paragraph 9 (2) (c)—the transfer value of the ballot papers when counted for the purpose of that allotment.

(2) Where, but for this subclause, the transfer value of a ballot paper calculated in accordance with paragraph (a) of the definition of "transfer value" would be greater than the transfer value of the ballot paper when counted for the successful candidate, the transfer value of that ballot paper is the last-mentioned transfer value.

(3) For the purposes of this Schedule, where 2 or more candidates are to be elected, all vote values are to be calculated to 6 decimal places, without rounding.

2. DISREGARDING PREFERENCES

(1) This clause applies where effect is to be given to preferences indicated in candidate squares on a ballot paper by virtue of section 2.6.3 of the Electoral Regulations.

(2) Where the same number is marked in 2 or more candidate squares on a ballot paper, those numbers and any greater number shall be disregarded in determining the elector's preferences.

(3) Where a number is missing from the series of consecutive whole numbers marked in the candidate squares on a ballot paper, the missing number and any greater number shall be disregarded in determining the elector's preferences.

3. GENERAL FIRST PREFERENCES

(1) For each ballot paper recording a first preference for a continuing candidate, 1 vote shall be allotted to the candidate.

(2) For the purposes of subclause (1), a ballot paper on which a first preference for a candidate who died before polling day is recorded shall be taken to record a first preference for the candidate for whom the next available preference is recorded.

(3) After the allotment of votes under subclause (1), each continuing candidate's total votes shall be calculated and, if the votes equal or exceed the quota, the candidate is successful. Scrutiny to cease

4. SCRUTINY TO CEASE

(1) If, after a calculation under subclause 3 (3), 6 (4) or 9 (2) (d), the number of successful candidates is equal to the number of positions to be filled, the scrutiny shall cease.

(2) If, after a calculation under subclause 3 (3) or 6 (4) or after all the ballot papers counted for an excluded candidate have been dealt with under clause 9—
   a. The number of continuing candidates is equal to the number of positions remaining to be filled plus one; and
   b. No successful candidate has a surplus not already dealt with under clause 6; the candidate with the fewest votes shall be excluded and each of the remaining continuing candidates is successful and the scrutiny shall cease.

(3) If a candidate is excluded under subclause 4 (2), the ballot papers counted to him or her shall not be distributed further.

(4) If a candidate is to be excluded under subclause 4 (2), and 2 or more continuing candidates each have the same total votes, being fewer total votes than any other continuing candidate and—
   a. 1 of those candidates had fewer total votes than any other of those candidates at the last count at which those candidates had unequal votes—that candidate; or
   b. There is no count at which those candidates had unequal total votes—the candidate who, of those candidates, is determined by the Returning Officer by lot to be the candidate to be excluded; shall be excluded.
5. SCRUTINY TO CONTINUE

If the scrutiny has not ceased in accordance with clause 4 and—

a. 1 or more successful candidates have a surplus not already dealt with under clause 6—subject to clause 4, each surplus shall be dealt with in accordance with clause 6; or
b. There are no successful candidates with such a surplus—1 continuing candidate shall be excluded in accordance with clause 8 and the ballot papers counted for him or her shall be dealt with in accordance with clause 9.

6. SURPLUS VOTES

(1) Subject to clause 7, this clause applies in relation to the surplus of a successful candidate.

(2) Each ballot paper counted for the purpose of allotting votes to the successful candidate at the count at which the candidate became successful shall be dealt with as follows:

a. If it does not specify a next available preference—it shall be set aside as finally dealt with for the purposes of this Part;

b. If it specifies a next available preference—it shall be grouped according to the candidate for whom that preference is recorded.

(3) The count votes for each continuing candidate shall be determined and allotted to him or her.

(4) After the allotment under subclause (3), the continuing candidates’ total votes shall be calculated and, if the total votes of a candidate equal or exceed the quota, the candidate is successful.

7. MORE THAN 1 SURPLUS

(1) In this clause—

a. A reference to a successful candidate shall be read as a reference to a successful candidate with a surplus not already dealt with under clause 6; and

b. A reference to the earliest count shall be read as a reference to the earliest count at which a successful candidate obtained a quota.

(2) Where there are 2 or more successful candidates, the surplus of the relevant candidate shall be dealt with in accordance with clause 6.

(3) For the purposes of subclause (2)—

a. If only 1 successful candidate obtained a quota at the earliest count—that candidate is the relevant candidate;
b. If 2 or more successful candidates obtained a quota at the earliest count—the candidate who, of those candidates, has the largest surplus is the relevant candidate; or
c. If 2 or more successful candidates (in this paragraph called "contemporary candidates") who obtained a quota at the earliest count have the same surplus, being a surplus larger than that of any other candidate who obtained a quota at that count and—

i. 1 of the contemporary candidates had more total votes than any other contemporary candidate at the last count at which all the contemporary candidates had unequal total votes—that candidate; or

ii. There is no count at which all the contemporary candidates had unequal total votes—the contemporary candidate who is determined by the Returning Officer by lot to be the relevant candidate; is the relevant candidate.

8. EXCLUSION OF CANDIDATES

(1) Where clause 5 requires a candidate to be excluded, the candidate with the least total votes shall be excluded.

(2) Where 2 or more candidates each have the same total votes, being fewer total votes than any other candidate and—

a. 1 of those candidates had fewer total votes than any other of those candidates at the last count at which all those candidates had unequal votes—that candidate; or

b. There is no count at which all those candidates had unequal total votes—the candidate who, of
those candidates, is determined by the Returning Officer by lot to be the candidate to be excluded; shall be excluded.

9. VOTES OF EXCLUDED CANDIDATES

(1) Where a candidate is excluded in accordance with clause 8, the ballot papers counted for the candidate shall be sorted into groups according to their transfer values when counted for him or her.

(2) Subject to subclause (3), each group under subclause (1) shall be dealt with as follows:

   a. If a ballot paper in the group does not specify a next available preference—it shall be set aside as finally dealt with for the purposes of this Part;
   b. If a ballot paper in the group specifies a next available preference—it shall be grouped according to the candidate for whom that preference is recorded;
   c. Each continuing candidate’s count votes shall be determined and allotted to him or her;
   d. Continuing candidates’ total votes shall be calculated and, if the votes of any of those candidates equal or exceed the quota, the candidate is successful.

(3) The groups referred to in subclause (1) shall be dealt with under subclause (2) starting with the group with the highest transfer value and, subject to subclause 4 (1), continuing in descending order until all the groups have been dealt with.

10. SETTING ASIDE BALLOT PAPERS

Where, after a calculation under subclause 3 (3) or 6 (4) or paragraph 9 (2) (d), the total votes of a candidate who became successful on that calculation equal the quota, the ballot papers counted for that candidate shall be set aside for the purposes of this Part.
23. **ANU STUDENT MEDIA (WORONI) CONSTITUTIONAL AMENDMENTS**

**PURPOSE**
To ratify recent changes to the ANU Student Media constitution.

**PREPARED BY**
Deputy Editor-in-Chief, ANU Student Media

**REVIEWED BY**
Manager, Corporate Governance and Policy

**APPROVED BY**
Deputy Vice-Chancellor (Academic)

**SPONSOR**
Vice-Chancellor

**RECOMMENDATION**
That Council ratify changes to the ANU Student Media constitution approved by its members at their 2015 annual general meeting (179/2015).

**ACTION REQUIRED**
For discussion ☐ For decision ☑ For information ☐

**CONSULTATION**
Staff ☑ Students ☑ Alumni ☑ Government ☐ Other ☐ Not applicable ☐

Notice of proposed amendments was given before the annual general meeting to ANUSM members through email and the Woroni website. The current Board considered and approved the proposed changes, and previous editors were consulted. The changes were discussed at the annual general meeting, and members were given the opportunity to ask questions and engage in debate. The motion to adopt the changes was carried convincingly.

The proposed amendments have been reviewed by the Corporate Governance and Risk Office and have been endorsed by Deputy Vice-Chancellor (Academic) and the Pro Vice-Chancellor (Student Experience) for Council consideration and approval.

**BACKGROUND**
ANU Student Media (ANUSM) is a student-run organisation, which publishes the campus newspaper Woroni. A newspaper for the university’s staff and students, Woroni covers university news and events, as well featuring in-depth analysis of local and federal political issues and higher education policy, sport, arts reviews, and cultural discussion.

At their 2015 annual general meeting held on 30 April 2015 the members of ANUSM approved a series of constitutional amendments. As per section 24.2 of the ANUSM Constitution, any amendments must be ratified by the ANU Council.

**SUMMARY OF ISSUES**
The proposed constitutional amendments include the following:

1. Alteration of the structure of the Committee to introduce a specific Managing Editor (Treasurer) position to ensure reliable and ongoing financial oversight.
2. The shortening of the application period for casual vacancies to ensure continuity and efficiency for the Board.
3. Changes to the electoral responsibilities of the Deputy Editor-in-Chief so that submission requirements for applicants can be assessed retrospectively rather than through a continuous submission log.
4. Changes to the appointment process for the Grievances and Disputes panel so that panel members can be appointed at any General Meeting, not just the AGM.
5. Adoption of the updated Press Council Principles.

PART 4 – OTHER MATTERS FOR DECISION
It is recommended that the changes be approved by Council.

ATTACHMENTS

23.1 Proposed ANUSM constitution (with tracked changes) (179/2015).

COMMUNICATION

For public release ☐  For internal release ☐  Not for release ☑
AUSTRALIAN NATIONAL UNIVERSITY
STUDENT MEDIA
INCORPORATED ASSOCIATION

Passed by the Special Annual General Meeting of the Association on 1 November 2013 30 April 2015
Ratified by University Council on 31 January 2014
Submitted to the ACT Office of Regulatory Services on 179/2015
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NAME

1 The name of the Association is “Australian National University Student Media”.

DEFINITIONS

2 Except where the contrary intention appears, in this Constitution:

(a) “Academic week” means any week of the calendar year that includes at least one (1) week-day that falls during a teaching period of the University;
(b) “Academic year” means the period between the first day of the first teaching period of the University and the last day of the last teaching period of the University in a calendar year;
(c) “ACT” means the Australian Capital Territory;
(d) “the Act” means the Associations Incorporation Act (ACT) 1991;
(e) “College” means an ANU College established by the University Council;
(f) “Association” means Australian National University Student Media Incorporated;
(g) “AGM” means the Annual General Meeting of the Association;
(h) “Council” means the University Council of The Australian National University;
(i) “Editor” means a member of the Board of Editors described in section 7.
(j) “OVC” means the Office of the Vice-Chancellor;
(k) “Undergraduate student” means a student enrolled in a unit or program of study for a Bachelors degree or any other undergraduate award of the University;
(l) “University” means The Australian National University, an institution of higher education established under the Australian National University Act (Cth) 1991;
(m) “Vice-Chancellor” means the Vice-Chancellor and President of The Australian National University;
(n) “Working day” means a 24 hour period during any day or days that do not fall on a weekend or a public holiday day, and that do not fall during an examination period of the Colleges.

OBJECTS

3 The objects of the Association are:

(a) to produce interesting, entertaining, informative, recognised and regular content and publications across print, multimedia, and online media forms for the students of the University;
(b) to contribute to a sense of University identity and reflect the scholarly and cultural diversity of the University community;
(c) to promote open public dialogue and debate in the University community;
(d) to promote awareness of the variety of curricular and extra-curricular activities undertaken by students of the University;
(e) to discover and develop the creative talents of students at the University in journalism and the media arts;
(f) to promote best practice in professional journalism; and
(g) to innovate and explore new media forms.

4 The assets and income of the Association shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organization except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

MEMBERSHIP

5 Membership of the Association is open to all undergraduate and postgraduate students of the University. There are two classes of membership: ordinary and honorary life.

5.1 Ordinary membership

Any person who:

(a) is an undergraduate or postgraduate student of the University; and
(b) has not notified the Deputy Editor-in-Chief, in writing, that she/he does not wish to be a member.

is an ordinary member of the Association.

5.2 Honorary life membership

Honorary life membership of the Association may be conferred upon any person who has significantly contributed to the life and development of ANUSM by a two-thirds vote at any general meeting of the Association.

5.43 Rights of associate and honorary life members

Associate and honorary life members shall not vote at any meeting or election of the Association, shall not constitute a quorum, and shall not be eligible for election to the Board, but shall otherwise have rights equal to ordinary members.

5.4 Cessation of membership

An ordinary member ceases to be a member of the Association at such time if:

(a) they cease to fulfil the conditions in sub-sections 5.1 and 5.2 respectively; or
(b) their membership is revoked.

An honorary life member ceases to be a member if her/his membership is revoked by a general meeting of the Association.

5.5 Membership fee
There is no fee payable for membership of the Association as an ordinary, associate or honorary life member.

5.6 Members liabilities

No member of the Association will be personally liable to contribute towards the payments of the debts and liabilities of the Association or the casts, changes and any expenses of the dissolution or winding up of the Association.

PUBLIC OFFICER

6 The Board shall appoint a member of the Board to be the Public Officer of the Association.

6.1 Duties

The Public Officer will, within fourteen (14) working days of their appointment, notify the relevant authority in writing of the appointment and supply their full name and address. The Public Officer will also supply any and all documents required by the relevant authority and shall perform any other duties as required by the relevant legislation.

6.2 Vacancy

The office of Public Officer becomes vacant if the person holding that office:

(a) dies; or
(b) becomes bankrupt, applies to take the benefits of a law for the relief of bankrupt or insolvent debtors or compounds with their creditors; or
(c) suffers from mental or physical incapacity; or
(d) resigns their office by writing to the Editor-in-Chief; or
(e) ceases to be resident in the ACT.

If the office of Public Officer becomes vacant the Board will, within fourteen (14) days after it becomes vacant, appoint another person to fill the vacancy.

BOARD OF EDITORS

7 The Board of Editors is the committee of the Association for the purposes of the Act.

7.1 Powers of the Board of Editors

The Board, subject to the Act, the regulations, this Constitution, and to any resolution passed by the Association in general meeting:

(a) controls and manages the affairs of the Association; and
(b) may exercise all functions that may be exercised by the Association other than those functions that are required by this Constitution to be exercised by a general meeting of the Association; and
(c) has power to perform all acts and do all things that appear to the Board to be necessary or desirable for the proper
management of the affairs of the Association.

7.2 Duties of the Board of Editors

The Board, subject to the Act, the regulations, this Constitution, and to any resolution passed by the Association in general meeting, must:

(a) implement the objects of the association;
(b) ensure that Members of the Board act in accordance with this Constitution and their respective duties;
(c) appoint, encourage, manage and supervise sub-editors, staff writers and contributors of publications.

7.3 Membership of the Board of Editors

7.3.1 The Board of Editors has eight (8) members, including:

(a) the Editor-in-Chief;
(b) the Deputy Editor-in-Chief;
(c) the Managing Editor; and
(d) five (5) General Editors.

7.3.2 The Editor-in-Chief, Deputy Editor-in-Chief and Managing Editor are Executive Officers of the Association.

7.4 Duties of Office Bearers

7.4.1 Editor-in-Chief

The Editor-in-Chief is the President of the Association and Chairperson of the Board. Subject to the Act, the regulations, this Constitution and to any resolution passed by the Association in general meeting, the Editor-in-Chief must:

(a) convene and chair meetings of the Board;
(b) chair meetings of the Association;
(c) be the spokesperson of the Association on matters of concern to members of the Association;
(d) be primarily responsible for the management and supervision of the Association’s employees, in conjunction with the other Executive Officers of the Association;
(e) actively promote the Constitution and objects of the Association;
(f) ensure that all publications of the Association comply with the Constitution and objects of the Association; and
(g) report on the activities of the Association at general meetings of the Association.

7.4.2 Deputy Editor-in-Chief

The Deputy Editor-in-Chief is the Secretary of the Association and Deputy Chairperson of the Board. Subject to the Act, the regulations, this Constitution and to any resolution passed by the Association in general meeting, the Deputy Editor-in-Chief must:
7.4.3 Managing Editor

The Managing Editor is the Treasurer of the Association. Subject to the Act, the regulations, this Constitution and to any resolution passed by the Association in general meeting, the Managing Editor must:

(a) create and maintain the books and financial records of the Association;
(b) manage the Association’s business relationships;
(c) prepare and manage the budget of the Association;
(d) report on the state of the budget at each Board meeting of the Association;
(e) prepare the annual financial statements of the Association.

7.5 Duties of General Editors

Subject to the Act, the regulations, this Constitution and to any resolution passed by the Association in general meeting, the General Editors must:

(a) perform any duties assigned to them by the Board;
(b) provide assistance to the Executive Officers of the Association in the performance of their duties as requested by the Board; and
(c) manage and supervise sub-editors, staff writers and contributors of publications.

7.6 Election of the Board of Editors

The Board of Editors is a rotational committee. Except where the contrary intention appears, four Members of the Board shall be
elected by the ordinary members of the Association every six (6) calendar months to replace four retiring Members of the Board.

7.6.1 The term of office for a Member of the Board begins on the day following the last day of the examination period immediately following an election and ends on the last day of the examination period two semesters hence.

7.6.2 Members of the Board who have served twelve (12) calendar months must retire.

7.6.3 The Board must arrange an election to fill vacancies on the Board at least two (2) calendar months prior to vacancies being created.

7.6.4 The Returning Officer for elections for the Board must be a staff member of the University appointed by the Vice-Chancellor.

7.6.5 With the exception of casual vacancies, if the office of the Managing Editor becomes vacant the immediate subsequent election is to be for three (3) General Editors and the Managing Editor. The Board must ensure that for such an election two (2) separate ballots are distributed, one for General Editors and Managing Editor.

7.6.6 Elections for the Board must:

(a) be held by online ballot open to all ordinary members of the Association;
(b) be accompanied by at least two (2) official notices of the election delivered to all ordinary members of the Association by email at least once each week in the two weeks preceding the election;
(c) be accompanied by prominent and informative notices posted at the primary thoroughfares at each College and in Union Court; and
(d) be held over the course of five (5) consecutive academic days.
(e) be held in the last week of the teaching period of the semester prior to vacancies being created.

7.6.7 Nominations to fill vacancies on the Board must:

(a) be made to the Returning Officer at least three (3) weeks prior to the opening of the poll and include the name, student number, year of study, one (1) example of written, videographic, photographic or multimedia work which is the original work of the nominee, a short biography of two hundred (200) words or less, and any other submission the current board members deem necessary;

(b) where relevant, nominations must include the position for which the nominee is running be it Managing Editor or General Editor.
(b)(c) following the close of nomination period, be displayed online (excluding student number) during the two (2) weeks prior to the opening of the poll and be viewed online by all voting ordinary members of the Association prior to casting their ballots;

(d)(e) be invited at least five (5) weeks prior to the opening of the poll by email to all ordinary members of the Association.

7.6.87 A nomination is only valid where the nominee has previously made at least three (3) contributions over a period greater than two weeks duly recorded acknowledged by the Deputy Editor-in-Chief.

7.6.98 Ascertaining result of poll

(a) The poll is to be conducted by optional preferential vote.
(b) The four (4) validly nominated ordinary members with the most votes following the distribution of preferences shall be declared elected to the Board.
(c) The Board may make regulations for the management of elections which are consistent with section 7.6.

7.7 Election of Office Bearers

7.7.1 With the exception of the Managing Editor, whose term of office is twelve (12) calendar months, the term of office for an Officer Bearer of the Association is six (6) calendar months or the remainder of their term of office as a Member of the Board, whichever is the lesser.

7.7.2 At the first meeting of a newly elected Board following an election, a secret ballot must be held for the Officer Bearers, with the exception of the office Managing Editor, which is automatically filled at the time of its election. This ballot is to be conducted by compulsory preferential vote.

7.8 Casual Board Vacancies

7.8.1 Where a casual vacancy exists on the Board, the Board must within two (2) days of being notified advertise the vacancy and invite written applications from ordinary members to fill the vacancy.

7.8.2 Written applications to fill the vacancy should take the same form of nominations in 7.6.6(a).

7.8.3 The application period must be open for at least two (2) weeks.

7.8.4 The Board will consider applications to fill the vacancy, conducting interviews if necessary, and may decide to appoint the most meritorious applicant to the Board. A decision to
appoint an applicant must be made within two (2) weeks from the close of nominations and be supported by at least five (5)
Board members or the majority of the current membership of the Board, whichever is greater.

7.8.4 The Board may decide that the applications received are unsatisfactory and re-advertise for applications.

7.9 Removal and Resignation of Board Members

7.9.1 Where valid grounds exist for removal, a member of the Board may be removed by:

(a) a motion of no-confidence supported by two thirds of those present and voting at a general meeting of the Association; or
(b) a motion of no-confidence supported by all other members of the Board.

Three (3) working days notice must be given of any motion of no-confidence to the Board member who is the subject of the motion for the motion to be valid.

7.9.2 Valid grounds for removal of a member of the Board are:

(a) failure to attend three (3) or more meetings of the Board without apologies and an accompanying reasonable excuse;
(b) a breach or breaches of this Constitution or any regulations or orders made under this Constitution.

7.9.3 A Board member may resign from the Board in writing to the Editor-in-Chief.

PUBLICATIONS

8 The Association may publish a publication or publications in the name of the Association. A publication may be in hard copy and/or digital format.

9 The Association must publish a hard copy and online publication with the masthead Woroni.

9.1 Woroni must be published at least once every two academic weeks of the academic year. Special editions of Woroni must be published for University Orientation Week and Bush Week.

10 A publication of the Association may not be published without the approval of the Board. The Board may only authorise publication where:

(a) the publication complies in its entirety with the Principles, as issued from time to time by The Australian Press Council, outlined in Schedule 1 of this Constitution and is not otherwise contrary to this Constitution or any regulations or orders;
(b) the publication does not contain any material which may impose civil or criminal liability on the Association or members of the Board.

11 Notwithstanding section 10, the Board may only authorise publication of Woroni where at least six (6) Members of the Board vote in favour of authorising
a publication.

11.1 The Board of Editors must set up a process for approving the publication of any other media as appropriate.

CO-OPTION OF ASSOCIATION MEMBERS

12 The Board may co-opt other ordinary members of the Association to a publication of the Association to perform the roles of sub-editors, staff writers and contributors, or in any other role that the Board may create from time to time.

12.1 Where the Board has a position/s to fill for a publication, the Board must publicly advertise the position/s and call for applications. The Board must make appointment decisions on merit.

12.2 Once appointed, a sub-editor, staff writer or contributor holds their role until removed by the Board.

12.3 Co-opted members enjoy indemnity from the Association for duties performed for the Association under section 25.

EMPLOYEES

13 The Board may appoint employees of the Association from time to time in accordance with relevant laws of the Australian Capital Territory and the Commonwealth, and any applicable industrial relations award or enterprise agreement. Employees of the Association must enjoy the same conditions and entitlements as employees of the University. Employees of the Association must enjoy above award rates of pay.

MEETINGS

14 General Meetings

A general meeting of the Association shall be called by the Deputy Editor-in-Chief at the direction of the Board, or upon receipt of a written request signed by at least twenty (20) ordinary members. There is no limit to the number of general meetings which may be held each year.

14.1 A general meeting must only be held on an academic day.

14.2 Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, notice of the time, place and provisional agenda of a general meeting shall be given by advertisement to members at least seven (7) days prior to the meeting.

14.3 Advertisement shall be effected by:

(a) the placement of a notice in an official newspaper, website, or similar publication that the ANU Student Media might produce; and

(b) prominent and informative notices posted at the primary thoroughfares at each College and in Union Court.
14.4 Matters for inclusion on the agenda of a general meeting, other than those matters requiring a special resolution, may be submitted by any member and must be given to the Deputy Editor-in-Chief at least two (2) academic days prior to the meeting. In any case there shall be an item on the agenda under which any other business may be raised by those present at the meeting.

14.5 The quorum at a general meeting shall be twenty (20) ordinary members.

14.6 Decisions at a general meeting must be by a majority vote of ordinary members present. In the event of a tie, the chairperson shall have a casting vote as well as a deliberative vote. At the request of any five (5) ordinary members present at the general meeting, a secret ballot shall be held. Voting by proxy shall not be permitted at any general meeting of the Association.

14.7 A general meeting must be run in accordance with standing orders determined by the Board.

14.8 The Chairperson at a general meeting is the Editor-in-Chief.

15 Annual General Meetings

15.1 The Annual General Meeting (AGM) of the Association must be convened by the Board within five (5) months of the end of the financial year, and must be held on an academic day. The financial year of the Association shall commence on the last day of December in each year, and end on the last day of November in the following year (in accordance with section 17.6.1 of this constitution).

15.2 The Editor-in-Chief’s Annual Report, the Managing Editor’s Annual Report, draft budget and duly audited Annual Financial Statements and such other reports as the Board determines shall be presented at the AGM and shall be made available for inspection by members at least fourteen (14) calendar days before the AGM.

15.3 The AGM must be conducted in accordance with the rules for general meetings with the additional provision that a notice of the AGM shall also be sent to every member for whom the Association has a University email address.

16 Board Meetings

16.1 The Board must meet at least once each fortnight during the academic year. Meetings of the Board may be convened at any time by the Editor-in-Chief.

16.2 The quorum at a meeting of the Board is five (5) members of the Board and must include at least two (2) Executive Officers of the Association.

16.3 The Deputy Editor-in-Chief must provide notice to all members of the Board by email.

16.4 Decisions at a Board meeting shall be by a majority vote of members present. In the event of a tie, the chairperson shall have a casting vote.
as well as a deliberative vote. At the request of any two (2) Board members present at the Board meeting, a secret ballot shall be held. Voting by proxy shall not be permitted at any Board meeting.

16.5 When necessary, the Board may approve motions through email or other such technologically mediated communicative forms, as long as the process to technologically approve such a motion has been previously authorized by the Board at any Board meeting. Any Board member may ask to postpone electronic discussion of the motion and ask for approval at a Board meeting.

FINANCE

17 The Association and the Board will exercise all due-care and diligence in the management of the financial affairs of the Association.

17.1 Members’ Benefit

No member of the Association shall benefit from any funds held by the Association except by way of bona fide remuneration for liabilities incurred on behalf of the Association.

17.2 Honoraria for Members of the Board

A general meeting of the Association may authorise the payment of honoraria to the Members of the Board.

17.3 Budget

The Managing Editor will prepare a budget, to be presented to the first meeting of the Board of the calendar year, for approval. The Managing Editor will report to each meeting of the Board on the current budgetary position of the Association.

17.4 Audited Statements

The Managing Editor will prepare all relevant financial statements and records for audit and presentation at the AGM in compliance with all relevant legislation. The Managing Editor must ensure that the audit is completed at least fourteen (14) working days before the AGM. In accordance with the relevant legislation, the Managing Editor must lodge the annual return of the Association within six (6) months of the end of each financial year.

17.5 Other Financial Provisions

17.5.1 The financial year of the Association shall commence on the first day of December in each year, and end on the last day of November in the following year.

17.5.2 The Association may maintain such bank accounts in its name as the Board deems necessary.

17.5.3 Withdrawal of monies from any bank account of the Association may only be authorised by any two (2) of the Editor-in-Chief, Deputy Editor-in-Chief and Managing Editor.
17.5.4 No person may incur liabilities on behalf of the Association without consulting the Editor-in-Chief or the Managing Editor. Should a situation arise where actions taken in good faith have caused expenditure to exceed a budget estimate, then this fact must be reported to the next meeting of the Board.

17.6 Association Books

Subject to the relevant legislation the Deputy Editor-in-Chief must keep in their custody or under their control all records, books and other documents relating to the Association. The records, books and other documents of the Association shall be open to inspection in the office of the Association at any reasonable hour.

AUDITOR

18 An auditor, not being a member of the Association, will be appointed by the Board and will audit the financial affairs of the Association each financial year and certify as to the correctness of the Annual Financial Statements.

FREEDOM OF INFORMATION

19 Specified Documents

Upon receipt of a request in writing, the Board shall supply to any member of the Association within fourteen (14) days copies of:

(a) this Constitution, as amended;
(b) any regulations or orders of the Association;
(c) the minutes of any general meeting or Board meeting;
(d) audited financial statements and Managing Editor’s reports;
(e) the current draft or approved budget; and
(f) the most up-to-date version of the record of the published and unpublished contributions made to publications of the Association maintained by the Deputy Editor-in-Chief.

20 General Freedom of Information

20.1 Upon receipt of a request in writing, the Board must within fourteen (14) days grant to any member of the Association access to documents or electronic records other than those referred to in section 19 produced by the Association, its officers, employees or the Board, except that the Deputy-in-Chief may restrict access to protect the confidentiality of any document or records.

20.2 Access to any document or record not produced by the Association, its officers, employees or the Board but which has been submitted to or is held by the Association explicitly or implicitly in confidence, must only be granted with the permission of the other parties to that document or record. All disputes concerning access shall be resolved by the Board.

COMMON SEAL

21 The Association will keep and maintain a Common Seal of the Association. The Common Seal must:
(a) be kept in the custody of the Editor-in-Chief; and
(b) not be attached to any instrument except by the authority of the Board
and the attaching of the common seal must be attested by the
signatures of two (2) members of the Board, one (1) of whom must be
the Editor-in-Chief or the Managing Editor.

INTERPRETATION

22 The Deputy Editor-in-Chief of the Association is empowered to interpret this
Constitution. An alternative interpretation of this Constitution may only be
made by:

(a) Two-thirds of those members present and voting at a meeting of the
Board; or
(b) Two-thirds of those members present and voting at a general meeting
of the Association.

REGULATIONS AND ORDERS

23 Subject to this Constitution, the Board may make such regulations or orders as
it sees fit to assist the convenient conduct of the Association’s business. These
regulations may include, but are not necessarily limited to, standing orders to
govern the conduct of any meeting of the Association or its members,
methods by which meetings and elections are to be advertised, and electoral
regulations to govern the conduct of any election held by the Association. These
regulations or orders must be advertised and made available to all members.

ALTERATION OF THE CONSTITUTION

24 This Constitution may be amended by special resolution at any general
meeting of the Association in accordance with section 15 except that at least
twenty-one (21) days notice of the special resolution shall be given to
members and a decision to amend the Constitution must require the support
of three-quarters (75%) of ordinary members present and voting.

24.1 Full notice of proposed amendments to the Constitution shall be given
to members at the same time and in the same way as notice of the general
meeting at which the amendments are to be proposed.

24.2 The Deputy Editor-in-Chief must ensure that, once passed at a
general meeting, amendments to the Constitution are submitted to the
Council for ratification and thence to the relevant local authority.

24.3 No amendment to the Constitution will have any effect until ratified by
the Council and, if necessary, by the relevant local authority.

INDEMNITY

25 All members and employees of the Association are indemnified by the
Association against losses or expenses incurred by them in or about the
discharge of their respective duties except against any liability that by law
would otherwise attach to them in respect of any negligence, default, breach
of duty or breach of trust of which they may be guilty in relation to the Association.

DISSOLUTION OR WINDING-UP
26 A motion may be put to dissolve or wind up the Association, subject to sub-sections 27.1, 27.2 and 27.3.

26.1 A motion to dissolve or wind up the Association may be considered at any general meeting of the Association where twenty-one (21) days’ notice of such a general meeting has been given to members, accompanied by a notice of intention to propose a motion to dissolve or wind up the Association.

26.2 A motion to dissolve or wind up the Association must be passed by a special resolution, at least three quarters (75%) of those present and voting at a general meeting held in accordance with section 15.

26.3 In the event of the Association being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

GRIEVANCES AND DISPUTES

27 Grievances and Disputes Panel

The Association has a Grievances and Disputes Panel to hear and resolve grievances and disputes between members of the Association and members of the Association and the Board. The Panel may also hear complaints about publications of the Association from non-members.

27.1 Membership of the Panel

The Grievances and Disputes Panel has three (3) members:

(a) one (1) ordinary member of the Association appointed by the Board who must not be a member of the Board or a co-opted member;
(b) one (1) ordinary member of the Association elected at any Annual General Meeting of the Association who must not be a member of the Board or a co-opted member; and
(c) one (1) staff member of the University appointed by the Vice-Chancellor.

The ordinary members of the Panel appointed by the Board and the Annual General Meeting must be appointed annually. A general meeting may remove a Panel member.

27.2 Grievances and Disputes

The Grievances and Disputes Panel may hear and resolve grievances and disputes relating to:

(a) an alleged breach or breaches of this Constitution or any orders or regulations made under this Constitution by an ordinary member of the Association and/or the Board;
(b) an alleged breach of the Press Council Principles in Schedule 1 of this Constitution by an ordinary member of the Association and/or the Board;
(c) an alleged breach of the Code of Conduct in Schedule 2 of this Constitution by an ordinary member of the Association and/or
In determining whether to uphold or dismiss a complaint the Grievances and Disputes Panel must apply accepted principles of natural justice, including the provision of a fair and timely hearing and published reasons for a decision.

27.3 Remedies

If a complaint is upheld, the Grievances and Disputes Panel may:

(a) revoke or suspend the membership of the Association of the person/s found to be in breach;
(b) impose a fine (which may not exceed $100AUD) on the person/s found to be in breach, the non-payment of which will result in the revocation of membership;
(c) where the complaint relates to a breach of the Press Council Principles in Schedule 1, require the publication concerned to promptly and prominently publish the decision and/or issue a retraction.

RIGHT TO APPEAL

28 Right of appeal of disciplined member

28.1 A disciplined member may appeal a decision of the Grievances and Disputes Panel at a general meeting.

28.2 The disciplined member must notify, in writing, the Deputy Editor-in-Chief of their intention to appeal within 7 academic days of being informed of the decision of the Grievances and Disputes Panel.

28.3 The Deputy Editor-in-Chief on receipt of a notice under subsection (2) must notify the Board within 1 academic day. The Board must subsequently direct the Deputy Editor in Chief to call a general meeting of the association within 21 academic days of when notice of the appeal was received.

28.4 At this general meeting of the association called under subsection (3):

28.4.1 the only business which may be considered is the appeal against the Panel’s decision;

28.4.2 the Grievances and Disputes Panel and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and,

28.4.3 the members present must vote by secret ballot on the question of whether the resolution made under section 28.3 should be confirmed or revoked.
SCHEDULES

Schedule 1 – Press Council Principles

Preamble:
In a democratic society, all people have the right to freedom of expression and to be informed. These rights cannot be secured unless the press if free to publish facts and opinions without fear or favour.

Freedom of the press, however, carries responsibilities to the public. Liberty does not mean license, and due regard must be given to other important freedoms, rights and values which are in the public interest.

Accordingly, the Press Council has laid down the following General Principles to which all publisher members are committed by the Council’s Constitution.

The General Principles Publications are free to publish as they wish by reporting facts and expressing opinions, provided they take reasonable steps to comply with the following Principles and the Council’s other Standards of Practice.

Accuracy and Clarity

1. Ensure that factual material in news reports and elsewhere is accurate and not misleading, and is distinguishable from other material such as opinion

2. Provide a correction or other adequate remedial action if published material is significantly inaccurate or misleading.

Fairness and balance

3. Ensure that factual material is presented with reasonable fairness and balance, and that writers’ expressions of opinion are not based on significantly inaccurate factual material or omission of key facts.

4. Ensure that where material refers adversely to a person, a fair opportunity is given for subsequent publication of a reply if that is reasonably necessary to address a possible breach of General Principle.

Privacy and avoidance of harm

5. Avoid intruding on a person’s reasonable expectations of privacy, unless doing so is sufficiently in the public interest.

6. Avoid causing or contributing materially to substantial offence, distress or prejudice, or a substantial risk to health safety, unless doing so is sufficiently in the public interest.

Integrity and Transparency

7. Avoid publishing material which has been gathered by deceptive or unfair means, unless doing so is sufficiently in the public interest.

8. Ensure that conflicts of interests are avoided or adequately disclosed, and that they do not influence published material.

SCHEDULES
Schedule 1 – Press Council Principles

The freedom of the press to publish is the freedom, and right, of the people to be informed. These are the justifications for upholding press freedom as an essential feature of a democratic society. This freedom includes the right to publish the news, without fear or favour, and the right to comment fairly and responsibly upon it.

The freedom of the press is important more because of the obligation it entails towards the people than because of the rights it gives to the press. Freedom of the press carries with it an equivalent responsibility to the public. Liberty does not mean licence.

The Board must ensure that publications of the Association are published in line with the Principles in this Schedule.

Principles

1. Publications should take reasonable steps to ensure reports are accurate, fair and balanced. They should not deliberately mislead or misinform readers either by omission or commission.

2. Where it is established that a serious inaccuracy has been published, a publication should promptly correct the error, giving the correction due prominence.

3. Where individuals or groups are a major focus of news reports or commentary, the publication should ensure fairness and balance in the original article. Failing that, it should provide a reasonable and swift opportunity for a balancing response in an appropriate section of the publication.

4. News and comment should be presented honestly and fairly, and with respect for the privacy and sensibilities of individuals. However, the right to privacy is not to be interpreted as preventing publication of matters of public record or obvious or significant public interest. Rumour and unconfirmed reports should be identified as such.

5. Information obtained by dishonest or unfair means, or the publication of which would involve a breach of confidence, should not be published unless there is an over-riding public interest.

6. Publications are free to advocate their own views and publish the by-lined opinions of others, as long as readers can recognise what is fact and what is opinion. Relevant facts should not be misrepresented or suppressed, headlines and captions should fairly reflect the tenor of an article and readers should be advised of any manipulation of images and potential conflicts of interest.

7. Publications have a wide discretion in publishing material, but they should balance the public interest with the sensibilities of their readers, particularly when the material, such as photographs, could reasonably be expected to cause offence.
Publications should not place any gratuitous emphasis on the race, religion, nationality, colour, country of origin, gender, sexual orientation, marital status, disability, illness, or age of an individual or group. Where it is relevant and in the public interest, publications may report and express opinions in these areas.

Schedule 2 – Code of Conduct

Board members, sub-editors and staff are expected to carry out their duties honestly, responsibly and impartially to the best of their ability. This Code of Conduct applies to Board members, sub-editors and staff during those times in which they perform work for the Association. It does not apply to conduct engaged in outside of official work.

Exercising care and diligence

All Board members, sub-editors and staff members should:

(a) carry out their duties in a professional, responsible and conscientious manner;
(b) carry out official directions and policies in a faithful, impartial and transparent manner;
(c) ensure decisions can be seen to be reasonable, fair and appropriate to the circumstances based on consideration of all the relevant facts;
(d) report genuinely suspected or known fraud or corrupt conduct to appropriate authorities;
(e) take reasonable steps to ensure adequate protection of all confidential information;
(f) take reasonable steps to ensure compliance with intellectual property laws;
(g) maintain as appropriate the confidentiality of Association dealings when interacting with outside organisations and others within the Association;
(h) maintain adequate security over Association property, facilities and resources and information;
(i) ensure that Association resources are managed effectively and efficiently.

Respect and fair treatment of people

This obligation covers the conduct of Board members, sub-editors and staff members in their dealings with others including students, staff of the University and members of the community.

All Board members, sub-editors and staff members should:

(a) treat others with respect;
(b) treat others with courtesy, fairness and equity;
(c) engage in conduct that is respectful of differences and non-discriminatory on the basis of sex, race, sexuality, disability, cultural background, religion, marital status, age, union affiliation, political conviction or family responsibilities;
(d) avoid behaviour that may be reasonably perceived as harassing, intimidating, overbearing, bullying or physically or emotionally threatening;
(e) be responsive, courteous and prompt in Association dealings.
PART 5 – OTHER MATTERS FOR NOTING

C24.-25  Confidential to Council Members
26. WORK, HEALTH AND SAFETY PERFORMANCE AT ANU

PURPOSE
To note the report on Work, Health and Safety performance at ANU; and action being taken to improve performance.

PREPARED BY
Director, Human Resources

REVIEWED BY
Executive Director (Administration and Planning)

APPROVED BY
Vice-Chancellor

SPONSOR
Vice-Chancellor

RECOMMENDATION
That Council note the report on Work, Health and Safety performance at ANU for the 2014 reporting period; and action being taken to improve performance (180/2015).

ACTION REQUIRED
For discussion ☑ For decision ☐ For information ☑

CONSULTATION
Staff ☑ Students ☐ Alumni ☐ Government ☐ Other ☐ Not applicable ☐

BACKGROUND
There are 5 key update areas for Council’s noting:

1. Rehabilitation Management System Audit: Corrective Action Plan

The University underwent an internal audit in April 2013 and recommendations were delivered in August 2013 to develop and implement a rehabilitation management system. A corrective action plan was developed and sufficient progress was made for Comcare to issue a certificate of compliance in June 2014. The University reports to Comcare regularly on progress towards a fully compliant system, including recent achievements in improving early intervention and the quality of rehabilitation services for University staff.

Rehabilitation case management resources were increased by almost 50% in the second half of 2014 (from 3 to 5.8 Full-Time Equivalent). A renewed focus on early intervention and early access to University-funded treatment has resulted in less time off work and reduced Comcare claim numbers. Regular case conferences are held with Comcare’s claims management officers and rehabilitation advisors to optimise rehabilitation outcomes. Standard operating procedures have been developed for the management of early intervention, claims management and rehabilitation. The Rehabilitation Case Manager Handbook 2015 has been revised.

The training needs of Rehabilitation Case Managers and HR Managers were identified and training has been provided on the management of psychological injury in the workplace, mental health first aid and privacy. More than 55 staff have undertaken this training since Q4 2014.

2. WHS Management System

The University’s WHS Management System was audited by Comcare in 2012 and of the 84 audit criteria there were 56 non-conformances. A full review of the University’s WHS Management System²

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² That part of the overall management system which includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving,
is being undertaken as a key deliverable of the Workers’ Compensation Self-Insurance Project (see paragraph 3 below).

In 2014 a limited number of WHS policies and procedures were reviewed due to staffing constraints and the imminent changes to the policy structure expected as an outcome of the Workers’ Compensation Self-Insurance Project. Policies related to legislative obligations and high risk activities were prioritised for review.

The University has developed a new WHS data reporting system. ANU Insight is due for release in early May and will provide Colleges, Schools and Divisions with greater visibility of WHS performance thereby enabling a more targeted approach to the management of WHS issues.

3. Self-Insurance Licence

The University is currently insured via the Comcare workers’ compensation scheme as a premium paying agency, rather than a licensed agency. As part of the 2013 budget reforms, the University allocated funding to explore the option of a workers’ compensation self-insurance licence.

Under the Commonwealth workers’ compensation scheme, a licensee is an organisation approved by the Safety, Rehabilitation and Compensation Commission (SRCC) to meet the cost of its workers’ compensation liabilities and manage its own workers’ compensation claims.

ANU is eligible to apply for a self-insurance licence. A Workers’ Compensation Self-Insurance Project has been established using University Council approved funding. The Tier 1 project commenced in late 2014 with the appointment of a Project Manager by the Service Improvement Group and the engagement of the WHS consultancy firm (Lane Safety Systems).

The primary goal of the Workers’ Compensation Self-Insurance Project is to improve health and safety outcomes, reduce compensation costs and achieve WHS compliance.

A gap analysis conducted in February 2015 by Lane Safety Systems confirmed the findings of earlier audits in regard to non-conformances and the lack of a systemic approach to WHS management. Non-conformances substantially relate to the absence of the cyclic process of a typical safety management system of planning, implementing, verifying and rectifying (Plan, Do, Check, Act). Weaknesses were identified in risk management processes for the identification and assessment of hazards.

The gap analysis also found a lack of synergy between University WHS policy and procedures administered by Work Environment Group (WEG) and the development of local College, School and Division documentation and processes.

As expected, the University does not meet the audit requirements for self-insurance but is in a position to do so in the future. The gap analysis report notes that this is not a reflection on the ANU commitment to safety and/or safety performance, but instead is a deficiency in the University’s safety documentation, as audited, not meeting the specific requirement of the audit tool.

An executive summary of the gap analysis report is at Attachment A.

The issues identified in the recent gap analysis are being addressed through the Workers’ Compensation Self-Insurance Project, as well as via other WEG-led activities as detailed at paragraph 6 below. A full program of work will be developed by mid-2015.

4. Staffing Arrangements

Two senior staff members from WEG retired at the end of 2013 under the University’s Voluntary Early Retirement Scheme.

**PART 5 – OTHER MATTERS FOR NOTING**
The establishment of a new WEG management team is close to completion. A new Associate Director was appointed in July 2014. A new Manager, Injury Prevention position was created and filled in December 2014. This position will focus on the prevention of psychological injury and occupational overuse injury. There have been delays in permanently filling the Manager, Injury Management position which has been substantively vacant since late 2013. Recent recruitment identified a suitable candidate and an offer has been made. It is hoped that a new appointee will commence by July.

Currently the WEG Management team includes Ms Margaret Theakston, Associate Director, Ms Ingrid Krauss, Manager, Injury Prevention and Mr Roy Schmid, Manager, WHS.

Three new Rehabilitation Case Managers were appointed in late 2014, including a new Disability Advisor.

As the new WHS Management System is implemented over coming months and years, further review of the WEG structure will be undertaken to optimise business outcomes.

5. WHS Performance

The report on annual WHS Performance at ANU 2014 (Attachment B) provides details on incidents, claims and WHS activities, including comparison with other GO8 Universities and Comcare insured agencies. A summary of key information from this report is provided below.

Claims Incidence

The University’s WHS performance in 2014 is very good in comparison with other GO8 Universities (Table 1) and other Comcare insured agencies (Table 2).

For example, in comparison to other GO8 Universities, ANU has the equal lowest Lost Time Injury (LTI) Incident Rate and the second lowest number of accepted claims. The LTI Frequency Rate is the second lowest in the GO8. In 2014, the GO8 average for Lost Time Days is 32 days and the ANU average is 12 days.

This is a significant improvement on the 2013 GO8 report when the University had the highest LTI Frequency Rate and the second highest average Lost Time Days. In particular, both the LTI Frequency Rate and the average Lost Time Days were significantly higher than the average.

In 2014, there was a notable reduction in incidents, Comcare claims and lost time injuries. The number of reported incidents reduced from 548 (2013) to 435 (2014). Accepted Comcare claims significantly reduced from 53 (2013) to 34 (2014). Lost time injury frequency rate (LTIFR) reduced significantly from 4.2 (2013) to 1.0 (2014).

In previous years the three injury groups most impacting the Comcare premium were (in order of impact:

1. Body Stressing (occupational overuse and manual handling injuries
2. Falls, Trips and Slips
3. Mental Stress.

While these three injury groups continue to represent the highest claim cost and frequency, there was significant reduction in claim numbers in 2014 for two of these groups.

There was a significant reduction in the University’s Body Stressing claim frequency in 2014 (34 claims) compared to 2013 (53 claims). This reduction would partly be due to the nine (9) Body Stressing injuries funded from early intervention funding in Q4 2014, as well as ergonomic adjustments and education.

There was a slight increase in the University’s Falls, Trips and Slips claims from 2013 (5 claims) to 2014 (6 claims). The number of the University's accepted Mental Stress claims reduced by 50% between 2013 (6 claims) and 2014 (3 claims).
A detailed analysis of the injury types claimed by ANU compared to other Comcare insured agencies has not been conducted. Information was provided at a recent meeting between ANU and Comcare executive which highlighted the University’s good performance in regard to psychological injury rates and costs.

In the public sector, 14% of claims relate to psychological injury and at the ANU, 7% of claims relate to psychological injury. In the public sector, psychological injuries account for 42% of claim costs and time off work. By comparison, at the ANU psychological injury claims are only 19% of cost and time off work.

Compensation Costs

In comparison to other GO8 Universities, the University’s premium costs are significantly higher. In 2014, the average GO8 University premium rate was 0.6% of payroll costs, while the ANU premium rate was 2.32% of payroll costs (Table 1).

A comparison of the University’s premium rate (expressed as a % of total payroll costs) is shown at Table 2. The University has consistently performed better than other Comcare-covered agencies until 2014/15 when the ANU premium rate increased to 0.20% higher than other agencies.

The University has experienced significant premium increases over the past 3 years as shown by Chart 1 below. The premium increases do not reflect the University’s good WHS performance and is largely due to the impact of Comcare’s premium funding model which includes components for funding the ‘pool’ risk of other agencies and a recovery margin applied since 2012. The recovery margin was introduced by Comcare to remedy underfunding of the scheme due to cost increases and poor investment returns.

Whilst the broader Commonwealth performance continues to decline (as evidenced by premium rates) the premium for the University will continue to increase irrespective of the University’s performance. Moving to a self-insurance model is a financial imperative for the University in order to both improve conformance and manage associated costs.

Table 1: Go8 Comparison for 2014

<table>
<thead>
<tr>
<th>University</th>
<th>Accepted Claims Rate</th>
<th>LTI Incident Rate</th>
<th>LTI Frequency rate</th>
<th>Average Time Lost Days</th>
<th>Premium as a % of payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University of Adelaide</td>
<td>0.7</td>
<td>0.3</td>
<td>1.5</td>
<td>9</td>
<td>0.16</td>
</tr>
<tr>
<td>Australian National University</td>
<td>0.6</td>
<td>0.2</td>
<td>1.2</td>
<td>12</td>
<td>2.32</td>
</tr>
<tr>
<td>The University of Melbourne</td>
<td>0.9</td>
<td>0.2</td>
<td>1.2</td>
<td>22</td>
<td>0.5</td>
</tr>
<tr>
<td>Monash University</td>
<td>0.4</td>
<td>0.2</td>
<td>1.3</td>
<td>46</td>
<td>0.28</td>
</tr>
<tr>
<td>The University of New South Wales</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
</tr>
<tr>
<td>The University of Sydney</td>
<td>1.1</td>
<td>0.2</td>
<td>1.1</td>
<td>8</td>
<td>0.13</td>
</tr>
<tr>
<td>The University of Queensland</td>
<td>1.4</td>
<td>0.2</td>
<td>1.2</td>
<td>12</td>
<td>0.25</td>
</tr>
<tr>
<td>The University of Western Australia</td>
<td>0.9</td>
<td>0.4</td>
<td>2.1</td>
<td>7</td>
<td>0.48</td>
</tr>
<tr>
<td>Average</td>
<td>0.9</td>
<td>0.2</td>
<td>1.4</td>
<td>32</td>
<td>0.6</td>
</tr>
<tr>
<td>ANU Difference to Average</td>
<td>-0.3</td>
<td>0</td>
<td>-0.2</td>
<td>-20</td>
<td>1.72</td>
</tr>
</tbody>
</table>
Table 2: Premium performance (% of total payroll costs) - Comcare Agencies

<table>
<thead>
<tr>
<th>Agency</th>
<th>2010/11</th>
<th>2011/12</th>
<th>2012/13</th>
<th>2013/14</th>
<th>2014/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian National University</td>
<td>0.81%</td>
<td>0.88%</td>
<td>1.57%</td>
<td>1.62%</td>
<td>2.32%</td>
</tr>
<tr>
<td>Comcare covered agencies (including ANU)</td>
<td>1.20%</td>
<td>1.41%</td>
<td>1.77%</td>
<td>1.81%</td>
<td>2.12%</td>
</tr>
<tr>
<td>ANU-Comcare covered Agencies Difference</td>
<td>-0.39%</td>
<td>-0.53%</td>
<td>-0.20%</td>
<td>-0.19%</td>
<td>0.20%</td>
</tr>
</tbody>
</table>

Chart 1: ANU Comcare Premium Dollar Amount

6. WHS Improvements and Actions

WEG is taking a strong leadership role in improving the management of safety and health at the University.

Some of the current initiatives include:

1. increasing engagement with ANU officers with local WHS responsibilities
2. reviewing WHS governance committee arrangements
3. developing an ANU Hazard Profile and policy gap analysis
4. mapping existing ANU policy and procedure against the hazard profile and legislative compliance requirements
5. reviewing WHS risk assessment processes
6. reviewing and improving the Injury Management System
7. analysing WHS training needs and developing new training (as needed)
8. developing and implementing initiatives that target key WHS issues including Mental Stress, Body Stressing and Falls, Trips and Slips
9. promoting early incident reporting and
10. contributing to the search for an new Enterprise-Wide Risk Management System.

\[ Data\ source: \ Comcare\ Annual\ Report\ 2013-14. \]
ATTACHMENTS


COMMUNICATION

For public release ☐ For internal release ☐ Not for release ☑

PART 5 – OTHER MATTERS FOR NOTING
Executive Summary Self-Insurance Gap Analysis Report Australian National University

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Tel 02 9025 3909 Fax 02 9025 3990 Mobile 0412 931 746
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Acknowledgments

Lane Safety Systems gratefully acknowledges the work and assistance in the undertaking of the gap analysis audit and the production of this document by Margaret Theakston, Melissa Deaner, Julie Bland and the many college and school participants that were interviewed.

Report Details

This report was produced by Darren Lane of Lane Safety Systems for Australian National University (ANU) in February 2015.

About the Author

Managing Director of Lane Safety Systems a highly reputable and experienced company that specialises in assisting high profile businesses develop effective safety management systems.

My expertise spans a number of key safety areas including compliance with various regulatory authorities, WHS legislative and self-insurance licensing conditions, and the development of safety management systems. I have worked with a broad range of clients, both government and non-government, in various industry sectors.

My track-record includes the creation of numerous client focused safety management systems over our 12 year history tailored to meet organisational needs and to ensure compliance with the regulatory authority for self-insurance licensing conditions.

A major focus is to digest and interpret the technical details of the regulators requirements and match them to an organisations safety management system needs.
**Purpose**

This report has been prepared in support of the Australian National University application for a self-Insurers licence.

**Scope**

To conduct a gap analysis audit of Australian National University safety documentation to the National Self Insurer WHS Audit Tool (NAT CTH) version 3.

**Methodology**

Undertake a comparative assessment to the National Self Insurer WHS Audit Tool (NAT CTH) version 3 by reviewing all five elements of the NAT CTH using a specifically developed gap analysis auditing tool compliant with the regulator requirements.

All documentation sourced relevant to the elements of the National Self Insurer WHS Audit Tool (NAT CTH) was assessed to determine whether it is sufficient in scope, content and form.

Discussions were also undertaken with representatives at a number of colleges/schools to form an understanding on:
- Level of utilisation of ANU safety documentation
- Applicability of criteria from NAT CTH with operational focus
- Applicability of WHS Legislation - risk activities.

The sampling of colleges/schools included representation from 7 schools covering 5 colleges.
Executive Summary

Introduction

This report has been prepared in support of the Australian National University (ANU) application for a self-Insurer’s licence and details the results of a gap analysis audit undertaken by Lane Safety Systems on the ANU safety documentation.

The task involved auditing the ANU safety documentation against all five elements of the National Self Insurer WHS Audit Tool (NAT CTH) Version 3;

Element 1: Health and safety policy
Element 2: Planning
Element 3: Implementation
Element 4: Measurement and Evaluation
Element 5: Management Review

The National Self Insurer WHS Audit Tool (NAT CTH) consist of five elements with 108 criteria within defined sub elements and seeks to achieve continuous improvement in safety performance through the progressive development of more effective management systems.

The audit was undertaken on the above described elements of the NAT CTH, using a specifically developed auditing tool compliant with criteria requirements of the regulator.

ANU Safety Documentation

The ANU safety documentation (public facing) located on the ANU website was examined to determine compliance to the 108 criteria of the NAT CTH.

Documentation residing within ANU Colleges/Schools intranets was not reviewed.

All documentation sourced relevant to the elements of the NAT CTH were assessed to determine whether they were sufficient in scope, content and form.

Verification activities were not undertaken to determine the level of implementation and or college/school compliance to those documented activities.

Application of the Gap Analysis to Colleges/Schools

Discussions with representatives at a number of colleges/schools was undertaken to form an understanding on;

- Level of utilisation of ANU safety documentation
- Applicability of criteria from NAT CTH with operational focus
- Applicability of WHS Legislation - risk activities
In discussions it was identified that a low level of utilisation of ANU website safety documentation existed with the representative colleges/schools. It was often described that current ANU safety documentation on the website was used as a starting point to develop local documentation.

It was also identified during discussion that the following topics from the ANU website were consistently used across the colleges/schools sampled;

- Emergencies;
- Safety Committees;
- Induction.

A high level of applicability across the colleges/schools was identified on those NAT CTH criteria that have an operational level relevance and focus.

This recognises the diversity of activities within the colleges/schools and the considerable amount of criteria from the NAT CTH that need to be developed and implemented within the college/schools.

Examples of applicability within college/schools was also identified on the majority of risk based work health and safety legislative obligations.

Again this recognises the diversity of activities undertaken within the college/schools and the amount of work health and safety legislative obligations that need to be included within a safety management system.

The colleges/schools have developed safety related documents that generally address locally identified safety matters. This safety documentation as described is being developed consistently and independently of other colleges/schools.

The NAT CTH requirements and work health and safety legislative obligation to some degree are being undertaken at colleges/schools but are either not adequately documented or not documented at all to meet the NAT CTH requirements.

**Gap Analysis Result**

The safety documentation sourced on the ANU website for the gap analysis is not in itself representative of a safety management system in content and or structure.

The cyclic process of a typical safety management system of plan, do, check, act is either not addressed or is insufficient in detail to ensure a consistent and repeatable outcome of a systems approach.

The existing health and safety documentation has been developed to meet regulatory, Australian standard and or hazard risk based requirements rather than a systemic approach. The content of safety documentation reviewed for the purposes of the gap analysis reflects this approach.
This approach has a number of limiting factors which does not provide a suitable outcome to the University in addressing its health and safety self-insurance requirements in the provision of a safety management system.

These limiting factors include:

- The health and safety documentation has been developed to meet specific regulatory and or Australian standard rather than ANU self-insurance needs;
- Where there is a dramatic change in regulatory requirements and or Australian standards the University’s health and safety documentation provides little value in achieving an appropriate level of compliance.

Each of the colleges/schools sampled have developed a number of safety related procedural documents to deal with local specific risk and safety operational issues.

The college/school developed documentation however, has been developed without a compliant ANU safety management system to provide guidance and direction to deliver an outcome consistent with expectations applicable to a self-Insurer.

They typically include a range of mainly unrelated, independent processes and procedures.

A safety management system needs to be developed and implemented across the “entire” University (including locations outside the campus).

Through the sampling activities undertaken within the colleges/schools it was identified that numerous safety activities are being undertaken relevant to the NAT CTH requirements but are not documented to the NAT CTH standard.

This provides a great opportunity to build upon current safety documentation and processes, by documenting them within a safety management system to the NAT CTH requirements.

The audit revealed that all five (5) elements of the National Self Insurer WHS Audit Tool (NAT CTH) as audited, are not being met by the ANU safety documentation to the minimum standard required to obtain a self-insurer’s licence.

In general, the documents reviewed for the purposes of the gap analysis audit, which in any way addressed the NAT CTH, were sparse in detail and could not currently provide assistance to the University in addressing a systemic approach to work health and safety at a self-insurance level.

This is not a reflection on the ANU commitment to safety and or safety performance, but instead a deficiency in the University’s safety documentation as audited, not meeting the specific requirements of the NAT CTH.

The performance level expected of a self-insurer is considerably above the performance level of current work health and safety legislative obligations.
The NAT CTH in itself does not measure an organisation's safety performance but compliance to comprehensive criteria.

Consistency in procedural content

Individual criteria described within the five elements of the NAT CTH contains activities that need to be applied across the University’s entire safety management system and as such all procedural processes;

- Safety programs and procedures – formally documented;
- Responsibilities and accountability – documented and measured;
- Document control and record keeping – mandated and applied across all documentation, data and resulting records;
- Legislative obligations – identified and addressed;
- Consultation and communication – formal and documented on safety information and processes;
- Risk management approach – applied to activities;
- Review – the identification and use of mechanisms to address non-conformance.

If any of the above core processes are not addressed adequately within the ANU safety management system to the specifics of the NAT CTH, the University will not attain the required level of performance expected by the regulator for self-insurers.

The NAT CTH consistently requires procedures to be developed, maintained and measured for their effectiveness in relation to the element requirements.

The documents reviewed for the purposes of the audit typically do not provide sufficient detail on “how” process are to be achieved. Typically “what” is described to be undertaken, with little and or no guidance for the responsible person on “how” it is to be achieved.

In addition, documents typically do not provide sufficient detail on “who” has responsibility to manage and or undertake an activity and or process. The requirement for specific health and safety responsibilities has not been defined and documented adequately.
Recommendations

It is considered that Australian National University is in a position to pursue a self-insurance licence.

It is recommended that the ANU embark on a detailed, planned, structured and resourced program to develop the organisation’s safety management system for self-insurance.

The developed safety management system needs to be applied across all colleges/schools in accordance with the requirements of the National Self Insurer WHS Audit Tool (NAT CTH) and meet the work health and safety needs of the University by adopting the following:

- Develop a comprehensive safety management system development program schedule to address identified non-conformances.
- That a system and colleges/schools development, resourcing, reporting and evaluation processes need to complement the development program at the system level to ensure implementation.
- That a system level and colleges/schools level verification activities are scheduled to confirm that improvement activities have been implemented and met compliance requirements.

The task of complying with the National Self Insurer WHS Audit Tool (NAT CTH) with verifiable evidence of implementation at the system level and in all colleges/schools and off campus locations must be completed before a successful regulator audit outcome can be expected.

The complete finding on each of the 108 criteria within the National Self Insurer WHS Audit Tool (NAT CTH) is described within the comprehensive Self Insurance Gap Analysis Report.
**National Self Insurer WHS Audit Tool Summary**

The results of this audit indicate that ANU does not have a safety management system that complies with all the requirements of the National Self Insurer WHS Audit Tool (NAT CTH).

The significance of the degree and scope of non-conformances with the NAT CTH requirements would need to be addressed to ensure that a self-insurer’s licence is issued to ANU.

Due to the nature and number of deficiencies found during the course of the audit, it is suggested that these system deficiencies cannot be rectified within the safety management system, implemented and verifiable evidence of implementation produced at the University and college/school level within a short time frame.

Described below is a summary of key areas within each of the 5 elements of the National Self Insurer WHS Audit Tool (NAT CTH).

In general, the documents reviewed for the purposes of the gap analysis, which addressed the NAT CTH, were lacking in scope of application and detail.

**Element 1: Health and safety policy**

ANU safety policy has been endorsed by senior management within the University, the policy content does not however reflect the required criteria commitments.

The processes for the development of policy are not described and or the processes for the availability of the policy.

**Element 2: Planning**

Legal requirements criteria were found reasonably addressed informally, but not detailed enough on “how” procedurally.

Additional documented information was required in relation to how changes to health and safety legislation, standards, and codes of practice, generate a review of existing procedures and processes.

The production of safety objectives and targets and performance indicators is not adequately addressed in documentation sourced for the purposes of the gap analysis. Subsequently the production of health and safety plans and the associated resourcing requirements are not addressed to NAT CTH criteria.

**Element 3: Implementation**
Responsibility, authority, and accountability were not well-defined generally across documentation and within hazard specific procedures. An accountability process to determine safety responsibilities will need to be procedurally documented.

Additional NAT CTH requirements to be addressed include safety reporting relationships, methodology for communication of responsibility, authority, accountability and the accountabilities for contractors.

It was noted that defined responsibilities within safety procedures were described, but were not necessarily responsibilities and simply reflected tasks and activities that need to be undertaken.

Training and competency requirements were found to be under developed procedurally. The NAT CTH requires additional specific criteria to be addressed for the training element. Currently, these items have not been addressed including, training needs analysis for identifying training, competency assessment, written training plans and refresher training.

Consultation processes were not found to be well documented. Activities in relation consultation were described although not systematic.

Communication processes were found to be generally lacking in detail. The NAT CTH has a number of specific requirements that need to be addressed.

Safety reporting requires information in relation to system failure and initiators for reporting, inspection and testing reporting requirements. A requirement exists for safety performance to be included in the ANU annual report or a similar vehicle for dissemination.

Document and data control needs to be developed (as do a large number of procedural documents) and additional information included to address the broader scope of the document and data control application to both electronic and hard copy documentation.

The risk management procedure is well progressed but in the whole is written as an informative document reflective of legislative requirements rather than providing details on the organisations risk management program and subsequent processes.

Control of risk related activities and specific methodology to address risk exposure is specifically defined within the NAT CTH requirements. A number of areas were found to have not been addressed within University safety documentation and will require further development and inclusion.

Examples of these included subject areas such as:
- Access control;
- Purchasing;
- Contractor management;
- Serviceability and maintenance of PPE;
Emergency preparedness processes met the majority of intent of the NAT CTH. Additional inclusions to be considered includes the documenting processes for the assessment of firefighting equipment.

It was noted that ANU has a critical incidents process available to workers.

**Element 4: Measurement and Evaluation**

General monitoring arrangements (inspection and testing) were well developed and being undertaken within the University, but are not documented to NAT CTH requirements. Processes for identifying inspection and testing requirements were not clearly defined in scope and activity did not extend to inspection of work processes.

Additional NAT CTH requirements to be addressed included engineering controls and inspection, measuring and test equipment identification, calibration, maintenance and storage.

The Health Surveillance procedure describes processes for the health surveillance of staff, who have been identified in workplace risk assessments. In addition, exposure to a hazardous substance and a predetermined list of hazardous activities requires health surveillance. In addition, various hazard based procedures describe information in relation to health surveillance activities.

The above described processes for health surveillance require more procedural detail on how health surveillance activities are undertaken.

Incident investigation requirements were limited in scope and require further definition, although the process defined, in itself, provided a sound basis for further improvement. Insufficient detail was provided for activities associated with investigations including that investigation was to be undertaken by competent persons, the identification of factors that led to the injury, illness, incident and a determination of effectiveness of the control measures instigated as a result of an investigation.

Records management requirements for safety documentation were not defined and need NAT CTH inclusions to cover areas of identification, collection indexing etc.

No details are provided in ANU documentation sourced for the purposes of the gap analysis describing the auditing methodology and the tools used to undertake the audit program.

Insufficient detail is provided to ensure that auditing verifies all the criteria content i.e. workplace activities, procedures implementation and compliance. This includes corrective actions and how identified deficiencies are prioritised.
Documentation on auditing was found to be deficient in content, scope and to the NAT CTH criteria areas.

Element 5: Management Review

The current management review process is insufficient in content, scope and requires details on the process to be undertaken including the measurement of the effectiveness of the system management system and the direct involvement of senior management. Documentation reviewed does not describes processes for the generation of actions to improve performance.
WHS Performance at ANU
2014 Calendar Year

Paper prepared for the ANU Council
May 2015

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1 EXECUTIVE SUMMARY

This is an annual report to the Work Health and Safety (WHS) Policy Committee, Audit and Risk Committee and Council on WHS performance for the calendar year 2014. The report includes data on incidents, workers' compensation claims and key WHS Management System components, as well as comparison with external targets. It includes performance against targets established four years ago in the ANU OHS Strategic Plan 2011-2014 and is the final report against that plan.

In 2014, there was a notable reduction in incidents, Comcare claims and lost time injuries. The number of incidents reported reduced from 548 (2013) to 435. Accepted Comcare claims significantly reduced from 53 (2013) to 34 (2014). Lost time injury frequency rate (LTIFR) reduced significantly between 2013 (4.2) and 2014 (1.0).

Increased staffing resources in the area responsible for the management of rehabilitation and compensation has resulted in a stronger focus on pre-liability case management and the introduction of early intervention funding for treatment and rehabilitation. University areas collaborated to provide Comcare with good information to assist in liability decisions (five claims were rejected in 2014). The Workers' Compensation Self-Insurance Project by HR Division will further guide improvements to the WHS Management System with a view to obtaining a self-insurance license.

Occupational overuse, manual handling injuries and falls, slips and trips continue to be key cost drivers for the premium, although incident frequency has decreased significantly for all these injury groups. The majority of incidents occur when people are working at their usual workstation. For the period 2010 to 2014, the most commonly injured body locations are wrist, lower back and shoulder.

Of the seven colleges, the ANU College of Arts and Social Sciences (CASS) has the highest percentage of Comcare claims per full-time equivalent (with a rate of 1.07%). The ANU College of Medicine, Biology and Environment (CMBE) has the second lowest percentage of claims (0.57%) despite having the highest risk profile due to the hazardous nature of some work (e.g. laboratories, radiation, chemicals). CMBE had a 50% reduction in claim frequency in the past 12 months with eight claims in 2013 and four in 2014.

There was an increase in WHS training related courses provided between 2013 (93) and 2014 (119). There was a very significant increase in contractors undertaking induction training between 2013 (292) and 2014 (648).

The University continued to provide rehabilitation case management services. As at 31 December 2014 there were a total of 166 people requiring case management services; 111 compensable cases and 55 non-compensable cases. Of the 55 non-compensable cases, 34 were work-related conditions and 11 were disability cases.

The University employs ergonomically trained health professionals, who in 2014 conducted 324 office-based workstation assessments (WSA). Data is not available on WSA conducted by local Occupational Strains Liaison Officers (OSLO’s). There has been a 46% increase in the number of WSA conducted by health professionals in 2014.

While there have been improvements in lag indicator such as incident and claim frequency and cost, there is much to be done to improve the management of WHS at the University. Improvements in reporting are needed. There continues to be a lack of consistency in approach to the management of safety risk management and the culture of safety must be significantly strengthened. Duty holders under the WHS legislation should clearly understand their roles and actively seek opportunities to improve the health, safety and well-being of staff, students and others.

The Workers' Compensation Self-Insurance Project will provide the resources, planning and coordination needed to achieve the goal of being fully conformant with Comcare requirements for self-insurance.
2 INTRODUCTION

The University is committed to supporting work, health and safety (WHS) including injury prevention so that the University:

a. is a safe and healthy place for all staff, students, contractors, volunteers and public visitors;
b. is without risk to the environment; and
c. complies with the Work Health and Safety Act 2011, WHS Regulations 2011, codes of practice and other relevant legislative obligations.

In mid-2014, an early intervention initiative was launched with a renewed focus on early screening and assistance for injured or ill staff, funding for treatment and rehabilitation and the recruitment of new rehabilitation and disability case management resources. All new compensation claims are assessed in regard to key liability indicators and where appropriate, submissions are made to Comcare to assist in decision making. Work areas across the University have collaborated to improve rehabilitation case management and pre-liability information gathering. These measures contributed to the reduced claim frequency in 2014.

The Workers’ Compensation Self-Insurance Project commenced in 2015 to address non-conformances in the University’s WHS Management System and to prepare the University for possible transition to workers’ compensation self-insurance. This project will address key WHS management system issues highlighted in this report.

This report provides details of the University’s WHS performance for the calendar year 2014 including:

a. final report for the ANU OHS Strategic Plan 2011-14;
b. incident and claims data;
c. WHS management reporting on audits, inspections, WHS committee performance, health surveillance, well-being and training;
d. injury prevention and injury management activity; and
e. comparison of ANU performance with the Go8 Universities and other Comcare insured agencies.

3 ANU STRATEGIC PLAN 2011-14

The ANU OHS Strategic Plan 2011-14 provided key targets for meeting the University’s WHS commitment during that period. The four Strategic Outcomes/Priorities and achievement in 2014 is listed below:

1. Implementing Systems (not achieved);
2. Reducing the impact of injuries (achieved);
3. Reducing the number of incidents (achieved); and
4. Improving work health, safety and well-being (not achieved).

Strategic Outcome/Priority 1 Implementing systems was not met because Comcare’s 2012 audit using the National Audit Tool’s 84 criteria found 56 non-conformances within the University’s WHS Management System. Most non-conformances remain outstanding at the time of reporting.

Strategic Outcome/Priority 2 Reducing the impact of injuries and Strategic Outcome/Priority 3 Reducing the number of incidents were achieved as evidenced by the reduction in incidents, lost time injuries and claims for compensation (see sections 4 and 5 below).

Strategic Outcome/Priority 4 (Improving work health, safety and well-being) cannot be rated as being fully achieved although Voice Survey data (see Table 13 below) shows a 4% increase in awareness of occupational health and safety responsibilities. It would be difficult to state that WHS has improved when the WHS Management System has been assessed as widely non-conformant and the Voice Survey data showed a 2% decrease in staff reporting ‘feeling emotionally well’.

Table 1 below summarises the University’s performance over the last five years (2010-14) against the strategic measures outlined in the ANU OHS Strategic Plan 2011-14. Of the 15 measures only 13 are reported, as there is no method for collecting the information required to report on two of the measures. When developing the new WHS strategic plan, targets will be set only for measures that can be reported.
Table 1: ANU Strategic Plan 2010-14 Objectives

<table>
<thead>
<tr>
<th>Measure</th>
<th>2014 Target</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Number of Colleges/school/Divisions with OHS improvements plans.</td>
<td>100%</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Yes: 38%</td>
<td>No: 38%</td>
<td>No response: 24%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Number of Colleges/School/Division management meetings that have OHS as a standing agenda item.</td>
<td>100%</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Yes: 48%</td>
<td>No: 28%</td>
<td>No Response: 24%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Number of OHS Committees who present their Minutes to their executive.</td>
<td>100%</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Yes: 62%</td>
<td>No: 19%</td>
<td>No response: 19%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Number of Executives who action OHS committee recommendations.</td>
<td>100%</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>5</td>
<td>Staff and student training numbers.</td>
<td>1,500</td>
<td>1,410</td>
<td>1,616</td>
<td>4,607</td>
<td>3,545</td>
</tr>
<tr>
<td></td>
<td>100% of all managers/supervisors have completed relevant WHS training</td>
<td>*</td>
<td>*</td>
<td>43%</td>
<td>79%</td>
<td>59%</td>
</tr>
<tr>
<td>6</td>
<td>Number of new staff inducted.</td>
<td>100%</td>
<td>*</td>
<td>*</td>
<td>53%</td>
<td>85%</td>
</tr>
<tr>
<td>7</td>
<td>Number of policies, procedures and guidelines reviewed and updated.</td>
<td>100% in a 3-year cycle</td>
<td>8</td>
<td>15</td>
<td>15</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>Number of OHS Committees meeting 4 times per year.</td>
<td>95%</td>
<td>73%</td>
<td>75%</td>
<td>75%</td>
<td>52%</td>
</tr>
<tr>
<td>9</td>
<td>Number of Staff accessing Online Health.</td>
<td>50%</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>10</td>
<td>Body stressing incidents.</td>
<td>&lt; 80 per year</td>
<td>99</td>
<td>104</td>
<td>136</td>
<td>173</td>
</tr>
<tr>
<td>11</td>
<td>Falls, trips and slips incidents.</td>
<td>&lt; 40 per year</td>
<td>63</td>
<td>85</td>
<td>67</td>
<td>96</td>
</tr>
<tr>
<td>12</td>
<td>Compensation claims (accepted).</td>
<td>&lt; 35 per year</td>
<td>48</td>
<td>41</td>
<td>48</td>
<td>53</td>
</tr>
<tr>
<td>13</td>
<td>Incidence rate -accepted claims.</td>
<td>&lt; 1.00 per 100 FTE</td>
<td>1.30</td>
<td>1.07</td>
<td>1.22</td>
<td>1.34</td>
</tr>
<tr>
<td>14</td>
<td>Frequency rate -accepted claims.</td>
<td>&lt; 5.00</td>
<td>7.17</td>
<td>5.90</td>
<td>6.71</td>
<td>7.36</td>
</tr>
<tr>
<td>15</td>
<td>Lost Time Injury Frequency Rate (LTIFR).</td>
<td>&lt; 3.50</td>
<td>3.3</td>
<td>4.9</td>
<td>4.2</td>
<td>4.2</td>
</tr>
</tbody>
</table>

* no data available.
# No Response to WHS Committee Chair survey.
~ based on probation staff who completed all 4 compulsory modules.
` based on Managers who have completed all 4 compulsory modules.

Measures 4 and 9 have not been reported since the commencement of the Strategic Plan in 2010.
Measures 1, 2, 3 and 6 have not been reported prior to 2014.

1 Compensation claims (accepted) are the number of claims that have been notified to and received by Comcare within each calendar year 1 January – 31 December.
2 The incidence rate is the number of accepted claims for each one hundred workers employed. The formula used is: Incidence rate = (number of accepted claims / number of FTE workers) * 100.
3 The frequency rate is the number of accepted claims for each one million hours worked. The formula used for calculating frequency rates is: Frequency rate for accepted claims = (number of accepted claims / number of hours worked) * 1,000,000. The number of hours worked is defined as the total number of hours worked by workers covered by the compensation system during this period. The hours worked are usually represented in millions. Hours worked = 1,820 FTE working hours (52 weeks).
4 LTIFR uses the same calculation as above, except that, instead of number of accepted claims, it uses number of lost time injuries.
Measure 8 (number of OHS committee meetings) is based on a survey response rate of 81% of 21 WHS Committee Chairs.

Measure 5 (staff and student training numbers) is reported at section 7 of this report.

Measure 7 (number of WHS policies, procedures and guidelines reviewed and updated). Only 3 policies were reviewed in 2014 because of staff vacancies and a review of the methodology for policy review. There are 53 WHS policies (5), procedures (37) and guidelines (11) centrally managed and of these 48 are due for review. The Workers’ Compensation Self-Insurance Project will address the backlog of policy review.

Measure 10 (body stressing incidents). The number of occupational overuse injuries (OOS) caused by repetitive movement (e.g. computer keyboard use) have reduced significantly between 2013 (173) and 2014 (109). Section 9 reports for the first time on injury prevention activity including work station assessments (WSA) conducted by ergonomically qualified health professionals. A comparison of the past five year’s data shows a significant increase in the number of ergonomic assessments, between 2012 (4.53 per 100 FTE) and 2014 (8.63 per 100 FTE). This and other injury prevention activity would be factors in reducing the incidence of OOS.

Measure 11 (falls, trips and slips incidents). The number of falls, trips and slips reduced significantly between 2013 (96) and 2014 (63). No information is available to explain the reduced incidence.

Measure 12 (compensation claims). The number of Comcare claims accepted has reduced significantly between 2013 (53) and 2014 (34). The reduction in claim numbers reflects the early intervention and pre-liability management undertakings in place since mid-2014. Of 14 potential claims, 10 cases were provided with access to a small amount of ANU funding for treatment and/or rehabilitation, which removed the need for a formal workers’ compensation claim. Five claims were rejected following the submission of Employer Statements containing relevant information to assist Comcare’s decision making.

Measure 13 (claim incidence rate). The claim incidence rate reduced between 2013 (1.34) and 2014 (0.91).

Measure 14 (accepted claim frequency rate). The claim frequency rate reduced between 2013 (7.36) and 2014 (4.9).

Measure 15 (lost time injury frequency rate - LTIFR). The LTIFR reduced between 2013 (4.2) and 2014 (1.0) possibly due to the nature of the injuries claimed and improvements in early intervention. There was a strong focus on early case management for all reported incidents, as detailed in section 9.1.

4 INCIDENTS

4.1 Incident Frequency and Mechanism of Injury
Over the past five years there was an upward trend in incident frequency between 2010 and 2013 then a significant decrease in incidents between 2013 (548) and 2014 (435).

Figure 1 below highlights that the top two mechanisms of injury continue to be body stressing and falls, slips and trips. The body stressing category reflects the incidence of occupational overuse syndrome (OOS) which is a common condition in workplaces with high computer use. The incident rate decreased significantly between 2013 (4.4%) and 2014 (2.9%). Likewise there was a decrease in the incidence of falls, slips and trips between 2013 (2.4%) and 2014 (1.7%). There was a decrease across all other categories except other and unspecified mechanisms\(^5\).

The third highest mechanism of injury is unknown\(^5\) which was not reported in previous annual reports, however this category represents a high percentage of incidents reported. Work will be undertaken to improve incident reporting methodology and data cleansing to reduce reporting under this category.

Figure 2 below shows the trends for each of the mechanism of injury as a percentage of total incidents. This highlights that:

---

\(^5\) Other and unspecified mechanisms is defined as those reported incidents that do not fit within any other category of mechanism. This is different from unknown, which refers to a reported incident where a mechanism of injury was not recorded.
a. incidents involving chemicals and other substances show a decreasing trend over the past five (5) years, and
b. there was an increase in the number of incidents involving mental stress from 2013.

Figure 1: Incident frequency by mechanism of injury

Figure 2: Percentage of incidents by mechanism of injury

4.2 Incidents by activity, people and outcomes
Table 2 below highlights the majority of reported incidents (212) in 2014 occurred when working at usual workstation and this was a consistent trend across all five reporting years since 2010. Of the 435 incidents reported, 292 resulted in injury, with 268 requiring case management activity and seven resulting in lost time. In 2014, the majority of incidents were reported by staff (276), then students (41) and others (35). In 2014, of the total incidents reported (435) more than 67% (292) were reported as injuries. Of the 292 reported injuries 42 became compensation claims and liability was accepted by Comcare for only 34 claims at the time of reporting.
Table 2: Incident frequency, reportable incidents and incident outcome

<table>
<thead>
<tr>
<th>Incidents Summary</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Incidents</td>
<td>366</td>
<td>424</td>
<td>410</td>
<td>548</td>
<td>435</td>
</tr>
<tr>
<td>WHS Investigation Required</td>
<td>20</td>
<td>7</td>
<td>6</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>WHS Investigation Required (%)</td>
<td>5.5%</td>
<td>1.7%</td>
<td>1.5%</td>
<td>1.6%</td>
<td>1.4%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incidents by Category</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dangerous Incident</td>
<td>21</td>
<td>34</td>
<td>25</td>
<td>36</td>
<td>32</td>
</tr>
<tr>
<td>Death</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Electrical</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Environment</td>
<td>1</td>
<td>3</td>
<td>7</td>
<td>15</td>
<td>9</td>
</tr>
<tr>
<td>Exposure</td>
<td>22</td>
<td>31</td>
<td>23</td>
<td>22</td>
<td>39</td>
</tr>
<tr>
<td>Gene Technology</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Hazard</td>
<td>11</td>
<td>20</td>
<td>12</td>
<td>42</td>
<td>23</td>
</tr>
<tr>
<td>Illness</td>
<td>19</td>
<td>24</td>
<td>19</td>
<td>45</td>
<td>35</td>
</tr>
<tr>
<td>Injury</td>
<td>289</td>
<td>309</td>
<td>316</td>
<td>383</td>
<td>292</td>
</tr>
<tr>
<td>Radiation</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incidents by Activity</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Other Than Listed</td>
<td>70</td>
<td>95</td>
<td>68</td>
<td>121</td>
<td>82</td>
</tr>
<tr>
<td>Approved Course of Study</td>
<td>15</td>
<td>27</td>
<td>26</td>
<td>41</td>
<td>34</td>
</tr>
<tr>
<td>Attending Approved Sporting Event</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Having a Break</td>
<td>11</td>
<td>15</td>
<td>20</td>
<td>24</td>
<td>14</td>
</tr>
<tr>
<td>Home Based Work</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Traffic Accident While Working</td>
<td>5</td>
<td>8</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Travelling To/From Work</td>
<td>33</td>
<td>29</td>
<td>27</td>
<td>31</td>
<td>23</td>
</tr>
<tr>
<td>Unknown</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Working At Usual Workstation</td>
<td>185</td>
<td>195</td>
<td>212</td>
<td>254</td>
<td>212</td>
</tr>
<tr>
<td>Working Elsewhere</td>
<td>44</td>
<td>53</td>
<td>51</td>
<td>66</td>
<td>63</td>
</tr>
</tbody>
</table>

Reportable Incidents

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comcare - Serious Personal Injury</td>
<td>24</td>
<td>51</td>
<td>27</td>
<td>30</td>
<td>27</td>
</tr>
<tr>
<td>Comcare - Dangerous Incident</td>
<td>7</td>
<td>14</td>
<td>23</td>
<td>13</td>
<td>18</td>
</tr>
<tr>
<td>ARPANSA (radiation incidents)</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BEPCON (electrical incidents)</td>
<td>1</td>
<td>0</td>
<td>7</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>ACT WorkCover</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>32</td>
<td>65</td>
<td>58</td>
<td>45</td>
<td>47</td>
</tr>
</tbody>
</table>

People Involved in Incidents

<table>
<thead>
<tr>
<th>Category</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>285</td>
<td>316</td>
<td>292</td>
<td>371</td>
<td>276</td>
</tr>
<tr>
<td>Students</td>
<td>45</td>
<td>50</td>
<td>40</td>
<td>55</td>
<td>41</td>
</tr>
<tr>
<td>Other (visitors and contractors)</td>
<td>29</td>
<td>31</td>
<td>26</td>
<td>39</td>
<td>35</td>
</tr>
<tr>
<td>Total</td>
<td>359</td>
<td>359</td>
<td>358</td>
<td>465</td>
<td>352</td>
</tr>
</tbody>
</table>

Outcomes from Incidents

<table>
<thead>
<tr>
<th>Outcome Type</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Management Activity Required</td>
<td>189</td>
<td>214</td>
<td>267</td>
<td>309</td>
<td>268</td>
</tr>
<tr>
<td>Accepted Workers’ Compensation Claims</td>
<td>48</td>
<td>41</td>
<td>48</td>
<td>53</td>
<td>34</td>
</tr>
<tr>
<td>Lost Time Injuries</td>
<td>22</td>
<td>34</td>
<td>30</td>
<td>30</td>
<td>7</td>
</tr>
</tbody>
</table>

---

6 Includes staff, students and others (visitors and contractors).
7 As reported on incident notification by staff, students or others. This does not correlate with dangerous incidents reported to Comcare by ANU.
8 Accepted claims with Comcare receipt date.
9 Accepted claims (as above) with lost time equal to or greater than 1 day. Data source: Comcare.
4.3 WHS incident investigations

Figure 3 below indicates that most of the WHS incidents reported in the last five years, required either a local area investigation or standard follow-up. In 2014 of the incidents that were escalated, six were WHS investigations by ANU and three required serious incident review. The serious incident reviews were related to:

a. an electrical incident where earthing conductors were damaged by excavation being conducted by a contractors;
b. a volunteer was bitten by Tiger Snake while on a field trip; and
c. an Art student severed part of a finger with an angle grinder.

Figure 3: Incident Investigation

5 WORKERS’ COMPENSATION CLAIMS

The University has been insured under the Commonwealth workers’ compensation scheme (Safety, Rehabilitation and Compensation Act 1988) since July 1989 and pays an annual premium to Comcare. The 2014 premium amount was over $11 million. Figure 4 below shows the upward trend in premium amount, which is calculated based on a percentage of total payroll. The annual premium percentage is determined based the last four years performance and is composed of:

- A premium pool component or the performance of all agencies covered by Comcare. It is determined based on administrative expenses, uncertainty margin, risk premium (average claim costs and claim frequency) and an allowance for inflation and discounting.
- ANUs Risk Premium or the performance of ANU assessed by claims frequency (claims per FTE) and average claim costs.
- An additional margin introduced in 2012/13 for a period of 10 years to restore Comcare to a fully funded position. This margin is expressed as a percentage of the risk premium and administrative expenses.

As such the increase the premium over the last four years is not just due to The University’s claims performance. While The University’s claim performance does play a roll, the additional margin and the overall performance of agencies (premium pool component) covered plays a contributing factor.

Figure 4: Comcare premium in $ and % payroll
5.1 Claims by work location

In 2014, 42 compensation claims were lodged, 34 were accepted at the time of reporting. Five of the claims lodged were rejected and three (3) claims are undetermined at the time of report.

Table 3 below uses full time equivalent (FTE) employee numbers to calculate the percentage of employees with claims to enable comparison of performance across the seven ANU Colleges. Of the seven ANU Colleges, the ANU College of Arts and Social Science (CASS) has a higher percentage of claims per FTE (1.07%) than other Colleges. The ANU College of College of Medicine, Biology and Environment (CMBE) has the second lowest percentage of claims (0.57%) despite having the highest risk profile due to the hazardous nature of some work (e.g. laboratories, radiation, chemicals). CMBE had a 50% reduction in claim frequency in the past 12 months with eight claims in 2013 and four in 2014. Claims per location is broken by the last five years in Table 4 below.

Table 3: Claims by work location - 2014

<table>
<thead>
<tr>
<th>College / Division</th>
<th>Number of Claims</th>
<th>Number of FTE Employees</th>
<th>% Employees with Claims</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANU COLLEGES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANU College of Medicine, Biology and Environment</td>
<td>4</td>
<td>705</td>
<td>0.57%</td>
</tr>
<tr>
<td>ANU College of Physical and Mathematical Sciences</td>
<td>4</td>
<td>637</td>
<td>0.63%</td>
</tr>
<tr>
<td>ANU College of Business and Economics</td>
<td>1</td>
<td>183</td>
<td>0.55%</td>
</tr>
<tr>
<td>ANU College of Asia and the Pacific</td>
<td>3</td>
<td>474</td>
<td>0.63%</td>
</tr>
<tr>
<td>ANU College of Arts and Social Sciences</td>
<td>4</td>
<td>374</td>
<td>1.07%</td>
</tr>
<tr>
<td>ANU College of Law</td>
<td>1</td>
<td>144</td>
<td>0.69%</td>
</tr>
<tr>
<td><strong>ANU SERVICE DIVISIONS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities and Services</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Technology Services</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing Office</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Life</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarly Information Services</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University House</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ANU DIVISIONS</strong></td>
<td>17</td>
<td>920</td>
<td>1.85%</td>
</tr>
<tr>
<td><strong>TOTAL OTHER</strong></td>
<td>0</td>
<td>144</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL ALL</strong></td>
<td>34</td>
<td>3753</td>
<td>0.91%</td>
</tr>
</tbody>
</table>

Table 4: Claims by work location - 2010 to 2014

<table>
<thead>
<tr>
<th>Work Location</th>
<th>No. of claims 2010</th>
<th>No. of claims 2011</th>
<th>No. of claims 2012</th>
<th>No. of claims 2013</th>
<th>No. of claims 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANU College of Medicine, Biology and Environment</td>
<td>14</td>
<td>4</td>
<td>8</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>ANU College of Physical and Mathematical Sciences</td>
<td>5</td>
<td>2</td>
<td>6</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>ANU College of Engineering and Computer Science</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>ANU College of Business and Economics</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>ANU College of Asia and the Pacific</td>
<td>3</td>
<td>7</td>
<td>3</td>
<td>3</td>
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</tr>
<tr>
<td>ANU College of Arts and Social Sciences</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>ANU College of Law</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Facilities and Services</td>
<td>4</td>
<td>3</td>
<td>9</td>
<td>8</td>
<td>5</td>
</tr>
<tr>
<td>Human Resources</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Information Technology Services</td>
<td>0</td>
<td>0</td>
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<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Marketing Office</td>
<td>0</td>
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<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>National Computational Infrastructure</td>
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<td>0</td>
<td>2</td>
<td>0</td>
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<tr>
<td>Research Services</td>
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<td>Student Life</td>
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<td>2</td>
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</tr>
<tr>
<td>Student Services</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>0</td>
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<tr>
<td>Scholarly Information Services</td>
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<td>4</td>
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</tr>
<tr>
<td>University Executive</td>
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<td>0</td>
<td>1</td>
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</tr>
<tr>
<td>University House</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>48</td>
<td>41</td>
<td>48</td>
<td>53</td>
<td>34</td>
</tr>
</tbody>
</table>
5.2 Claims by Body Location
For the period 2010 to 2014, the most commonly injured body locations (as highlighted in Table 5 below) were wrist, lower back and shoulder. There was an increase in finger injuries in 2014 (4 claims). Psychological system in general and forearm body locations both experienced a reduction in Comcare claim numbers during 2014.

Table 5: Claims by Body location - 2010 to 2014

<table>
<thead>
<tr>
<th>Body location</th>
<th>No claims 2010</th>
<th>No claims 2011</th>
<th>No claims 2012</th>
<th>No claims 2013</th>
<th>No claims 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wrist</td>
<td>6</td>
<td>3</td>
<td>6</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Lower back</td>
<td>3</td>
<td>5</td>
<td>7</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Shoulder</td>
<td>9</td>
<td>3</td>
<td>8</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Fingers</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Psychological system in general</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Upper back</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Neck and shoulder</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Upper limb – multiple locations</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Elbow</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Back – other and multiple</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Upper arm</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Ankle</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Forearm</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Knee</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Brain</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Respiratory system in general</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Back – unspecified</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Trunk and limbs</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Hands, fingers and thumb – other and multiple</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Lower leg</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Lower limb – multiple locations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Neck bones, muscles and tendons</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Abdominal muscles and tendons</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Chest – other and multiple</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Chest muscles</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hand</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Neck – unspecified</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ocular adnexa</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Thumb</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ear</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Foot</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Head – multiple locations</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lower limb – unspecified locations</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other specified multiple locations</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Upper arm</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Upper leg</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cranium</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mouth</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Neck – internal organs and glands</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Tooth / teeth</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

5.3 Claims by mechanism of injury
As for previous years, in 2014 the most common mechanism of injury continued to be ‘Body Stressing’ (19 claims). Claim numbers for this mechanism of injury reduced significantly between 2013 (35) and 2014 (19).

In 2014, ‘Falls, Trips and Slips – person’ (6 claims) continued as the second most common mechanism of injury. ‘Hit by Moving objective’ (4 claims) was the third most common mechanism of injury.

Table 6 and Figure 5 below show mechanism of injury data and trends.
Table 6: Claims by mechanism of injury - 2010 to 2014.

<table>
<thead>
<tr>
<th>Claims - Mechanism of Injury</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical and Other Substances</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Biological Factors</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Hitting Objects – Part of Body</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Other &amp; Unspecified mechanism</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Sound &amp; Pressure</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Mental Stress</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Hit by Moving objective</td>
<td>3</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Falls, Trips and Slips - person</td>
<td>8</td>
<td>10</td>
<td>6</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Body Stressing</td>
<td>30</td>
<td>21</td>
<td>32</td>
<td>35</td>
<td>19</td>
</tr>
<tr>
<td>TOTAL</td>
<td>48</td>
<td>41</td>
<td>48</td>
<td>53</td>
<td>34</td>
</tr>
</tbody>
</table>

Figure 5: Claims by mechanism of injury - 2010 to 2014

5.4 Claims with time off work
In 2014, of the 34 accepted claims only 7 had lost time payments. At the time of the report only one (1) claim had more than four (4) weeks off work.

Table 7: Claims by time off work

<table>
<thead>
<tr>
<th>Time off work</th>
<th>No of claims 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 days</td>
<td>27</td>
</tr>
<tr>
<td>1-5 days</td>
<td>3</td>
</tr>
<tr>
<td>1-4 weeks</td>
<td>3</td>
</tr>
<tr>
<td>&gt;4 weeks</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>34</td>
</tr>
</tbody>
</table>

6 WHS AUDITS AND INSPECTIONS

Table 8 below shows audits and inspections conducted internally and by regulators over the past five years. The low number of baseline audits and internal audits will be addressed by the Workers’ Compensation Self-Insurance Project.

In 2014, one inspection was conducted by Australian Safeguard and Non-Proliferation Office (ASNO) and one inspection by International Atomic Energy Agency (IAEA). No official reports was received and no major issues were raised by the inspectors.
The number of audits and investigation conducted by Comcare increased significantly in 2014. In 2014, 15 of the 17 regulator audits or investigations were conducted by Comcare. A range of issues were identified mainly related to the WHS management documentation, which will be address by the Workers’ Compensation Self-Insurance Project.

Comcare inspections related to matters such as:

a. asbestos;
b. gases and chemicals,
c. use of equipment (angle grinder, oxygen sensor and laser cutter);
d. broken windows;
e. dust extraction fire;
f. needle stick; and

g. mould issues.

Table 8: WHS investigations and inspection programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Activity Measure</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulator Investigation</td>
<td>ARPANSA, Comcare, ASNO and IAEA audit and investigation</td>
<td>2</td>
<td>7</td>
<td>3</td>
<td>4</td>
<td>17</td>
</tr>
<tr>
<td>Internal Baseline Assessment</td>
<td>Number</td>
<td>8</td>
<td>8</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Internal Audit</td>
<td>Number</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

7 WHS TRAINING

The University provided training for staff and students to meet legislative and policy requirements and to address specific hazards. A broad range of topics are offered in a variety of modalities including more than 35 face to face courses (internal and external trainers). Online WHS induction courses are available through the University’s learning management system and a new suite of 40 external WHS courses were made available online (VOCAM Safety TV). Table 9 below, provide summaries of the number of people undertaking WHS training across a range of WHS topics. This shows:

a. The number of staff successfully completing face to face training since 2012 has decreased. This could relate to the training continuum with refresher training being required for some courses on a periodic basis (e.g. Biological Safety is required to be done every 5 years); and
b. A significant decrease in staff completing the mandatory WHS online Pulse e-learning modules. However, the number of staff completing the Comcare WHS Harmonisation and Harassment, Bullying and Discrimination modules (455 and 502 respectfully) does align with the number of staff (587) either on probation or at ANU for 12 months or less.
c. An increase in the number of students completing the WHS pulse e-learning. While this increase also relates to an increase in enrolled students over the same time (Table 10 below), there was an increase in the overall rate of students undertaking these courses (0.3 to 1.3% for all students and 1.0 to 4.5% of postgraduate students).

Training rates will be addressed through new key performance indicators and operational improvements during 2015. The full program of training is available at [http://hr.anu.edu.au/career/calendar](http://hr.anu.edu.au/career/calendar).

Table 9: Staff training number – face-to-face courses and for online WHS pulse modules

<table>
<thead>
<tr>
<th>Face-to-Face Courses and Pulse Training Module</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff successfully completing face-to-face courses</td>
<td>1,279</td>
<td>1,386</td>
<td>2,290</td>
<td>1,486</td>
<td>1,350</td>
</tr>
<tr>
<td>WHS Ready for work</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>27</td>
</tr>
<tr>
<td>Comcare WHS Harmonisation for Managers (Mandatory)</td>
<td>*</td>
<td>*</td>
<td>8</td>
<td>38</td>
<td>18</td>
</tr>
<tr>
<td>Comcare WHS Harmonisation (Mandatory)</td>
<td>*</td>
<td>*</td>
<td>1,011</td>
<td>762</td>
<td>455</td>
</tr>
<tr>
<td>Harassment, Bullying and Discrimination (Mandatory)</td>
<td>*</td>
<td>*</td>
<td>1,112</td>
<td>732</td>
<td>502</td>
</tr>
</tbody>
</table>

* Data not available.
# - Course introduced in 2014.
Table 10: Student training number for online WHS pulse modules

<table>
<thead>
<tr>
<th>Pulse Training Module</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comcare WHS Harmonisation</td>
<td>23</td>
<td>55</td>
<td>144</td>
</tr>
<tr>
<td>Comcare WHS Harmonisation for Managers</td>
<td>0</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>WHS Ready for work</td>
<td>#</td>
<td>#</td>
<td>2</td>
</tr>
<tr>
<td>Harassment, Bullying and Discrimination</td>
<td>28</td>
<td>140</td>
<td>145</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>51</td>
<td>197</td>
<td>297</td>
</tr>
<tr>
<td><strong>TOTAL STUDENT ENROLMENTS</strong></td>
<td>20,248</td>
<td>21,113</td>
<td>22,599</td>
</tr>
</tbody>
</table>

# - Course introduced in 2014.

Table 11: Online non-mandatory VOCAM: Safety TV WHS Staff and Student e-learning numbers

<table>
<thead>
<tr>
<th>Vocam Training Modules</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ergonomic Essentials for the Office</td>
<td>-</td>
<td>21</td>
<td>2</td>
<td>144</td>
<td>79</td>
</tr>
<tr>
<td>Crane Safety</td>
<td>-</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>-</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>-</td>
<td>23</td>
<td>2</td>
<td>144</td>
<td>81</td>
</tr>
</tbody>
</table>

NOTE: System became operational in 2011. Data Source: VOCAM’s online portal – Safety TV

7.1 WHS Induction

7.1.1 Asbestos
New Australian Capital Territory (ACT) regulations came into effect from 30 September 2014, requiring Persons Conducting a Business or Undertaking (PCBU) to ensure that relevant workers complete a specific nationally recognised asbestos awareness training. During 2014, 102 people (staff and contractors) undertook Asbestos Awareness Training.

7.1.2 Contractor
The University provides induction training for contractors and in March 2012, face to face training was replaced with an online induction module. Table 12 below shows a very significant increase in contractors undertaking induction training between 2013 (292) and 2014 (648).

Table 12: Contractor Induction Training

<table>
<thead>
<tr>
<th>Year Completed</th>
<th>Number of contractor inductions completed</th>
<th>Online</th>
<th>Face to Face</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td></td>
<td>648</td>
<td>0</td>
<td>648</td>
</tr>
<tr>
<td>2013</td>
<td></td>
<td>292</td>
<td>0</td>
<td>292</td>
</tr>
<tr>
<td>2012</td>
<td></td>
<td>106</td>
<td>2</td>
<td>108</td>
</tr>
<tr>
<td>2011</td>
<td></td>
<td>0</td>
<td>36</td>
<td>36</td>
</tr>
</tbody>
</table>

7.1.3 Local Induction
All WHS Committee chairs who responded to the annual survey (i.e. 17 out of 21 committees) confirmed, their local induction was available to staff and students and covered WHS requirements, practices and procedures.

8 GENERAL SAFETY AND WELL-BEING

Currently, general safety overall and well-being can be anecdotally assessed via responses to WHS Committee Chairs annual survey and the 2011 and 2014 Voice surveys results.

8.1 WHS Committee Performance
Of the 21 WHS Committees across campus, there was an 81% (17) response rate to the Chairs’ Survey. As outlined in Table 1 above, while only 57% of WHS Committees confirmed that they meet at least once a quarter during 2014, those that responded ‘NO’ to this question, indicated that they meet at least 3 times and/or were unable to hold some meetings because they did not have a quorum.
8.2 Safety and Well-being Performance

Figures 6 and 7 below provide an overview of WHS Committee Chairs perceptions about work, health and safety at the University. Overall in 2014, 66% felt that WHS had either remained the same or improved and 67% thought consultation and communication had improved or remained the same. WHS committee chairs indicated that 38% had safety improvement plans and 33% had WHS risk registers. Of those that had a safety improvement plans and risk registers, 100% and 71% respectively, had been updated in 2014.

Figure 6: WHS Committee Chair views on where WHS went in 2014

Figure 7: WHS Committee Chair views on WHS communication and Consultation

Figure 8 below shows that, of the WHS committee chairs that responded to the survey, 69% were satisfied with the services provided by Work Environment Group.

Figure 8: Satisfaction in services provided by WEG

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11 Work Environment Group provide WHS and ergonomic consultancy and rehabilitation and disability case management services.
The Voice Survey also provided feedback on staff views about safety and well-being performance for the University. In terms of risk factors for the University two questions relating to safety indicators and two questions for well-being were assessed. Table 13 below shows that overall safety and well-being is considered a medium risk (>/= 50% < 80%), with there being a minor increases in safety measures (1% and 4%) and a minor decrease in well-being measure (-2% and -4%) from the 2011 survey results.

In 2014, there were two Colleges where Well-being (Question 96) was considered to be a high risk (<50%). Five out of the seven colleges had minor decreases (ranging from -3% to -10%) in response to question 96, when comparing 2011 and 2014 survey results.

In regard to the detailed analysis when comparing 2011 and 2014 results, all four well-being questions and two work/life balance had minor decreases, while all four safety questions either remained the same or had minor increases.

Overall the voice results indicate that staff perceptions around safety, well-being and work/life balance have mostly remained steady.

Table 13: VOICE survey (2011 and 2014) Safety and Well-being Risk Analysis

<table>
<thead>
<tr>
<th>Surveyed Area</th>
<th>Questions/ # respondents</th>
<th>2011</th>
<th>2014*</th>
<th>Diff.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety</td>
<td>30. We are given all necessary safety equipment and training</td>
<td>73%</td>
<td>74%</td>
<td>+1%</td>
</tr>
<tr>
<td></td>
<td>31. Staff are aware of their occupational health and safety responsibilities</td>
<td>71%</td>
<td>75%</td>
<td>+4%</td>
</tr>
<tr>
<td>Wellness</td>
<td>95. I feel emotionally well at work</td>
<td>62%</td>
<td>60%</td>
<td>-2%</td>
</tr>
<tr>
<td></td>
<td>96. I am able to keep my job stress at an acceptable level</td>
<td>60%</td>
<td>56%</td>
<td>-4%</td>
</tr>
</tbody>
</table>

* The margin of error for 2014 survey data is 1.1%

9 INJURY MANAGEMENT AND PREVENTION

Injury management and prevention data is being reported for the first time in the annual WHS performance report. The University employs staff to provide advice and support on job redesign, safe work practices, ergonomic assessment and return to work.

9.1 Case Management

As at 31 December 2014 there were at total of 166 people requiring case management services; 111 compensable cases and 55 non-compensable cases. Of the 55 non-compensable cases, 34 were work-related conditions and 11 were disability cases.

9.2 Body Stressing and Manual Handling

Local area staff trained as Occupational Strains Liaison Officers (OSLOs) undertake simple work station assessments (WSA). Table 14 below summarises the ergonomic WSA conducted over the past five years by professional WEG staff.

In 2014, 324 office-based WSAs were conducted. While, there was a 46% increase in the number of WSAs conducted in 2014, both the number of body stressing claims (Figure 5 above) and frequency of body stressing incidents reported (Figure 1 above) decreased in 2014.

WSAs conducted by OSLOs are not currently reported. Data collection methods are being explored, with the aim of providing a more complete understanding of occupational overuse prevention efforts undertaken across the University.

During 2014, approximately 450 requests for professional ergonomic advice were provided (per phone, in-person or via email).
Table 14: Work Station Assessments

<table>
<thead>
<tr>
<th>Program</th>
<th>Activity Measure</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office-based Workstation Assessment</td>
<td>Total Number of Assessments</td>
<td>189</td>
<td>182</td>
<td>178</td>
<td>222</td>
<td>324</td>
</tr>
<tr>
<td></td>
<td>Rate per 100 FTE Employees</td>
<td>5.14</td>
<td>4.77</td>
<td>4.53</td>
<td>5.61</td>
<td>8.63</td>
</tr>
</tbody>
</table>

Office-based Workstation Assessment Referral Types

<table>
<thead>
<tr>
<th>Referral Type</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Manager</td>
<td>11</td>
<td>16</td>
<td>5</td>
<td>20</td>
<td>14</td>
</tr>
<tr>
<td>Incident Notification</td>
<td>37</td>
<td>33</td>
<td>39</td>
<td>37</td>
<td>38</td>
</tr>
<tr>
<td>New Hire</td>
<td>0</td>
<td>7</td>
<td>1</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>OSLO Request</td>
<td>30</td>
<td>13</td>
<td>20</td>
<td>34</td>
<td>72</td>
</tr>
<tr>
<td>Self-Referral</td>
<td>66</td>
<td>74</td>
<td>57</td>
<td>60</td>
<td>102</td>
</tr>
<tr>
<td>Supervisor</td>
<td>42</td>
<td>37</td>
<td>47</td>
<td>48</td>
<td>86</td>
</tr>
<tr>
<td>Unspecified</td>
<td>3</td>
<td>2</td>
<td>9</td>
<td>22</td>
<td>9</td>
</tr>
</tbody>
</table>

9.3 Psychological Health

9.3.1 Counselling Services

The ANU offers a free and confidential counselling service to all current ANU students and staff. Counselling services to students are provided by counsellors in the Counselling Centre, while Employee Assistance Program (EAP) services to staff are provided by the Adviser to Staff or by external advisers (Assure and Relationships Australia).

Table 15 and 16 below provide a summary of the number of people accessing EAP services.

Table 15: Summary of services provided Relationship Australia and ANU Adviser to Staff

<table>
<thead>
<tr>
<th>EAP provider</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationships Australia</td>
<td>74 cases</td>
<td>97 cases</td>
<td>76 cases</td>
</tr>
<tr>
<td></td>
<td>133 clients</td>
<td>163 clients</td>
<td>127 clients</td>
</tr>
<tr>
<td></td>
<td>239 sessions</td>
<td>284 sessions</td>
<td>244 sessions</td>
</tr>
<tr>
<td>Adviser to Staff</td>
<td>199 staff</td>
<td>198 staff</td>
<td>155 staff</td>
</tr>
<tr>
<td></td>
<td>690 sessions</td>
<td>755 sessions</td>
<td>627 sessions</td>
</tr>
</tbody>
</table>

Table 16: Summary of services by Assure

<table>
<thead>
<tr>
<th>EAP provider</th>
<th>June 2013 to May 2014</th>
<th>June to November 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assure</td>
<td>79 clients including 8 family members</td>
<td>81 Clients</td>
</tr>
<tr>
<td></td>
<td>171 sessions</td>
<td>169 sessions</td>
</tr>
</tbody>
</table>

Assure was contracted as an EAP provider from June 2013

The top two workplace issues reported by Assure between June and November 2014 were alleged workplace harassment/bullying and work load pressures.

The top three presenting issues for seeking support from Relationships Australia in 2014, were:

- relationship concerns
- anxiety and stress, grief loss (equal second) and
- workplace issues.

9.3.2 Managing mental health in the workplace

In Quarter 4 2014, two Psychological Injury Masterclasses were held with attendance by 17 staff from people with case management, HR and WHS responsibilities. The services of organisational psychologists were used to assist with the management of three complex cases. One Mental Health First Aid course was held in 2014 with 16 attendees. More Mental Health First Aid courses will be run in 2015.

Staff and students have access to online training courses addressing bullying, harassment and discrimination.
10 WHS PERFORMANCE COMPARISON – GO8

2014 Group of Eight (Go8) WHS comparison data is provided at Table 17 below.

The University has made improvement since last year, with equal lowest Lost Time Injury (LTI) incident rate (0.2), the second lowest accepted claim (0.6) and LTI frequency (1.2) rates. Table 18 below provides a comparison of the ANU performance with other GO8 universities.

Table 17: Go8 Comparison for 2014

<table>
<thead>
<tr>
<th>University</th>
<th>Accepted Claims Rate</th>
<th>LTI Incident Rate</th>
<th>LTI Frequency Rate</th>
<th>Average Time Lost Days</th>
<th>Premium as a % of payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University of Adelaide</td>
<td>0.7</td>
<td>0.3</td>
<td>1.5</td>
<td>9</td>
<td>0.16</td>
</tr>
<tr>
<td>Australian National University</td>
<td>0.6</td>
<td>0.2</td>
<td>1.2</td>
<td>12</td>
<td>2.32</td>
</tr>
<tr>
<td>The University of Melbourne</td>
<td>0.9</td>
<td>0.2</td>
<td>1.2</td>
<td>22</td>
<td>0.5</td>
</tr>
<tr>
<td>Monash University</td>
<td>0.4</td>
<td>0.2</td>
<td>1.3</td>
<td>46</td>
<td>0.28</td>
</tr>
<tr>
<td>The University of New South Wales</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
</tr>
<tr>
<td>The University of Sydney</td>
<td>1.1</td>
<td>0.2</td>
<td>1.1</td>
<td>8</td>
<td>0.13</td>
</tr>
<tr>
<td>The University of Queensland</td>
<td>1.4</td>
<td>0.2</td>
<td>1.2</td>
<td>12</td>
<td>0.25</td>
</tr>
<tr>
<td>The University of Western Australia</td>
<td>0.9</td>
<td>0.4</td>
<td>2.1</td>
<td>7</td>
<td>0.48</td>
</tr>
<tr>
<td>Average</td>
<td>0.9</td>
<td>0.2</td>
<td>1.4</td>
<td>32</td>
<td>0.6</td>
</tr>
<tr>
<td>ANU Difference to Average</td>
<td>-0.3</td>
<td>0</td>
<td>-0.2</td>
<td>-20</td>
<td>1.72</td>
</tr>
</tbody>
</table>

# data had not been provided at the time the report was circulated to Go8 members.

Table 18: Comparison of the University’s difference to Go8 average

<table>
<thead>
<tr>
<th>ANU Difference to 2014 Average</th>
<th>Accepted Claims Rate</th>
<th>LTI Incident Rate</th>
<th>LTI Frequency Rate</th>
<th>Average Time Lost Days</th>
<th>Premium as a % of payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>-0.3</td>
<td>0</td>
<td>-0.2</td>
<td>-20</td>
<td>+1.72</td>
</tr>
<tr>
<td>2013</td>
<td>+0.1</td>
<td>+0.2</td>
<td>+1.5</td>
<td>+26</td>
<td>+0.97</td>
</tr>
</tbody>
</table>

Figure 9, 10, 11 and 12 below provide a graphical comparison of the University’s performance against the Go8 over the past five years (2011 to 2014) for:

- Accepted claims rates;
- Average time lost;
- Lost Time Injury (LTI) incident rate;
- LTI frequency rate
Figure 9: Go8 Accepted claim rate for 2011 to 2014

![Accepted claim rate graph](image)

Figure 10: Go8 Average time lost during 2011 to 2014

![Average time lost graph](image)

Figure 11: Go8 LTI Incident Rate for 2011-2014

![Lost time incident rate graph](image)
Figure 12: Go8 LTI Frequency rate for 2011 to 2014

Figure 13 below compares the premium as a percentage of payroll between 2011 and 2014. As there are different University arrangements (i.e. some Go8 universities are self-insured) and jurisdictional premiums are calculated differently, the percentage cannot be directly compared.

In comparison to other GO8 Universities, the University’s premium costs are significantly higher. In 2014, the average GO8 University premium rate was 0.6% of payroll costs, while the ANU premium rate was 2.32% of payroll costs.

Figure 13: Go8 Premium rate as a percentage of payroll between 2011 and 2014

11 GOVERNMENT AGENCIES COMPARISON

The 2013-14 Comcare Annual Report notes the overall average premium rate for the Commonwealth sector as 1.81% which is a 0.46% variation on the original target of 1.35%, with ‘The key factor in the increased premiums’ (across Comcare covered agencies) ‘is the higher cost of claims caused by longer periods of time off work’. 12 Table 18 and Figure 14 below provide a summary of the University’s premium performance over the last five years compared to other agencies in the Comcare Scheme.

Table 18: Premium performance (% of total payroll costs) - Comcare Agencies

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian National University</td>
<td>0.81%</td>
<td>0.88%</td>
<td>1.57%</td>
<td>1.62%</td>
<td>2.32%</td>
</tr>
<tr>
<td>Comcare covered agencies (including ANU)14</td>
<td>1.20%</td>
<td>1.41%</td>
<td>1.77%</td>
<td>1.81%</td>
<td>2.12%</td>
</tr>
<tr>
<td>ANU-Comcare covered Agencies Difference</td>
<td>-0.39%</td>
<td>-0.53%</td>
<td>-0.20%</td>
<td>-0.19%</td>
<td>0.20%</td>
</tr>
</tbody>
</table>

13 Predicted values for 2014/15 period.
The University’s premium percentage has increased over the last five (5) years. At the time of writing this report and based on the current estimates, the University’s 2014-15 premium percentage is predicted (for the first time) to be higher than the average premium rate for all Comcare covered agencies.

The University has experienced significant premium increases over the past 3 years. The premium increases do not reflect the University’s good WHS performance and is largely due to the impact of Comcare’s premium funding model which includes components for funding the ‘pool’ risk of other agencies and a recovery margin applied since 2012. The recovery margin was introduced by Comcare to remedy underfunding of the scheme due to cost increases and poor investment returns.

Whilst the broader Commonwealth performance continues to decline (as evidenced by premium rates) the premium for the University will continue to increase irrespective of the University’s performance. Moving to a self-insurance model is a financial imperative for the University in order to both improve conformance and manage associated costs.
27. CREATING A SAFE AND RESPECTFUL CAMPUS FOR STUDENTS – REPORT ON PROPOSED ACTIONS

PURPOSE
To provide a report on proposed actions to enhance a safe and respectful campus for students at ANU.

PREPARED BY
Pro-Vice-Chancellor, Student Experience
Director, Facilities and Services
Associate Director Facilities & Services Division

REVIEWED BY
Deputy Vice-Chancellor (Academic)
Executive Director (Planning and Administration)

APPROVED BY
Vice-Chancellor

SPONSOR
Vice-Chancellor

RECOMMENDATION
That Council note the report on proposed actions to enhance a safe and respectful campus for students at ANU (181/2015).

ACTION REQUIRED
For discussion ☑
For decision ☐
For information ☑

CONSULTATION
Staff ☑
Students ☑
Alumni ☐
Government ☐
Other ☐
Not applicable ☐

In support of measures to address these issues, extensive consultation and engagement has been undertaken with ANU student associations, staff and service providers.

BACKGROUND AND SUMMARY OF ISSUES

At its meeting on 29 May 2015, Council considered, and discussed, at length, issues identified as contributing to anti-social behaviour and violence being experienced by some of our students.

Council resolved that a report on proposed actions be provided to the July meeting and that the Vice-Chancellor incorporate update reports on improvements being made, as part of his report to Council at future meetings.

Since May, the following activities have been undertaken:

1. The Pro Vice-Chancellor (Student Experience) spoke at a joint ANU-Australian Defence Force Academy student and staff event addressing violence against women.
2. Email sent by Pro Vice-Chancellor (Student Experience) to all ANU students encouraging anyone aware of any online bullying to “tell someone - a friend, student leader or staff member. We are trying to build a culture of support for individuals through empowering bystanders to act when they become aware of bullying. This too can be done through confidential discussion with ANU support services, but if you are comfortable about speaking up publically to initiate a response or to join others objecting to bullying behaviour, please do so.” The same email also provided a detailed list of support services ANU offers and draws students attention to ANU procedures on Prevention of Discrimination, Harassment and Bullying Procedures located on the ANU Website at: https://policies.anu.edu.au/ppl/document/ANUP_000623
3. The University Patrol Officers (UPO) service is being enhanced. The UPOs are students paid for part-time evening work. They work as safety advocates, carrying out patrols and escorts across campus. The UPOs are being issued with new jackets, clearly labelled with the UPO image and, for a trial period, will patrol and provide escorts on bicycles. The bicycles will allow them to cover more areas across ANU campus and provide a swifter service than the previous pedestrian approach.
4. The Pro Vice-Chancellor (Student Experience) joined Facility and Services staff to carry out an evening campus tour to undertake a lighting audit to identify areas where lighting was poor or non-existent. As a
result, a program of works is now in place to address the areas identified. It has been recommended that the audit be undertaken on a more frequent basis and that Security and University Patrol Officers be vigilant in identifying and reporting issues for repair or action.

5. Service providers have visited campus and are in the process of providing quotations for the provision of CCTV at campus entry points. A full implementation plan is being developed to put in place the recommendations of the CCTV strategy.

6. Further works are being undertaken to remove or reduce shrubbery around areas of concern and where such growth inhibits good lighting.

7. ANUSA and the Division of Student Life have been in discussions about smart phone safety applications. Negotiations have commenced with an external provider to develop a tailor-made application for the ANU. This tailor-made application will have the existing functionality of the providers ‘off the shelf’ application, as well as the key function of an alert system. Ideally, the application will also enable the student to book or monitor the ‘on campus on demand’ bus service.

COMMUNICATION

For public release ☐  For internal release ☐  Not for release ☑
28. ACADEMIC BOARD REPORT

PURPOSE To note a report from the Academic Board.

AUTHOR Chair, Academic Board

SPONSOR Vice-Chancellor

RECOMMENDATION That Council note a report from the meeting of the Academic Board held on 5 May 2015 (182/2015).

ACTION REQUIRED For discussion ☐ For decision ☐ For information ☑

CONSULTATION Staff ☐ Students ☐ Alumni ☐ Government ☐ Other ☐ Not applicable ☑

ATTACHMENT 28.1 Academic Board report (368/2015)

COMMUNICATION For public release ☐ For internal release ☐ Not for release ☑
ACADEMIC BOARD

Meeting No. 2/2015 of the Academic Board was held on Tuesday 5 May 2015 at 9.30am in the RC Mills Room, Chancelry.

Present: Professor Cribb, Professor Young, Professor Hughes-Warrington, Professor Cardew-Hall, Professor Corbett, Professor Baker, Ms Mathey, Mr Erickson, Professor Makkai, Professor Taylor, Professor Leitch, Professor Huntington, Professor Rothwell (for Professor Bottomley), Professor Kirk, Professor van Leeuwen (for Professor Roberts), Associate Professor Newitt, Ms Missingham, Professor Carver, Professor Abhayapala, Dr Gustavson (for Professor Raymer), Associate Professor Ferris, Associate Professor Ganguly, Professor Fargher, Associate Professor van der Eng, Professor Renz, Associate Professor Tamsitt, Associate Professor Gani, Dr Fahrer, Professor Lindesay, Associate Professor Kramer, Dr Orthia, Professor Ireland, Professor Kewley, Ms Apps, Mr Niles, Mr Gill, Professor Dodson, Ms Martin, Associate Professor Sadeghi, Ms Stewart.

Observers: Ms Gouldthorp, Mr Holland, Mr Evans, Dr Kennedy, Ms Flowers, Dr Dobbie, Professor Easteal, Ms Hing Fay, Ms Burdon-Smith.

Apologies: Professor Glasgow, Professor Harding, Dr Lithander, Professor Dovers, Professor Powers, Ms Willis, Professor Raymer, Professor Bottomley, Ms Veness, Professor Pitchford, Professor Elliott.

In Attendance: Ms Easton.

Minutes

Part 1 – Procedural Items

Item 1 Apologies and Announcements

Item 1.1 Apologies
The apologies recorded above were noted. This meeting of the Board was chaired by Professor Robert Cribb in Professor Glasgow’s absence.

Item 1.2 Announcements
The Chair welcomed Associate Professor David Kramer and Professor Thushara Abhayapala to the Board and noted thanks to Ben Gill who has joined the Steering Committee.

Item 2 Conduct of Academic Board Members

Resolution
The Academic Board resolved to note the information on conduct of members under the
Public Governance, Performance & Accountability Act 2013

Item 3 Starred Items
The starred items were: 1-8, 10, 12 -14, 17, 19, 21, 24, 25, 29, 30, 32, 34, 36, 37, 45, 46 and 47. The unstarred items were dealt with as proposed in the agenda.

Resolution
The Academic Board resolved to approve unstarred items.

Item 4 Minutes
Following correction of a typo (attendance list should read ‘Associate Professor van der Eng’) the Minutes were endorsed.

Resolution
The Academic Board accepted the minutes (355/2015) of meeting 1/2015 of the Academic Board held on 3 March 2015 as a true and accurate record.

Item 5 Matters Arising from the Minutes & Action Items

Resolution
The Academic Board noted the current action items list (803a/2014) and updates on action items as reported.

Item 6 Confidential Items
There were no confidential items on the Agenda.

Part 2 – Information Flow

Item 7 Report from the Vice-Chancellor
The Vice-Chancellor presented a verbal report commenting on three broad items, the ANU strategic plan, national institutes block grant and media coverage of international student issues:

- The Vice-Chancellor noted he had engaged in forums with staff and students as part of the refresh of the ANU strategic plan. Although next year will see a new Vice-Chancellor at ANU the Council has been keen to review the plan as intended in 2015. In the next few weeks an early draft will be circulated for comment. The broad structure of the plan remains unchanged, with the focus still on research, education and public policy. The aim is to produce a shorter document with fewer metrics.

- The Vice-Chancellor reported that he had discussed the ANU national institutes grant, with the Education Minister and had been advised that the grant remains unscathed. The Minister noted that the fact the University has never been required to provide any report on the spending was a disadvantaged when attempting to justify it to government. The Vice-Chancellor is now in the process of developing that report. This document will be circulated for comment. This will be a useful document for government but also for the institution, allowing ANU to examine the use of these significant funds.

- The Vice-Chancellor noted there had been recent media coverage relating to international students, use of agents and soft marking within institutions. The Vice-Chancellor noted that he has never had to address any concerns about soft marking. The Vice-Chancellor requested that if Board members believe there are issues it is important that they contact him so any potential issues can be addressed.
Resolution
The Academic Board noted the Report and comments made in discussion.

Item 8 Report from the Deputy Vice-Chancellor (Academic)
The Deputy Vice-Chancellor (Academic) presented a verbal report, commenting on matters including:

- The Coursework Admissions and Awards Committee received the ICAC report 'Learning the hard way: managing corruption risks associated with international students at universities in NSW' and have been asked to circulate it within Colleges and provide feedback by 15 May 2015.
- Articulation agreements - hopefully Colleges are finding the framework useful. Note that the university reputation is critical; these agreements are never just an individual signing with an individual.
- Union Court consultation continues. Alice the caravan was located in Union court over recent weeks and 10,000 suggestion cards have been submitted.
- Group of Eight Submission to the inquiry into Commonwealth Indigenous Advancement Strategy tendering processes. The implementation of the IAS, rather than delivering improved outcomes, has instead led to changes to funding and service delivery.
- University medals. Discussions on this review will be held at University Education and Research Committee and then come to the Board.
- Academic Calendar and semester structure. The status quo does not remain a viable option and the Academic Calendar needs serious consideration and revision. Discussions on this topic will be held at University Education Committee and then come to the Board.

The Academic Board asked the Deputy Vice-Chancellor (Academic) to comment on the academic calendar discussion and in particular asked, in considering the academic calendar and current thirteen week semester that the debate focus on educational considerations rather than administrative efficiency.

The Deputy Vice-Chancellor (Academic) advised:

- If there is a change made to the length of the semester then discussion will be held with academic staff about what that means educationally. Prior to any decision, market research is being undertaken with current student and this will then move to include future students. Data from Beonics can be used to show teaching usage, but we will need to look beyond that data to do something that works educationally.

Resolution
The Academic Board noted the Report and comments made in discussion.

Item 9 Report from the Deputy Vice-Chancellor (Research)
Resolution
The Academic Board noted the Report and University Research Plan.

Item 10 Report from the Chair
Recommendation
That the Academic Board noted the Report.
Item 11 Approval by Executive Action
Approval of by Executive Action;
- Executive Action by the Chair 1/2015 (366/2015), Conditional Electronic Confirmation of Enrolments
- Executive Action by the Chair 2/2015 (367/2015), Master of Financial Management.

Resolution
The Academic Board noted the report on approvals by Executive Action by the Chair and endorsed the decisions taken.

Item 12 General Question Time
There were no questions raised at the meeting.

Part 3 – Strategy & Planning

Item 13 Hot Topic: Indigenous Engagement
This discussion was led by Professor Richard Baker, Ms Anne Martin and Professor Michael Dodson. It provided a chance for Colleges and areas to report on Indigenous Engagement activities and initiatives. The Board noted that following recent discussions at Council on Indigenous Engagement that Professor Baker, Ms Martin and Professor Dodson are currently working on a report on indigenous studies at ANU.

Facilities & Services Division: Reconciliation Action Plan. The Agenda papers included the document ‘Indigenous Participation Strategic Plan Professional Staff’. There have been steps forward within Kioloa to establish pathways. They are working to developed programs (academic and outreach) in conjunction with local aboriginal communities.

ANU College of Arts & Social Science: A report on Indigenous Engagement was included in the Agenda papers. ANU CASS has over the past 24 months revitalized and added to its teaching in Indigenous studies. The report provided covers Education, Research, Outreach and Governance arrangements. Appendix 1 includes additional details from the School of Art.

ANU College of Law: has a RAP committee and a RAP plan. ANU College of Law has had a long standing relationship National Centre for Indigenous Studies. Currently a report is being compiled in relation to undergraduate courses that will catalogue the indigenous content.

ANU College of Business & Economics: work is currently underway to reform the RAP committee and look at re-invigorating its processes.

ANU College of Asia & Pacific: ANUCAP has an energetic RAP committee. One important element in the plan is an Aboriginal and Torres Strait Islander Professional Staff Employment Strategy, aimed at expanding employment opportunities for indigenous Australian staff within the College. One of the most significant outcomes from the Plan has been the development of the Garrurrru scholarship for postgraduate Indigenous students at the College. There is a new initiative underway with University of Tokyo, this will involve Kioloa campus and an indigenous pre-history course. This is a pilot program. If all goes well, it may be incorporated as part of the Bachelor of Asian Studies degree.
The College is working on projects in relation to repatriation of culture material and ancestral remains. Later this year the university will be returning the remains known as Mungo Man to the ancestral home. This will be an occasion of pain and bereavement for the community and the university will mark that occasion in an appropriate and sombre way. The college continues to engage with indigenous communities and look at ways to renew research relationships. The College would like to thank Mick, Anne and Cressida Fforde for their assistance in negotiating complex issues.

**ANU College of Engineering & Computer Science:** ANUCECS activities in the field of Indigenous Engagement can be categorized into the following three areas:

1. Workshops and other outreach activities, mainly through partnerships with the Engineers Without Borders (EWB).
2. Curriculum development and education delivery, both within CECS and in partnership with other universities and the EWB.
3. General CECS activities involving staff and general business.

Appendix 2 expands on the verbal report from the meeting.

**ANU College of Medicine, Biology & Environment. ANU College of Physical & Mathematical Sciences:** ANU Medical School won a VC Award this year for the Indigenous health stream. This program covers all four years of the medical program. Medical school has a dedicated admission person for indigenous students. In 2014 ANU celebrated the graduation of the first aboriginal medical school student. In 2014 a cultural competence workshop for tutors was well received.

The Fenner School has a co-badged course ‘Indigenous Cultural and Natural Resource Management’. The Australian National Centre for the Public Awareness of Science (CPAS) has HDR projects in indigenous studies. Both colleges have RAP as a standing item on College Executive agendas.

In 2013 ANU established the National Centre for Indigenous Genomics (NCIG) which aims to provide a national resource, under Indigenous governance, for appropriate and respectful genetic and genomic research that will benefit Indigenous Australians. A Governance Board was formed with the responsibility to develop a Governance and Ethics Framework that will ensure that the collection is transformed into a national resource that provides a model for respectful engagement between Indigenous communities and researchers. The Framework will help ensure that Indigenous Australians can be involved in and benefit from genetic and genomic research without risking social or cultural harm.

Appendix 3 expands on the verbal report from the meeting.

**ANU Library:** The Archives do a regular 3-4 times a year training session for Link-Up staff from around Australia who come to AIATSIS, along with representatives from the National Archives, National Library etc. They have a Memorandum of Understanding with AIATSIS in relation to reference enquiries relating to indigenous family history: that we give them priority and provide free copying. The main source of Indigenous-related records are records of cattle stations in Qld, NT and WA – i.e. staff pay and rations records.

The Library has supported a number of activities including the sand painting which was part of a course last year – the Library hosted it and were thrilled to be able to display it for some time.

ANU Press publishes the Aboriginal history series along with other titles that are important to demonstrate ANU’s commitment to research and engagement with indigenous issues.

Library Staff are undertaking indigenous awareness training (via Dave Widders Consulting).
**Student Experience team**: Learning communities are expanding and working with Tjabal on enhanced indigenous engagement [http://www.anu.edu.au/students/get-involved/learning-communities](http://www.anu.edu.au/students/get-involved/learning-communities)

**Division of Student Life**: supports students and those preparing to study. There are a number of indigenous projects within the operations plans across the area.

**Research & Research training**: work is underway on the development of HDR targets. It is clear that colleges already have a lot of activity going on in this space. HDR participation is a pipeline issues, part of a strategy of engaging students all the way through their studies.

**Resolution**
The Academic Board discussed Indigenous Engagement and noted the reports from Colleges and areas on Indigenous Engagement activities and initiatives.

### Item 14  ANU Student Experience Plan progress report

Professor Baker noted:
- Progress has been made on enhancing the Learning Communities.
- Discussion is under way with the University Librarian in relation to expanding the number of Undergraduate Research Journals.
- Greater support for Indigenous Students; progress is limited, due to chaos in government funding in this area.
- Policy mapping to identify possible omissions and improvements in student experience related policies is a constant ongoing task.
- Increased student access to non-residential halls is still under discussion.
- We have not yet met ANU 2020 targets for enhancing access to ANU from a wide cross-section of society. HEP has reduced access to funds, which has made this difficult.

The Board discussed the report and noted:
- Online students’ needs need to be considered.
- Ben Gill is working on a research project looking at Non-Residential (Commuter) student engagement at the ANU. The aim is to identify barriers that commuter students face in engaging with the University and will recommend solutions to address them.
- Wellbeing requires a holistic, broad strategy and approach.

**Resolution**
The Academic Board approved the progress report against the Student Experience Operational Plan.

### Item 15  Student Services Amenities Fee (SSAF): draft allocations for 2015

**Resolution**
The Academic Board noted the proposed draft SSAF allocations for 2015.

### Item 16  Course [Program] Experience Questionnaire (CEQ), 2010-2014

**Resolution**
The Academic Board noted the report on the Course [Program] Experience Questionnaire (CEQ), 2010-2014.
**Item 17  International double degrees**
The Board noted that the resolution had been updated after University Education Committee. The revised wording is in keeping with the discussion and endorsement from UEC.

**Resolution**
The Academic Board approved the following recommendations:

1. That all international double degrees are established according to these four criteria:
   a. the award of two degrees is acknowledged by both institutions through an agreement
   b. the admission requirements are set at an equivalent level to the ANU admission requirements for the single degree (including English language), or, the partner institution admission requirements, whichever is the higher standard.
   c. The partner institution (or relevant discipline) is ranked in the top 100 in one of the major higher education rankings (e.g. THE, QS or ARWU) or provides another form of evidence to the UEC to demonstrate comparable quality and the substantial benefits the relationship would bring to ANU.
   d. That the College has the underlying program support structures for the degree to be self-sustaining, regardless of key personnel in the initial negotiations.

2. that all double degrees are approved and implemented in accordance with the processes outlined below.

3. that the definitions for transnational degrees outlined in Appendix 17A are included in the Glossary: Student Policies and Procedures.

4. that the above changes are reflected in a revised Transnational Education Partnerships (Coursework) policy and procedure.

---

**Part 4 – Academic Standards & Quality**

**Item 18  International Coursework Sponsorship**

**Resolution**
The Academic Board noted the following principles approved by SMG that apply to requests for discounted fees for international sponsors:

1. Full fees is always the first negotiating point with sponsors. For sponsors that do not cover full fees, a discount not >20% may be negotiated for coursework programs, subject to approval from DVC-A.

2. Sponsors considered for discounted fees will align with international strategic engagement priorities that support the profiling of ANU for the long-term development of relationships in the target country.

3. Sponsorship partners provide the potential for new funding opportunities to be realised in the country, particularly in the case of developing economies.

4. Where a discount is applied, a minimum EFTSL threshold of high-quality students will be guaranteed, with appropriate support from marketing, recruitment, admissions and ANU Academic Colleges.

5. That priority sponsors are granted the same discount (up to 20%) as for HDR students, with approval of DVC-A and DVC-R for each agreement.

**Item 19  Three Year Course Scheduling**
The Deputy Vice-Chancellor (Academic) noted that ANU College of Arts and Social Sciences has implemented three year course scheduling and it has been a powerful planning tool for the College. Other areas now need to comply with this requirement. When selecting semester one courses, students are not able to enrol ahead for semester two and this has implications across campus for load planning and resourcing.
Resolution
The Academic Board noted the implementation process for three year course scheduling, which commences early April 2015 through scheduling access on Programs and Courses.

Item 20  Proposal to implement a trimester model for Foundation Studies

Resolution
The Academic Board noted the following items:
1. the proposed implementation of a trimester model for Foundation Studies from October 2016.
2. the proposed option for current EAP-packaged students who will be impacted by the timetable change.
3. the proposed changes do not affect delivery of schedule 2 programs.

Item 21  Student Academic Integrity

Resolution
The Academic Board approved the following recommendations:
1. To note the new Academic Misconduct Rules that were brought into effect on 18 December 2014;
2. that members circulate the URL to the Academic Integrity guide (http://drss.anu.edu.au/asqo/academic-integrity.php) within their Colleges, with any feedback on the guide to be provided to policy regs@anu.edu.au by 31 May 2015;
3. that members ensure any College information on academic integrity is either updated to comply with the new Rules in the case of course outlines or similar or removed where they constitute guides that duplicate the University guide; and
4. that members support implementation of the proposed methods of academic integrity promotion across campus.

Item 22  CECS Diversification Strategy

Resolution
The Academic Board approved the update on the CECS diversification strategy.

Item 23  CBE International Student Recruitment and Diversification Strategy 2015-2019

Resolution
The Academic Board approved the following recommendations:
1. the CBE International Student Recruitment and Diversification Strategy 2015-19 (Agenda papers Appendix 23A).
2. extending the admission requirements for applicants from the Top 10 Finance and Economics Universities in China, to align the requirements for programs in the college with the Master of Financial Management and Master of Finance entrance requirements approved in 2013 until December 2016.

Item 24  Diploma Admission Requirements

Resolution
The Academic Board approved the following recommendations:
1. the extension of current requirements for admission to ANU diplomas to include Senior Middle High 3 at 80 for applicants from China, as attached in Appendix 24A.
2. that the SMH3 admission requirement be reviewed at CAAC 3/2017.

**Item 25  Acceptance of Vietnam Upper Secondary School Graduation Diploma for ANU Express.**

**Resolution**
The Academic Board approved that ANU recognise the Vietnam Upper Secondary School Graduation Diploma at a grade average of 8.0 or higher, with a minimum grade of 7.0 in Maths, for entry into ANU sub-degree programs. Completion of the Vietnam Upper Secondary School Graduation Diploma will not meet ANU English language requirements.

**Item 26  Degree Transfer implementation**

**Resolution**
The Academic Board approved the implementation plan to incorporate the degree transfer governance and business process within the admissions regulatory framework for implementation by the May deadline for second half year terms in 2015. The implementation plan includes:
1. Proposed changes to the appropriate delegated authority
2. Embedding degree transfers for flexible double degrees into business processes
3. Advising college staff and students of changes through existing communications channels.

**Item 27  Student enrolment review**

**Resolution**
The Academic Board approved the following recommendations:
1. That sufficient information is published on Programs and Courses to allow students to enrol themselves.
2. That a review of permission codes and pre-requisites be completed by College Associate Deans (Education) to further consider the responses and to outline opportunities for online enrolment, barring contract limitations.
3. That a review of the use of classes with specific unit values for the practice experience course be completed by ANU COL.
4. That DSA continue to monitor staff enrolments to measure the accuracy and quality of enrolment advice on Programs and Courses and face-to-face.

**Item 28  Change of procedure for documents accompanying an application for admissions**

**Resolution**
The Academic Board approved the following changes to the procedure for documents accompanying an application for admission to ANU:
1. all documents submitted to ANU must be either certified by a representative of the education agent or authorised by a person listed in Appendix 28B, who can attest they have sighted the original document, or that the documents be scanned in colour without alteration.
2. all documents submitted must be accompanied by a signed ‘Documents to accompany applications for admissions’ (Appendix 28A) to allow back to source auditing of any documents submitted.
3. procedures for translating documents will remain the same as set out in Appendix 28A.
4. At least 10% of all applications received directly to ANU will be subject to back to source auditing and results will be included in the annual admissions report presented to CAAC.
5. Applicants will not be required to provide academic records for any studies undertaken at ANU.

Part 5 – Policy

Item 29 Student Complaint Resolution Policy and Procedure
The Board noted some minor corrections to the text:
- Disability Services Centre should read Access, Inclusion and Wellbeing.
- UniSafe should read ANU Security.

Resolution
That Academic Board endorse for transmission to the Vice-Chancellor for approval:
- The revised Student Complaint Resolution policy; and
- The revised Student Complaint Resolution procedure.

Item 30 Academic Programs and Courses Accreditation Policy
The Board noted some minor corrections to the text: from agenda papers p. 140, right hand column has the “research training” wording added to the “research project” paragraph, rather than the research project wording.

Resolution
The Academic Board endorsed for transmission to the Vice-Chancellor for approval:
1. The revised Academic Programs and Courses Accreditation Policy;
2. The revised Academic Programs and Courses Accreditation Procedure.

Item 31 Privacy policy

Resolution
The Academic Board noted the Privacy Policy.

Item 32 Financial Assistance for Students Policy and Procedure
ANUSA indicated they would speak to the Registrar to clarify some points. The Board agreed to endorse the policy and procedure.

Resolution
The Academic Board endorsed for transmission to the Vice-Chancellor for approval:
1. The revised Financial Assistance for Students Policy; and

Item 33 Admission and Welfare of under 18 International Students Policy and Procedure

Resolution
The Academic Board endorsed for transmission to the Vice-Chancellor for approval:
1. The revised Admission and Welfare of under 18 International Students Policy;
2. The revised Admission and Welfare of under 18 International Students Procedure;
3. The revised International Student Under 18 Agreement;
4. The proposed Admission and Welfare of International Students under the age of 18 Correspondence Templates;
5. The proposed Under Aged International Student Checklist.

**Item 34 English Language Policy Changes**
The Deputy Vice-Chancellor (Academic) provided an overview of these changes to the Board, noting that they had been discussed previously at Coursework Admissions & Awards Committee and at University Education Committee.

**Resolution**
The Academic Board endorsed for transmission to the Vice-Chancellor for approval the following recommendations:

1. That the English language requirements for standard ANU programs, IELTS equivalent overall score of 6.5 with 6 in each component, require a CAE score of 176 overall with all sub skills set at 169 or higher. These scores will apply to CAE taken from 1 January 2015. For CAE taken before 1 January 2015 the requirements be adjusted to an overall score of 58 with all sub skills at borderline or higher.
2. That the English language requirement for ANU programs with an IELTS equivalent overall score of 7.0 with 6 in each component, require a CAE score of 185 overall with all sub skills set at 169 or higher. These scores will apply to CAE taken from 1 January 2015. For CAE taken before 1 January 2015 the requirements be adjusted to an overall score of 67 with all sub skills at borderline or higher.
3. That the English language requirement for ANU programs with an IELTS equivalent overall score of 7 with 7 in writing and 6 in all other components, require a CAE score of 185 overall with a score of 185 in writing and 169 in the remaining sub skills. These scores will apply to CAE taken from 1 January 2015. For CAE taken before 1 January 2015 the requirements be adjusted to an overall score of 67 with a rank of good in writing and borderline in the remaining sub skills.
4. That successful performance in Access English will meet standard ANU English language requirements where Access English has been completed within two years from the date of application.
5. That the impact of these changes will be reported to CAAC4/2015 and UEC5/2015.

**Item 35 Centres and Institute Policy**

**Resolution**
The Academic Board endorsed the Centres and Institutes policy and procedure for approval by the Vice-Chancellor.

**Item 36 Academic Colleges, Schools and Departments Policy**
The Deputy Vice-Chancellor (Academic) noted that the previous policy was very out of date and made little sense to those outside of the university. As the chief body for upholding Academic standards at the University, the Board was asked to note the revised policy and procedures.

**Resolution**
Academic Board provided feedback on the revised academic colleges, schools and departments policy and associated procedures to be considered by the Vice-Chancellor before final approval.
Item 37  Academic Titles Conferral policy and procedure
The Deputy Vice-Chancellor (Academic) noted that this is an important mechanism for allowing the university to connect to a wider group of people. It helps forge relationships with individuals who have skills that we wish to connect to.

The University Librarian advised that there is a category of emeritus professional staff not associated with Colleges. The Deputy Vice-Chancellor (Academic) indicated that she and the University Librarian would speak further about this issue following the meeting.

Resolution
The Academic Board:
1. provided feedback on the revised Academic Titles Conferral policy and procedure to be considered by the Conjoint and Emeritus Working Party before Vice-Chancellor's final approval is sought by the Director - Human Resources.
2. noted that colleges will be informed about timetable for changes which suit their operational needs upon approval.

Item 38  Glossary: Student Policies and Procedures

Resolution
The Academic Board endorsed for transmission to the Vice-Chancellor for approval the revised Glossary: Student Policies and Procedures.

Item 39  Joint and Dual Award PhDs

Resolution
That the Academic Board endorse for transmission to the Vice-Chancellor for revised Joint and Dual Awards PhDs policy and procedure, noting minor changes to the policy and procedure concerning institutional and individual agreements, and agreement sign off.

Part 6 – Reports from Committees

Item 40  Report from University Education Committee

Resolution
The Academic Board noted the report.

Item 41  Report from University Research Committee

Resolution
The Academic Board noted the report.

Part 7 – Accreditation

Item 42  Proposed Deadlines for Programs and Courses updates.
This item was included in the agenda papers in error. This item was not considered by the Board at the meeting. A revised paper will be presented for discussion at UEC 3/2015 prior to anything going forward to Academic Board.
Item 43  Program accreditation responsibilities

Resolution
The Academic Board noted responsibilities as part of the University’s program accreditation process as described in the agenda.

Item 44  Summary of Accreditation 2014

Resolution
The Board noted the summary of accreditation status and activities for 2014.

Item 45  Articulation Agreements

Item 45.1 Crawford School Graduate Coursework articulation with Bogor Agricultural University (IPB)

Resolution
The Academic Board approved the articulation agreement between ANU and Bogor Agricultural University (IPB).

Item 45.2 Crawford School Graduate Coursework articulation renewal with Universitas Indonesia (UI)

Resolution
The Academic Board approved the articulation agreement between ANU and Universitas Indonesia (UI).

Item 45.3 CECS articulation with Universiti Kuala Lumpur

Resolution
The Academic Board approved:
1. the articulation agreement between the ANU and Universiti Kuala Lumpur.
2. to review the GPA requirements set out in the articulation agreement by CAAC 1/2017.

Item 45.4 CPMS undergraduate articulation with China University of Mining & Technology (CUMT)

Resolution
That Academic Board approved the following recommendations:
1. approval of the articulation agreement between the ANU and China University of Mining and Technology (CUMT).
2. to review the articulation agreement for Chemistry and Earth or Marine Sciences majors by CAAC 1/2016.

Item 45.5 CASS Credit Transfer Agreement with Canberra Institute of Technology (CIT)

Resolution
The Academic Board approved the credit transfer agreement between ANU and the Canberra Institute of Technology for ANU CASS coursework credit.
Item 46 Graduate Coursework Awards
Item 46.1 New Graduate Awards

Resolution
The Academic Board approved the following undergraduate coursework Awards be accredited as recommended by the University Education Committee, with the following exceptions:

Juris Doctor (Online) be accredited with conditions that:
1. students will not be permitted to transfer between the Juris Doctor (Online) and Juris Doctor (Campus) unless all compulsory courses have been completed before transferring and;
2. progress against implementation targets and timelines is reported to the DVC(A) and Chair, Academic Board every three months until the first student intake.

That the Board note that the proposal for the Master of Financial Management was approved for accreditation by the Chair, Academic Board out of session.

ANUCASS
Graduate Diploma of Studies; DSTUD
ANUCBE
Master of Financial Management; MFINM
ANUCoL
Juris Doctor (Online); MJDOL

Item 46.2 Disestablishment of Graduate Coursework Awards

Resolution
The Board approved the disestablishment of Graduate Coursework Awards as detailed below

ANUCASS
Master of Culture, Health and Medicine (Fully Online); MCHOL

ANUCBE
Master of Health Economics

That the Committee note that Master of Culture, Health and Medicine (Fully Online) MCHOL was created in error and has been disestablished.

Item 46.3 College approved changes for noting

Resolution
The Board note that amendments to the following Awards have been approved by the relevant ANU College.
ANUCBE
Substitution of compulsory course:
• Master of Professional Accounting
Part 8 – Items of Other Business

Item 47 Other Business and Question Time

PARSA noted concerns had been expressed from some students in relation to the timetabling for exams. Some students feel they have been overloaded with three exams in two days. Some students have exams that finish at 10pm and there is no access to safe public transport at this time. The Registrar noted that they are working with Colleges to discuss scheduling of examinations and that there are many constraints and considerations applied to the process. A provision timetable is distributed for comment prior to the final timetable being published.

MTE
12/05/15
Appendix 1

4th May, 2015

Re: Academic Board Hot Topic- Report on Indigenous Engagement

School of Art scheduled courses and workshops
The CASS report does not include the following School of Art activity and Indigenous Engagement:

• Balawan Electives, Environment Studio – field research elective, in country with Indigenous elders and artists
  (Elective on website and photographs of the field trips visiting artists.)

ARTV2921 (intensive or semester long; 1/2015 and winter session)
ARTV2922 (Intensive or semester long; 1/2015 and winter session)
ARTV6921 (Intensive or semester long; 1/2015 and winter session)

• Drawing Workshop, 6th May to 8th May, the Back to Country Camp at Jigamy, Eden, NSW with Indigenous secondary students from 5 regional schools
  (Amelia Zaraftis ex-Equity program is the outreach volunteer for ANU SoA for this course.)

• Balawan Exhibition (students and visiting artists to exhibit) in Semester 2/2015

• Centre for Art History and Art Theory: Aboriginal and Torres Strait Islander Art
  ARTH2098 (undergraduate 6 unit 2/2015)
  ARTH6598 (postgraduate 6 unit 2/2015)

• John Blay’s Bundian Way Book Launch at SoA in Semester 2/2015.
Appendix 2

ANU College of Engineering & Computer Science

Further to my oral report to the Academic Board today, please find below a summary of main CECS activities on Indigenous Engagement.

To be more specific, CECS activities around Indigenous Engagement can be categorized into the following three areas:

1. Workshops and other outreach activities that CECS has been involved in, mainly through partnerships with the Engineers Without Borders (EWB).
2. Curriculum development and education delivery that we have been involved in, both within CECS and in partnership with other universities and the EWB.
3. General CECS activities involving staff and general business.

In relation to item 1, we have two main activities to report:

1. Between 2012 and the end of 2014, the local EWB chapter ran 6 workshops on behalf of CECS reaching out to around 100 high school students between Year 6 and Year 11 mainly on topics of water for life and floating houses. These workshops were jointly organized through ANU Equity and College of Science.
2. CECS also supports EWB through a formal university partnership, as EWB is one of the few engineering organizations actively working with Indigenous communities, and by supporting EWB we are supporting that work.

In relation to item 2, we have three main activities to report:

1. We have a compulsory first year course for all Eng students called Discover Engineering, where we have guest lecturers on Indigenous Culture and Development.
2. This year, we are running a Special Topics Course called Engineering for a Humanitarian Context, which is being jointly developed with EWB and supported by an OLT grant we have received, which has a few of topics on Indigenous culture and development.
3. One of our Professional staff, who has been actively involved in teaching into our core courses, is involved with an OLT project led by the University of Wollongong on ‘Indigenous Engineering', looking to create education initiatives around Indigenous development related to engineering. This started last year with a 2 year time-frame.

Finally, in relation to item 3 above, we have a number of activities to report as follows:

1. We have an active Reconciliation Action Plan, which is available publicly and contains multiple commitments across three main themes: Respect, Opportunities, Relationships. The plan will be reviewed and updated towards the end of 2015.
2. We used to run a CECS Reconciliation Action Plan Subcommittee (of the ANU Reconciliation Action Plan Committee) however this has been disestablished. We now run a CECS Access & Equity Committee. The committee’s aims include increasing the percentage of indigenous HDR students and academic staff. They have met once this year and have carried out many other out of round business on these matters.
3. We have a ‘Welcome to Country’ which is included as routine in CECS events.

4. We display indigenous artwork in the College including in the office of the Dean & Deputy Dean.

5. “Indigenous Cultural Awareness” forms part of the mandatory training for all new CECS staff.

6. One of our alumna, Ayesha Razzaq took part in the 2014 New York Marathon as part of the Indigenous Marathon Project. She raised $50,000.

As I mentioned in the meeting today, at CECS we are seriously committed to Indigenous Engagement and acknowledge that there is still a long way to go to fulfill our goals. As a side update, we also had a meeting this afternoon with an EWB representative where we had a quite fruitful discussion on how to make our partnership with EWB even stronger and more robust and naturally part of this relationship will focus on strengthening our engagement with the Indigenous communities.

Please do not hesitate to contact me if further information is required.

Associate Professor Parastoo Sadeghi
29. POWER OF ATTORNEY

PURPOSE: To note a list of documents signed under Power of Attorney by the Investment Manager between 6 May and 12 June 2015.

AUTHOR: Investment Manager

REVIEWED BY: Chief Financial Officer

APPROVED BY: Chief Financial Officer

SPONSOR: Vice-Chancellor

RECOMMENDATION: That Council note the list of transactions over which the Investment Manager exercised Power of Attorney between 6 May and 12 June 2015.

ACTION REQUIRED: For information

CONSULTATION: Staff, Students, Alumni, Government, Other, Not applicable

BACKGROUND AND SUMMARY OF ISSUES:

This Power of Attorney was granted to the Investment Manager and executed under the Common Seal of the University on 4 September 2003.

Attachment 30.1 provides the list of transactions signed under Power of Attorney by the Investment Manager, between 6 May and 12 June.

ATTACHMENT:

29.1 List of transactions signed under Power of Attorney between 6 May and 12 June 2015 (183/2015).

COMMUNICATION:

For public release, For internal release, Not for release
## POWER OF ATTORNEY 6 MAY 2015 TO 12 JUNE 2015

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<tr>
<th>No.</th>
<th>Date</th>
<th>Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1205</td>
<td>06/05/2015</td>
<td>200712780</td>
<td>Deed of Amendment and Restatement re Hydrexia on behalf of the Long Term Investment Pool</td>
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<td>1206</td>
<td>08/05/2015</td>
<td>20060873</td>
<td>Proxy Form re Pinnacle Global Shares High Alpha Trust on behalf of the Long Term Investment Pool</td>
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<td>1207</td>
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<td>201211748</td>
<td>Request to Consolidate Holdings re the University’s holdings in Amalgamated Holdings Ltd on behalf of the Long Term Investment Pool</td>
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<td>1208</td>
<td>18/05/2015</td>
<td>201211749</td>
<td>Address Change Notification re the University’s holding of Westpac TPS Trust on behalf of the Long Term Investment Pool</td>
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<td>1209</td>
<td>18/05/2015</td>
<td>201211748</td>
<td>Request to Consolidate Holdings re the University’s two holdings in CSL Limited on behalf of the Long Term Investment Pool</td>
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<td>18/05/2015</td>
<td>201211749</td>
<td>Account Nomination Form re holding in Westpac TPS Trust on behalf of the Long Term Investment Pool</td>
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<td>1211</td>
<td>27/05/2015</td>
<td>200501874</td>
<td>Vantage Private Equity Growth Limited Proxy Form appointing the Chairman of the meeting to vote for the resolution on behalf of the Long Term Investment Pool</td>
</tr>
<tr>
<td>1212</td>
<td>12/06/2015</td>
<td>201211748</td>
<td>Participation in the Voluntary Sale Facility established by Singtel to allow the University’s shares in Singtel to be sold on the SGX following their recent delisting from the ASX on behalf of the Long Term Investment Pool</td>
</tr>
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</table>
30. UNIVERSITY SEAL REPORT

PURPOSE
To inform Council of the uses of the University Seal.

AUTHOR
Manager, Vice-Chancellor’s Office

SPONSOR
Vice-Chancellor

RECOMMENDATION
That Council note that there have been no documents to which the University Seal has been affixed since the meeting of Council held on 29 May 2015.

ACTION REQUIRED
For discussion ☐ For decision ☐ For information ☑

CONSULTATION
Staff ☐ Students ☐ Alumni ☐ Government ☐ Other ☐ Not applicable ☑

BACKGROUND AND SUMMARY OF ISSUES

The University Seal Statute 2002 came into effect on 11 June 2002. The Statute provides that the seal of the University must not be used except upon the order of the Council or as provided by the Statute. Section 5 of the Statute provides that:

1. Affixing of seal to other documents
   a. If a document is required to be under the seal of the University but the affixing of the seal is not authorised by section 4, the Chancellor or the Vice-Chancellor may direct the custodian to affix the seal of the University to the document, and, at the first opportunity, the Chancellor or the Vice-Chancellor, as the case requires, must report to the Council the action so taken.

There have been no documents to which the University Seal has been affixed since the meeting of Council held on 29 May 2015.

COMMUNICATION
For public release ☐ For internal release ☐ Not for release ☑
31. SIGNIFICANT VISITS AND EVENTS, GRANTS AND CONSULTANCIES

PURPOSE
To consider a report of significant visits and events, grants and consultancies.

AUTHOR
Communications Officer (Special Events)
Office of Research Excellence

REVIEWED BY
Vice-Chancellor

APPROVED BY
Vice-Chancellor

SPONSOR
Vice-Chancellor

RECOMMENDATION
That Council note the report of significant visits and events, grants and consultancies (187/2015).

ACTION REQUIRED
For discussion ☐ For decision ☐ For information ☒

ATTACHMENT
31.1 Report of significant visits and events, grants and consultancies (187/2015).
**Significant Events from 4 May 2015 – 30 June 2015**

What constitutes a Significant Event?

- A public lecture, event or seminar which attracts over 200 guests,
- A named lecture of historical significance,
- A lecture by a significant overseas guest,
- A visit by an international delegation,
- A visit or talk by a local or federal member,
- A building opening, or
- An awarding of major prize

**MAY**

**Public Lecture**
ANU College of Arts and Social Sciences  
*Tuesday 5 May 2015*

2015 Allan Martin Public Lecture: *Going ballistic: A new history of aggression*  
Presented by Professor Joanna Bourke, University of London  
Hosted by the School of History

**VIP Event**
ANU College of Arts and Social Sciences  
*Tuesday 6 May 2015*

Day of the Portuguese language  
ANU co-hosted with the Ambassadors from the Embassy of the Democratic Republic of Timor-Leste, Embassy of the Federative Republic of Brazil and the Embassy of Portugal *The celebration of the Portuguese Language*. Ambassadors from Bulgaria, Romania and Argentina joined the celebration.  
Hosted by the School of Literature, Languages and Linguistics

**VIP Lecture**
ANU College of Asia and the Pacific  
*Wednesday 6 May 2015*

Singapore’s Ambassador-at-Large, Mr Bilahari Kausikan, presented a lecture titled; *Prospects for Asia’s Security Architecture*.  
Hosted by the Coral Bell School of Asia Pacific Affairs

**VIP Lecture**
Sir Roland Wilson Foundation  
*Wednesday 6 May 2015*

The 2015 Annual Sir Roland Wilson Oration  
Delivered by The Hon Mr John Howard OM AC, 25th Prime Minister of Australia and attended by Secretaries of fifteen Australian Government departments and other senior public servants.

**VIP Visits**
Office of the Vice-Chancellor  
*Thursday 7 May 2015*

The Vice-Chancellor hosted a visit to ANU by His Excellency Dr David Lee, Ambassador of Taiwan.

**VIP Lecture**
ANU College of Medicine, Biology and Environment
Thursday 7 May 2015
Christiana Figueres, Executive Secretary of the UN Framework Convention on Climate Change, presented a talk titled; *The road to Paris: Efforts to achieve a new climate change agreement in 2015.*
Hosted by the Fenner School of Environment and Society

**Lecture**
ANU College of Asia and the Pacific

Thursday 7 May 2015
Professor Stephan Haggard from the University of California San Diego presented a talk titled; *Engaging North Korea.*
More than 200 guests were in attendance
Hosted by the Coral Bell School of Asia Pacific Affairs

**VIP Event**
ANU College of Arts and Social Sciences

Thursday 7 May 2015
Opening of art exhibition: *Making connections: Southeast Asian art exhibition@ANU*
His Excellency Dato’ Zainal Abidin Ahmad, High Commissioner of Malaysia officially opened the exhibition.
Hosted by the ANU School of Art

**VIP Event**
Friday 8 May 2015
ANU Energy Change Institute
ACT Deputy Chief Minister addressed the ECI’s annual meeting.

**Partner Visit**
Friday 8 May 2015
were hosted to dinner by The Vice-Chancellor hosted a dinner for a delegation from the Ocean University of China (OUC). During the dinner, an MOU between ANU and OUC was signed.

**Major Event**
ANU College of Arts and Social Sciences

Friday 8 May 2015
The HC Coombs Creative Arts Fellowship celebrated its 50th year with special presentations by George Dreyfus, the first ever recipient of the fellowship, Andrew Farriss from INXS and William Yang, photographer and performance artist and 2007 HC Coombs Creative Arts Fellow.

**VIP Visits**
Office of the Vice-Chancellor
Monday 11 May 2015
The Vice-Chancellor met with Mr George Dreyfus AM, a previous Creative Arts Fellow at ANU.
VIP Event
ANU College of Arts and Social Sciences
**Monday 11 May 2015**
Andrew Farriss from INXS gave a special talk looking at his career in music.
Hosted by the ANU School of Music

VIP Visits
Office of Deputy Vice-Chancellor (Academic)
**Monday 11 May 2015**
Professor Marnie Hughes-Warrington hosted discussions with Dr Wendy Cebula, President and Chief Operating officer, Edx.

VIP Visit
Office of the Vice-Chancellor and ANU College of Physical and Mathematical Sciences
**Tuesday 12 May 2015**
The Vice-Chancellor met with Her Excellency Mrs Nineta Barbulescu, Ambassador for Romania. This was followed by a meeting with Professor John Close, Deputy Director, Research School of Physics and Engineering for discussions on research engagement.

Major Event
ANU/The Canberra Times meet the author event
**Tuesday 12 May 2015**
ANU graduate Michael Cooney – Julia Gillard’s speechwriter for most of her time in office – gave a talk about his time working in the former Prime Minister’s office.
More than 200 guests in attendance.

VIP Meeting
ANU College of Asia and Pacific
**Thursday 14 May 2015**
Roundtable discussion with Members’ of the Indian Parliament
Pro Vice-Chancellor (International and Outreach) hosted discussions with six members of the Indian Parliament.
Hosted by the National Security College

VIP Event
ANU College of Asia and the Pacific
**Thursday 14 May 2015**
The economic and social survey of Asia and the Pacific 2015.
The Hon Wayne Swan MP addressed a gathering of heads of the diplomatic community including: Algeria, Argentine, Bangladesh, Fiji, Iran, Malta, Mongolia, Nigeria, Norway, Papua New Guinea, Qatar, and academics and students.
Co-hosted by Asia Pacific College of Diplomacy and The United Nations Information Centre, Canberra
Partner Visit
Monday 18 May 2015
Ms Luz Amparo Medina of COLCIENCIAS visited ANU to learn more about the structure of PhD studies. She met with Dr Erik Lithander, Professor Jenny Corbett, and representatives of Global Engagement, Student Admissions and International Student Recruitment before being hosted to dinner by Dr Davina Potts.

Partner Visit
Tuesday 19 May 2015
ANU College of Arts and Social Sciences
Ms Luz Amparo Medina of COLCIENCIAS met with Dr Stephen Milnes, representatives of the ANU College of Engineering and Computer Science and the Joint Colleges of Science and Colombian PhD students before being hosted to lunch by Dr John Minns.

VIP Meeting
Office of the Vice-Chancellor
Wednesday 20 May 2015
The Vice-Chancellor held discussions with Dr Jim Chalmers MP, Shadow Parliamentary Secretary to the Leader of the Opposition, Shadow Parliamentary Secretary for Trade and Investment.

VIP Event
ANU Sport
Wednesday 20 May 2015
Annual Blues Awards
The Vice-Chancellor presented awards to sportsmen and women in recognition of their outstanding sporting achievements.

Major Event
ANU/The Canberra Times meet the author event
Wednesday 20 May 2015
Multi-award-winning foreign correspondent and bestselling author Christina Lamb discussed her latest book Farewell Kabul: From Afghanistan to a more Dangerous World. More than 400 guests in attendance

VIP Visit
ANU College of Physical and Mathematical Sciences
Thursday 21 May 2015
Research School of Earth Sciences: Introductory Tour
Director of the Research School of Earth Sciences hosted a visit by the Ambassador for Hungary and his delegation on a familiarisation tour of the School.

VIP Visit
Office of the Vice-Chancellor
Friday 22 May 2015
The Vice-Chancellor hosted the visit of Professor Grant Guilford, Vice-Chancellor of Victoria University of Wellington to campus. Professor Guilford held meetings with the Deputy Vice-
Chancellor (Academic), Deans of the ANU Colleges of Sciences, Director of the Research School of Biology and undertook a tour of the National Computational Infrastructure.

**Event**

**ANU College of Physical and Mathematical Sciences**  
*Friday 22 May 2015*

Mount Stromlo Observatory Public Astronomy Night  
Hosted by Research School of Astronomy and Astrophysics

**Named Lecture**

**ANU College of Arts and Social Sciences**  
*Friday 22 May 2015*

2015 Mulvaney Lecture  
Professor Francesco d’Errico from the University of Bordeaux gave a talk titled; *The emergence of symbolic material cultures and modern cognition: putting the African record in a global perspective.*  
Hosted by School of Archaeology and Anthropology

**VIP Meeting**

**Office of the Vice-Chancellor**  
*Monday 25 May 2015*

The Vice-Chancellor held discussions with The Hon Christian Porter MP, Member for Pearce and Parliamentary Secretary to the Prime Minister

**VIP Meeting**

**Office of the Vice-Chancellor**  
*Monday 25 May 2015*

The Vice-Chancellor held discussions with Mr Dan Tehan MP, Member for Wannon and Professor Rory Medcalf, Director of the ANU National Security College.

**VIP Meeting**

**Office of the Vice-Chancellor**  
*Monday 25 May 2015*

Dinner with ACT Chief Minister  
The Vice-Chancellor hosted a dinner with the Chief Minister and members of the ANU Executive and senior management.

**VIP Event**

**Office of the Vice-Chancellor**  
*Tuesday 26 May 2015*

Signing of the ANU and Fulbright Agreement  
The Deputy Vice-Chancellor (Academic) hosted the occasion of the signing of the agreement with Fulbright for a Distinguished Chair in the Fulbright Catalogue. This event was followed by a student information session.

**Event**

**ANU/The Canberra Times meet the author event**  
*Tuesday 26 May 2015*
Xue Xinran discussed her latest book *Buy Me the Sky*, which examines China’s one-child policy
More than 200 guests in attendance

**VIP Event**
ANU College of Physical and Mathematical Sciences  
*Wednesday 27 May 2015*  
Book launch – *Protected area governance and management*  
Deputy Vice-Chancellor (Research) meet His Excellency Mr Sem Fabrizi, Ambassador and Head of Delegation of the European Union to Australia and New Zealand who launched the book.

**Event**
ANU College of Physical and Mathematical Sciences  
*Wednesday 27 May 2015*  
Dr Peter Riggs delivered a presentation titled; *What is reality: physics or metaphysics?*  
More than 300 guests in attendance

**VIP Meeting**
Office of the Vice-Chancellor  
*Wednesday 27 May 2015*  
The Vice-Chancellor held discussions with former leader of the Greens, Senator Christine Milne, Senator for Tasmania and was joined by Professor Ken Baldwin, Director Energy Change Institute.

**VIP Event**  
Office of the Vice-Chancellor  
*Wednesday 27 May 2015*  
IARU Global Summer Program Reception  
The Vice-Chancellor spoke to and mingled with ANU students participating in the IARU Global Summer Program.

**Book Launch**  
ANU College of Medicine, Biology and Environment  
*Wednesday 27 May 2015*  
The book *Protected Area Governance and Management* was launched by His Excellency Mr Sem Fabrizi, Ambassador of the European Union to Australia and New Zealand.  
Hosted by the Fenner School of Environment and Society

**VIP Event**
Office of the Vice-Chancellor  
*Thursday 28 May 2015*  
Opening of FEI Offices and launch of ACT Business Development Strategy.  
The Vice-Chancellor attended the official opening of FEI office and the launch of *Confident and Business Ready: building on our strengths* the ACT Government’s new business development strategy.
VIP Lecture
ANU College of Asia and the Pacific
Friday 29 May 2015
Public lecture: FBI Post 9/11: Intelligence transformation
Director for Intelligence FBI and members of the US Embassy attended the lecture.
Hosted by Coral Bell School of Asia Pacific Affairs

JUNE
Partner Visit
Monday 1 June 2015
Professor Ben Cashore, Academic Director of the Fox International Fellowship at Yale University, met with Professor Marnie Hughes-Warrington, Professor Richard Baker, Ms Lynda Mathey and representatives of all ANU Colleges before being hosted to lunch by Dr Erik Lithander.

VIP Event
Office of the Vice-Chancellor
Monday 1 June 2015
ACT Schools Parliament of youth on sustainability: Action for our future.
Pro Vice-Chancellor (Student Experience) on behalf of the Vice-Chancellor attended the Q&A session between ACT students and Mr Simon Corbell MLA ACT Deputy Chief Minister, Shane Rattenbury MLA Greens Minister and Member for Molonglo and Nicole Lawder MLA Shadow Minister for the Environment. Chris Bourke MLA, Member for Ginninderra was also in attendance.

VIP Conference
ANU College of Asia and the Pacific
Thursday 4 June - Saturday 6 June 2015
2015 Myanmar/Burma Update: Making sense of conflict
The Chancellor and Deputy Vice-Chancellor (Academic) greeted and welcomed to ANU His Excellency Khin Aung Myint, Speaker of the Upper House, Union Parliament, Myanmar, who gave the keynote address. The opening session was also attended by His Excellency Mr Min Thein, Ambassador of the Republic of the Union of Myanmar and His Excellency Mr Nicholas Coppel, Ambassador to the Republic of the Union of Myanmar.

VIP Seminar
ANU College of Asia and the Pacific
Wednesday 10 June 2015
Lemhannas meeting. Delegation from the Indonesian Department of Foreign Affairs and the National Resilience Institute of Indonesia delegation met with members of the National Security College.

VIP Event
Office of the Vice-Chancellor
Thursday 11 June 2015
Deputy Vice-Chancellor (Research) on behalf of the Vice-Chancellor addressed ANU early career academics and final year PhD students. Australia's Chief Scientist, CEO's of the
Australian Research Council and National Medical and Health Research Council were also in attendance

VIP Visit
ANU College of Asia and the Pacific
Thursday 11 June 2015
Papua New Guinea Science and Technology Exchange
Pro Vice-Chancellor (Innovation and Advancement) hosted a Papua New Guinean parliamentary delegation led by The Hon Malakai Tabar, Minister for Higher Education, Research, Science and Technology, PGN.

Event
ANU College of Business and Economics
Monday 15 June 2015
Christopher Kent, Assistant Governor (Economic) at the Reserve Bank of Australia, gave a talk titled; The transmission of monetary policy.
More than 200 guests in attendance

VIP Visit
Office of the Vice-Chancellor
Tuesday 16 June 2015
Hong Kong Economic and Trade Office visit
Pro Vice-Chancellor (International and Outreach) met with members of the HKETO office to discuss a proposed visit by Secretary for Commerce and Economic Development, Government of the Hong Kong Special Administrative Region (HKSAR) Government (minister equivalent) in August.

Event
Eat, drink and be literary series
Tuesday 16 June 2015
Filmmaker Anna Broinowski introduced a special screening of her film Aim High in Creation before discussing her latest book The Director is the Commander.
More than 100 paying guests in attendance

Book Launch
ANU College of Asia and the Pacific
Tuesday 16 June 2015
Ross Gittins, Economic Editor at The Sydney Morning Herald launched his latest book A Life Among Budgets, Bulldust and Bastardy at ANU.
Hosted by Crawford School of Public Policy

VIP Event
ANU Centre for European Studies
Wednesday 17 June 2015
European Climate Diplomacy Day: International climate negotiations 101
Mr Simon Corbell MLA and His Excellency Mr Pier Francesco Zazo, Ambassador of Italy, were in attendance.
Event
ANU College of Physical and Mathematical Sciences
Friday 19 June 2015
Mount Stromlo Observatory Public Astronomy Night
Hosted by Research School of Astronomy and Astrophysics

VIP Event
Office of the Vice-Chancellor
Monday 22 June 2015
Science Technology Engineering and Mathematics (STEM) National Consolation Round Table
The Vice-Chancellor hosted the STEM roundtable on campus. The Hon Ian Macfarlane MP, Minister for Industry and Science, The Hon Karen Andrews MP, Parliamentary Secretary to the Minister for Industry and Science, Professor Ian Chubb AC, Australia’s Chief Scientist were in attendance.

VIP Lecture
Office of the Vice-Chancellor
Wednesday 24 June 2015
ANU co-hosted with The Hon Dr Andrew Leigh MP, the annual Fraser Lecture delivered by The Hon Mark Dreyfus QC MP.

VIP Event
ANU College of Asia and the Pacific
Wednesday 24 June 2015
MIKTA Seminar: A new model of partnership for a global future
The Vice-Chancellor meet and introduced the Hon Julie Bishop MP, Minister for Foreign Affairs and Trade who opened the MIKTA (Mexico, Indonesia, Korea, Thailand and Australia) seminar. The heads of the MIKTA countries were in attendance: His Excellency Mr Bonghyun Kim, His Excellency Mr Armando Alvarez Reina, His Excellency Mr Nadjib Riphat Kesoema and His Excellency Mr Reha Keskiintepe, Ambassador for Turkey. Other Heads of Diplomatic Missions who attended were: Japan, Philippines, Bosnia and Herzegovina, Iran, Brazil, Romania, Portugal, Venezuela, Argentina, Chile, Egypt, Colombia, Ecuador, Cyprus, Lao PDR, PNG, Morocco, Serbia, India, Nepal, Uganda, Finland, Hungary, Bulgaria, Switzerland, Spain, Zimbabwe, Malaysia, Slovak Republic, Ethiopia, Belarus, Royal Thai Guatemala, Georgia, Mauritius, Canada, Bangladesh, Kenya, Slovenia, Lebanon, Paraguay and Czech Republic.

VIP Conference
Office of the Chancellor
Sunday 28 – Tuesday 30 June 2015
Crawford Australian Leadership Forum (CALF)
The forum brings together on an invitation only basis, 150 distinguished business, public sector and research and advocacy community leader, Australian and international, to debate the global realities and the domestic choices needed to address them.
Presenters included:

- The Hon Warren Truss MP, Deputy Prime Minister for Australia, Minister for Infrastructure & Regional Development
- Mr Marty Natalegawa, former Minister of Foreign Affairs, Indonesia
- Mr Martin Wolf, Chief Economics Commentator, The Financial Times
- Ms Heather Smith, Deputy Secretary, Department of the Prime Minister and Cabinet
- Ms Glenys Beauchamp, Secretary of the Department of Industry and Science
- Mr Bill Farmer, former Australian Ambassador to Indonesia
- Mr Robert Hill, former Minister for Defence
- Ms Catherine Livingstone, President, Business Council of Australia
- Mr Michael Stutchbery, Editor-in-Chief, The Australian Financial Review
- Mr Angus Taylor MP, Member of Hume
- Mr Yoichi Funabashi, Chairman, Rebuild Japan Initiative Foundation
- Professor Moon Chung-in, Professor of Political Science, Yonsei University, Editor-in-Chief, Global Asia
- Mr Yao Yunzhu, Director, Center of On China-American Defense Relations, China
- Mr David Irvine, former Australian Ambassador to China,
- Senator Penny Wong, Shadow Minister for Trade and Investment
- Mr Andrew Sheng, Chief Advisor, China Banking Regulatory Commission
- Mr Zhang Jun, Dean, School of Economics, Director, China Center for Economic Studies, Fudan University
- Mr Bob Carr, former Australian Foreign Affair Minister
- Mr Richard Solomon, former Assistant Secretary of State for East Asian and Pacific Affairs
- Mr Irvine Tan, CISCO
- Mr Dennis Richardson, Secretary, Department of Defence
- Mr Mike Pezzullo, Secretary Department of Immigration and border Protection
- Mr Michael Thawley, Secretary, Department of the Prime Minister and Cabinet, former Australian Ambassador to the US
- The Hon Scott Tyan, Senator, Parliament Secretary to the Minister for Education and Training
- Mr Gordon De Brouwer, Secretary, Department of the Environment
- The Hon Tanya Plibersek MP, Deputy Leader of the Opposition; Shadow Minister for Foreign Affairs and international Development
- Dr Latha Reddy, Commissioner, Global Commission on Internet Governance; former Deputy National Security Advisor, Indian Government
- Mr Mike Mrdak, Secretary Department of Infrastructure and Regional Development
- Mr Blair Comley, Secretary, NSW Department of Premier and Cabinet
- Mr Chris Seed, High Commissioner for New Zealand
- Mr James Chalmer MP, Member for Rankin
- Mr Andrew Giles MP, Member for Scullin
- Dr Andrew Leigh MP, Member for Fraser
- Ms Joanne Ryan MP, Member for Lalor
- Mr Tim Watts MP, Member for Gellibrand
- Ms Heather Ridout, Australian Super
- Mr Martin Parkinson, former Secretary of the Treasury
Australian National University - Research Services Division

Grants and Consultancies
Awarded between 1 May 2015 and 30 June 2015

College of Arts and Social Sciences ................................................................................................................................. 2
College of Asia and the Pacific ......................................................................................................................................... 2
College of Engineering and Computer Science ................................................................................................................ 3
College of Law .................................................................................................................................................................. 3
College of Medicine, Biology and Environment .............................................................................................................. 4
College of Physical and Mathematical Sciences ............................................................................................................... 7

Caveats:

1. The amount shown reflects the funds that were awarded for the entire grant/consultancy, grouped against the primary funds provider.
2. Although many grants/consultancies are collaborative efforts involving more than one area of the ANU, they are reported under the college of the primary department.
3. All amounts reported are in Australian dollars.
4. In a few cases the amount reported is nil. This can be for a variety of reasons, such as the contract is still under negotiation, or that the project is a non-monetary agreement.
### College of Arts and Social Sciences

<table>
<thead>
<tr>
<th>Primary Funds Provider</th>
<th>Primary Investigator</th>
<th>Title</th>
<th>Total Amount Awarded</th>
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<tbody>
<tr>
<td>ACT Department of Territory and Municipal Services Directorate</td>
<td>Mr Timothy Denham</td>
<td>Jerrabomberra Wetlands 'Trench Warfare and Bombing School' Research Project</td>
<td>$18,120</td>
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### College of Asia and the Pacific

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<tr>
<td>Chiang Ching-Kuo Foundation for International Scholarly Exchange</td>
<td>Prof John Makeham</td>
<td>Exegesis of the Awakening of Faith</td>
<td>$90,000</td>
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<tr>
<td>Academy of Korean Studies</td>
<td>Dr David Kim</td>
<td>Australian Volunteerism in the Hermit Kingdom: The socio-cultural renaissance of colonial Korea (1889-1941)</td>
<td>$6,257</td>
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<td>Commonwealth Department of the Prime Minister and Cabinet</td>
<td>Prof Rory Medcalf</td>
<td>PMC Policy Engagement</td>
<td>$550,000</td>
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<tr>
<td>Commonwealth Department of Social Services</td>
<td>Prof Peter McDonald</td>
<td>National Transfer Accounts for Australia</td>
<td>$215,000</td>
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<tr>
<td>French Ministry of Foreign Affairs, Ecole des Hautes Etudes en Sciences Sociales</td>
<td>Prof Serge Tcherkezoff</td>
<td>The French Collectivities in the Pacific 2015, dialogues with Australia (EHESS Branch at ANU, CAP, CHL)</td>
<td>$92,183</td>
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<tr>
<td>Commonwealth Department of Defence</td>
<td>Dr Brendan Taylor</td>
<td>Australian member Committee of the Council for Security Cooperation in the Asia-Pacific (AusCSCAP) FY 2014-15</td>
<td>$65,000</td>
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<tr>
<td>Agence francaise de developpement (AFD)</td>
<td>Prof Serge Tcherkezoff</td>
<td>Establishing scholarship visits</td>
<td>$40,821</td>
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### College of Engineering and Computer Science

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<td>US Air Force, Office of Scientific Research</td>
<td>Dr Lexing Xie</td>
<td>The Anatomy of Social Media Popularity</td>
<td>$694,472</td>
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### College of Law

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<tr>
<td>East African Community</td>
<td>A/Prof David Letts</td>
<td>East Africa Community Maritime Law Training</td>
<td>$50,673</td>
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<td>Australian Biological Resources Study</td>
<td>Ms Xenia Weber</td>
<td>Identifying and describing new species in the southern bull-kelp genus <em>Durvillaea</em></td>
<td>$11,000</td>
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<td>Birdlife Australia</td>
<td>Ms Iliana Medina</td>
<td>Evolution of clutch size in host of brood parasites</td>
<td>$1,000</td>
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<tr>
<td>Birdlife Australia</td>
<td>Mr Joshua Penalba</td>
<td>Genomics of different geographic modes of speciation in northern Australian birds</td>
<td>$5,000</td>
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<td>Birdlife Australia</td>
<td>Mr Ross Crates</td>
<td>Ecology and Conservation of the Regent Honeyeater</td>
<td>$4,935</td>
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<td>Birdlife Australia</td>
<td>Mr Miles Keighley</td>
<td>Assessing meta-population connectivity through cultural diversity in the declining Australian Palm Cockatoo</td>
<td>$2,498</td>
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<td>Birdlife Australia</td>
<td>Ms Zoe Reynolds</td>
<td>The role of unburnt patches for birds in a post fire landscape</td>
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<td>National Health and Medical Research Council (NHMRC)</td>
<td>Prof Ross Hannan</td>
<td>Senior Research Fellowship B</td>
<td>$240,793</td>
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<tr>
<td>Antarctic Science Ltd</td>
<td>Dr Ceridwen Fraser</td>
<td>How hot rocks help species survive in cold places: using genetics to test whether small patches of volcanically warmed earth can support high levels of biodiversity in Antarctica</td>
<td>$8,425</td>
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<td>Bulga Coal Pty Ltd</td>
<td>Prof Robert Heinsohn</td>
<td>Bulga Optimisation project</td>
<td>$200,000</td>
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<td>Rural Industries Research and Development Corporation</td>
<td>A/Prof Celeste Linde</td>
<td>Pests and diseases of truffles and their tree hosts in Australia</td>
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<tr>
<td>University of Minnesota</td>
<td>Dr Martin Sellbom</td>
<td>Assessing DSM-5 personality disorder criteria with the MMPI-2-RF in outpatient private practice and university samples</td>
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<td>Australian Biological Resources Study</td>
<td>Mr Damien Esquerre</td>
<td>Phylogeography, species delimitation, morphological diversity and systematics of an Australian endemic genus of pythons (Pythonidae: Antaresia)</td>
<td>$750</td>
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<tr>
<td>Australian Biological Resources Study</td>
<td>Mr Ian Brennan</td>
<td>Hidden in the sand: Systematics of the Pygopodidae, enigmatic Australian endemic limbless geckos</td>
<td>$750</td>
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<tr>
<td>Commonwealth Department of Health</td>
<td>A/Prof Martyn Kirk</td>
<td>National AMR Surveillance Strategy Development</td>
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<td>Commonwealth Scientific and Industrial Research Organisation (CSIRO)</td>
<td>Prof Marilyn Ball</td>
<td>Research services to CSIRO Pye Laboratory wind tunnel</td>
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<tr>
<td>NSW Office of Environment and Heritage</td>
<td>Prof Michael Hutchinson</td>
<td>NARCLIM high resolution future climate surfaces</td>
<td>$30,000</td>
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<td>Commonwealth Scientific and Industrial Research Organisation (CSIRO)</td>
<td>Prof Craig Moritz</td>
<td>Whole genome sequencing and population genomics for Malurus</td>
<td>$38,000</td>
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<td>Commonwealth Scientific and Industrial Research Organisation (CSIRO)</td>
<td>Prof Craig Moritz</td>
<td>Climate adaptation in Australian Finches</td>
<td>$23,000</td>
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## College of Medicine, Biology and Environment

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<th>Total Amount Awarded</th>
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<tr>
<td>Birdlife Australia</td>
<td>Mr Miles Keighley</td>
<td>2015 Stuart Leslie Conference Award</td>
<td>$1,000</td>
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<td>Commonwealth Scientific and Industrial Research Organisation (CSIRO)</td>
<td>Prof Gabriele Bammer</td>
<td>Enhancing Integration and Implementation Research at CSIRO Land and Water Flagship</td>
<td>$30,000</td>
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<td>NSW Government Murray Local Land Services</td>
<td>Prof David Lindenmayer</td>
<td>Vegetation Condition Monitoring Travelling Stock Reserves (TSRs)</td>
<td>$33,091</td>
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<td>Commonwealth Scientific and Industrial Research Organisation (CSIRO)</td>
<td>Prof Michael Hutchinson</td>
<td>Monthly climate surfaces for Nepal and Pakistan - SDIP cross-cutting</td>
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<td>Equity Trustees Ltd</td>
<td>Ms Amanda Edworthy</td>
<td>Causes of decline in endangered forty-spotted pardalotes</td>
<td>$7,000</td>
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<td>Medical Advances Without Animals Trust</td>
<td>Prof Paul Smith</td>
<td>Osteomics: A breakthrough integrated research system using mathematical and computational methods to replace animal models of human bone disease and bone repair</td>
<td>$30,000</td>
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<td>Dementia Collaborative Research Centres</td>
<td>Prof Kaarin Anstey</td>
<td>Knowledge Translation: support DCRC-EDP KT projects and activities</td>
<td>$40,000</td>
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<td>Primary Funds Provider</td>
<td>Primary Investigator</td>
<td>Title</td>
<td>Total Amount Awarded</td>
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<td>Australian Research Council (ARC)</td>
<td>Prof Ping Koy Lam</td>
<td>Precision Laser Levitation for Quantum Metrology and Gravitational Sensing</td>
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<tr>
<td>Australian Research Council (ARC)</td>
<td>Dr Lisa Kewley</td>
<td>The building blocks of life over 12 billion years</td>
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<tr>
<td>Questacon</td>
<td>Mr Duggan Joseph</td>
<td>Is this how you feel?</td>
<td>$8,000</td>
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<tr>
<td>CRC for Space Environment Management</td>
<td>Kristyn Worner</td>
<td>CRC for Space Environment Management - Postdoc Positions</td>
<td>$133,576</td>
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<tr>
<td>Australian Synchrotron Company Ltd</td>
<td>Dr Patrick Kluth</td>
<td>SAXS investigation of ion tracks</td>
<td>$1,115</td>
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<td>Australian Synchrotron Company Ltd</td>
<td>Dr Felipe Kremer</td>
<td>Structural identification of In as a dopant in SiGe for future semiconductor technology</td>
<td>$1,115</td>
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<tr>
<td>Australian Research Council (ARC)</td>
<td>Prof Benjamin Andrews</td>
<td>Geometric analysis of eigenvalues and heat flows</td>
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</tbody>
</table>
PART 6 – OTHER BUSINESS

*32. QUESTION TIME

PURPOSE For Members of Council to ask questions.

SPONSOR Chancellor

RECOMMENDATION That Council note any matters raised in question time.

ACTION REQUIRED
For discussion ☑ For decision ☐ For information ☐
**33. OTHER BUSINESS**

**PURPOSE**  For Council Members to raise any other business for the consideration of the meeting.

**SPONSOR**  Chancellor

**RECOMMENDATION**  That the Council consider any other business raised.

**ACTION REQUIRED**
- For discussion ☑
- For decision ☐
- For information ☐
34. **NEXT MEETING**

**PURPOSE**
For Council Members to note the date of the next meeting of Council.

**SPONSOR**
Chancellor

**RECOMMENDATION**
That it be noted that the next meeting of Council will be held on 2 October 2015.

**ACTION REQUIRED**
For discussion ☐  For decision ☐  For information ☑