

**TASMANIAN UNIVERSITY STUDENT ASSOCIATION  
TUSA State Council  
MINUTES**

For the meeting of the TUSA State Council to be held at  
**August 7th 2024 at 4pm AEST**  
at the TUSA Building Boardroom, Sandy Bay TAS [with zoom access].

**Chair: L McLaren**

**Meeting opened: 4:04pm**

#	ITEM	APPENDIX	TIME EST
1.	<b>INTRODUCTORY ITEMS</b>		5 mins
	<p><b>1.1 ACKNOWLEDGEMENT OF COUNTRY</b> L McLaren</p> <p>We pay our respects to elders past and present, to the many Aboriginal people that did not make elder status, and to the Tasmanian Aboriginal community that continues to care for country. We recognise a history of truth which acknowledges the impacts of invasion and colonisation upon Aboriginal people resulting in their genocide and forcible removal from their lands. Our islands are deeply unique, with spectacular landscapes, with our cities and towns surrounded by bushland, nature, mountain ranges, and beaches. We stand for a future that profoundly respects and acknowledges Aboriginal perspectives, culture, language, and history, and a continued effort to fight for Aboriginal justice and rights, paving the way for a strong future.</p>		
	<p><b>1.2 ACKNOWLEDGEMENT OF LIVED EXPERIENCE</b> M Warrington</p> <p><i>We would also like to acknowledge that everyone in this meeting today, has their own personal lived experience they bring to discussion. We as a committee respect and value every individual member's lived experience and will take that into consideration during our discussions.</i></p>		

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	<b>1.2 WELCOME</b> Chair – L McLaren		
	<b>1.3 ATTENDANCE</b> L McLaren, M Warrington, J Oates Pryor, M Douglass, E Alsop (left 5:18pm), SY Yu, K Lertsinpakdee		
	<b>1.4 APOLOGIES</b>		
	<b>1.5 ABSENT</b>		
	<b>1.6 GUESTS &amp; OBSERVERS</b> Executive Assistant – C Harris Student Advocate – A Lamont		
	<b>1.7 CONFLICTS OF INTEREST</b> State Council members are reminded of the requirements of clause 6 of the TUSA's Conflict of Interest Policy (instituted on 28 November 2019) which requires members to identify and disclose any conflicts of interest including gifts.		
<b>2.</b>	<b>MINUTES AND MATTERS ARISING</b>		<b>5 mins</b>
	<b>2.1 AMENDMENTS</b>		
	<b>2.2 MINUTES OF THE PREVIOUS MEETING</b> <u>Motion:</u> that the minutes of the TUSA State Council meeting held on <b>July 10<sup>th</sup>, 2024</b> be accepted as a true and accurate record of the proceedings of that meeting, and approved for upload to the TUSA website.  <b>MOVED:</b> L McLaren <b>SECONDED:</b> E Alsop	<b>APPENDIX A</b>	
	<b>2.3 MATTERS ARISING FROM PREVIOUS MINUTES</b> <ul style="list-style-type: none"> <li>• See action items table</li> </ul>		

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<b>3.</b>	<b>CORRESPONDENCE</b>		<b>10 mins</b>
	<b>3.1 INWARDS</b> <b>3.1.1</b>	N/A	
	<b>3.2 OUTWARDS</b> <b>3.1.1 Proposed amendments to the Residential Tenancy Act 1997 (Tas)</b>	APPENDIX B	
<b>4.</b>	<b>INTERNAL UPDATES</b> <b>4.1 Advocate Update</b> <ul style="list-style-type: none"> <li>• A Lamont provided a note around the UTAS Financial Hardship Scheme (as discussed in the action items register) <ul style="list-style-type: none"> <li>○ He noted that UConnect and student services staff seem to have little knowledge of the scheme, which may explain why it has been inaccessible for students.</li> </ul> </li> </ul> <p>July Advocate update:</p> <ul style="list-style-type: none"> <li>• 79 cases in July.</li> <li>• 45 domestic students, 34 international students.</li> <li>• 48 undergraduate students, 31 postgraduates.</li> <li>• 27 financial cases, which resulted in 18 food vouchers, 15 referrals to the Financial Hardship Scheme, 5 referrals to Anglicare financial services, and 2 laptops handed out.</li> <li>• 16 academic integrity cases, and 9 assessment issues (reviews/complaints with grades).</li> <li>• By campus: 27 Sandy Bay, 18 Newnham, 14 from Hobart CBD, 8 distance, 6 Cradle, 5 Rozelle, 1 Inveresk.</li> <li>• Colleges: 27 CoHM, 26 CoSE, 16 CALE, 7 CoBE, 2 unknown, 1 Menzies.</li> <li>• A Lamont also noted an issue in Cradle Coast with a cancelled class putting student scholarships in jeopardy due to face-to-face offering requirements.</li> </ul>	VERBAL ONLY	

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	<ul style="list-style-type: none"> <li>○ Part of this issue was noted to be that consultation was not undertaken with students and the Scholarships Office before the class was cancelled.</li> <li>○ This issue regarding scholarship eligibility has since been resolved for these students.</li> </ul> <p>June Advocate update:</p> <ul style="list-style-type: none"> <li>• 49 cases in June.</li> <li>• 26 domestic students, 23 international students.</li> <li>• 34 undergraduate students, 15 postgraduates.</li> <li>• 13 financial cases, 10 academic integrity, and 6 assessment reviews/complaints.</li> <li>• By campus: 14 Sandy Bay, 14 Newnham, 8 Hobart CBD, 9 distance, 3 Rozelle, 1 Cradle.</li> <li>• Colleges: 20 CoHM, 14 CoSE, 6 CALE, 5 unknown, 2 University College, 1 Student Administration, 1 CoBE.</li> <li>• The complex case management group began in late June to look at complex cases, how they are managed, and how to open clearer lines of communication between different groups looking to support students. They also look at setting standards around how to deal with these cases going forward.</li> </ul> <p><b>4.2 TEL Update</b></p> <ul style="list-style-type: none"> <li>• A new CoHM TEL is to be appointed in the Cradle Coast starting next week.</li> <li>• There is also potential for a southern CoHM TEL to be appointed in the future.</li> </ul>	VERBAL ONLY	
<b>5.</b>	<b>COUNCIL REPORTS</b>		<b>10 mins</b>
	<p><b>5.1 PRESIDENT</b> L McLaren Report accepted by State Council.</p> <ul style="list-style-type: none"> <li>• TUSA/TUU AGM Report</li> </ul>	APPENDIX C	

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	<ul style="list-style-type: none"> <li>○ Despite some concern before the meeting, all Constitutional changes requested were approved during the meeting.</li> <li>● University Council Update             <ul style="list-style-type: none"> <li>○ SL Ward &amp; L McLaren presented at University Council in May, outlining key asks and where we're currently at.</li> </ul> </li> </ul> <p>State Council enquired as to next steps in pushing for more students on Academic Council following support of this idea, but no action on implementing it.</p> <ul style="list-style-type: none"> <li>● The current student representative's term ends at the end of this year. Ideally, changes will be implemented for the start of the next representative's term.</li> </ul>		
	<p><b>5.2 EQUITY PRESIDENT</b></p> <p>M Warrington</p> <p>Reports accepted by the State Council</p> <ul style="list-style-type: none"> <li>● Equity Committee Report             <ul style="list-style-type: none"> <li>○ The Equity Committee met on Thursday 25<sup>th</sup>. One on one discussions are currently being held with each Officer to develop events and initiatives.</li> <li>○ M Warrington highlighted concern that, even though issues discussed by the Equity Committee are brought to State Council, they may not be actioned in the way they should be.</li> <li>○ He suggested an Actions Register for Equity Committee matters, as well as a post-meeting discussion between the Chair and the Deputy, plus other relevant parties, to discuss the issues raised by the Officers and where they should be directed.                 <ul style="list-style-type: none"> <li>▪ The State Council discussed categorisation of issues raised to recognise trends, which can then be</li> </ul> </li> </ul> </li> </ul>	<b>APPENDIX D</b>	

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	<p>taken on by relevant parties to push for change.</p> <ul style="list-style-type: none"> <li>▪ The importance of a feedback mechanism was also raised, so that relevant parties can be assured the issue is being worked on. This was identified as one of the benefits of an action items register.</li> <li>○ While this categorisation is worked on, it was suggested that those sitting on both the Equity Committee and State Council sit down after the meeting &amp; discuss the main issues in the reports (with any additional issues able to be added later if found during minute taking). Excel was suggested as the tool to do this with.</li> </ul> <p>The State Council reviewed the draft Terms of Reference for the Equity Committee.</p> <ul style="list-style-type: none"> <li>• The State Council highlighted that it might be good for the Equity Committee to look over TUSA events during the design process and ensure accessibility and inclusivity at events. <ul style="list-style-type: none"> <li>○ It was also discussed that this would need to be handled carefully to ensure it did not become an issue of cultural burden for these Officers.</li> <li>○ M Warrington suggested that questions around events could be given to the Equity Committee via the Equity President's report, where they can be discussed by the Committee and then the feedback fed back out to the relevant parties.</li> <li>○ It was also noted that the Equity Officers are only required to work 2 hours per month.</li> </ul> </li> <li>• The deliverables of the Equity Committee were raised as a point of discussion; they need to complete their monthly reports and collaborate with one another to run events and initiatives.</li> </ul>		
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<ul style="list-style-type: none"> <li>• The State Council also discussed potential clearer outlining of the specific purposes and functions of the Equity Committee, to ensure the Committee remains strong in the future.</li> <li>• The State Council enquired as to how long the Terms of Reference will be active before they are reviewed. <ul style="list-style-type: none"> <li>○ M Warrington suggested a period of 12 months.</li> </ul> </li> </ul>		
<p><b>5.3 CAMPUS PRESIDENT – SOUTH</b> J Oates Pryor Report accepted by State Council.</p> <ul style="list-style-type: none"> <li>• State Council enquired as to what issues were identified within the CoBE vent tent. <ul style="list-style-type: none"> <li>○ The CoBE vent tent showed that students have no idea what's happening with staff, and vice versa. Students are keen to know what's happening with CoBE, even if it is not something that is seen by UTAS to directly impact their studies.</li> <li>○ There were also issues raised around tutor knowledge of unit content and campus life.</li> </ul> </li> </ul>	<b>APPENDIX E</b>	
<p><b>5.4 CAMPUS PRESIDENT – NORTH</b> E Alsop Report accepted by State Council</p> <ul style="list-style-type: none"> <li>• E Alsop provided a vent tent update: more access to study groups was requested, as were more events at Newnham to improve engagement.</li> <li>• State Council enquired about the popularity of SHAG events in the North. <ul style="list-style-type: none"> <li>○ SHAG events had mixed results: life drawing &amp; Shabari were very popular, while events such as consent conversations had minimal attendees.</li> <li>○ It was also noted that events at the Grove typically did not have high attendance (with the exception of Shabari)</li> </ul> </li> </ul>	<b>APPENDIX F</b>	

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<p><b>5.5 CAMPUS PRESIDENT – ROZELLE</b></p> <p>M Douglass</p> <p>Report accepted by State Council.</p> <ul style="list-style-type: none"> <li>• The State Council discussed the Open Day at Rozelle, with the main feedback being that the information provided was not tailored for Rozelle students. <ul style="list-style-type: none"> <li>○ M Douglass reported speaking with almost 200 people throughout the day, with a recorded number of 250 people attending.</li> <li>○ It was also noted that the Open Day was scheduled during trial exams for Year 12 students in Sydney.</li> </ul> </li> </ul>	<b>APPENDIX G</b>	
<p><b>5.6 EDUCATION PRESIDENT (UG)</b></p> <p>K Lertsinpakdee</p> <p>Report accepted by State Council</p> <ul style="list-style-type: none"> <li>• UCUPC Report – report provided by both K Lertsinpakdee and L McLaren. <ul style="list-style-type: none"> <li>○ The main discussion of note in UCUPC was that around discontinuation of units, such as occurred on the Cradle Coast (as discussed in the Advocates Update).</li> <li>○ There was also mention of an update to definitions of study modes, with modes sitting between on-campus and online.</li> </ul> </li> <li>• The State Council asked for an update on the Review and Appeals Committee/Working Group. <ul style="list-style-type: none"> <li>○ Concern was raised that the group may not be as student focused as they should be, with most of the conversation being around legal requirements.</li> </ul> </li> <li>• K Lertsinpakdee asked if any other members of the State Council had an update regarding the working group following the Gender Based Violence report in May.</li> </ul>	<b>APPENDIX H</b>	



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	<ul style="list-style-type: none"> <li>○ A campus-specific group has been set up in Rozelle, with the terms of reference being drafted for the UTAS-wide working group.</li> <li>● The State Council requested an update on the database of students on Committees. <ul style="list-style-type: none"> <li>○ No general database of students on Committees was found.</li> <li>○ It was also flagged that there was no confirmation that governance training was given across the board for these students.</li> <li>○ Structures are currently being reviewed for all Committees with students on them.</li> </ul> </li> </ul>		
	<p><b>5.7 EDUCATION PRESIDENT (PG)</b> SY Yu Report accepted by State Council.</p> <ul style="list-style-type: none"> <li>● SY Yu highlighted the HDR Networking Event, noting that there were 45 attendees, with lots of positive feedback received on the event.</li> <li>● The State Council enquired as to whether SY Yu had heard any updates around the Research Access Plans for HDR students. <ul style="list-style-type: none"> <li>○ SY Yu indicated that a report is set to be released on the issue in September, but that this would not be the rollout of the RAPs themselves.</li> <li>○ Ideally, RAPs would be in place this year, but more chasing needs to be done to determine whether this is a possibility.</li> </ul> </li> </ul>	APPENDIX I	
	<p><b>5.8 Projects Register</b> C Harris</p> <ul style="list-style-type: none"> <li>● For discussion of items for update/creation in project register</li> </ul>	VERBAL ONLY	
6.	<b>ITEMS FOR DISCUSSION</b>		40 mins
	<p><b>6.1 Key Messaging Document</b> L McLaren</p>	N/A	

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No key messaging this month.		
<p><b>6.2 SC Strategy Update</b> All State Council</p> <ol style="list-style-type: none"> <li>1. Expand Student Representative Number – E Alsop</li> <li>2. Improve Handover Process – L McLaren             <ol style="list-style-type: none"> <li>a. <b>ACTION ITEM:</b> L McLaren &amp; C Harris to meet before next meeting and discuss handover processes.</li> </ol> </li> <li>3. Address Operational Inadequacies – L McLaren</li> <li>4. Improve C&amp;S Relationships – M Douglass</li> <li>5. Implement a Volunteer Management System – S Yu             <ol style="list-style-type: none"> <li>a. Currently working with K White to fix an issue of students not being able to properly upload documents to the volunteering form.</li> </ol> </li> <li>6. Influence TUSA Strategy 2025 &amp; Beyond – K Lertsinpakdee</li> <li>7. Engaging already established student representatives – J Oates Pryor             <ol style="list-style-type: none"> <li>a. <b>ACTION ITEM:</b> All SC members to provide additions to student representative map by next meeting.</li> </ol> </li> <li>8. Implement Equity Committee – M Warrington</li> <li>9. Make SC Appealing to Student Leaders – L McLaren</li> </ol>	<b>VERBAL INLINE WITH ATTACHED STRATEGY</b>	
<p><b>6.3 SSAF Working Group Preparation</b> L McLaren</p> <ul style="list-style-type: none"> <li>• The next SSAF Working Group has not yet been scheduled.</li> <li>• There were just under 2,000 responses to the SSAF survey – this is a considerable increase on last year.</li> <li>• There is discussion of a transition year for SSAF legislation, but this is mainly targeted at universities with no or very small student unions.             <ul style="list-style-type: none"> <li>○ There is also work ongoing as to what the definition of student-led means.</li> </ul> </li> </ul>	<b>VERBAL ONLY</b>	

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	<ul style="list-style-type: none"><li>• There has been some discussion that the SSAF legislation may not get through by next year, but there is no evidence of this. However, it is important for getting it passed to be pushed as a priority for the remainder of the year.</li><li>• There is also the potential for a 3-year agreement; it takes away from the year-to-year nature of current negotiation, but it would need to be favourable.</li></ul>		
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**Meeting Closed: 5:45pm**

**Next Meeting:** September 4<sup>th</sup>, 2024

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**ACTION REGISTER**  
 as at August 7th 2024

#	Date of Meeting	Action Item	Responsible Party	Action	Progress to Date or Further Action Required	Status
1	03.04.24	Vent Tents	J Oates Pryor, E Alsop, M Douglass	Campus Presidents to organise times for vent tents on their campuses.	To report back at next SC meeting.	Closed
2	03.04.24	Meeting attendance table	C Harris	Meeting attendance table to be implemented on the State Council webpage by June.		Closed
3	01.05.24	UTAS Financial Hardship Scheme	L McLaren, M Warrington	To enquire as to the accessibility of the UTAS Financial Hardship Scheme.		Ongoing
4	10.07.24	Update SC Projects Register	Entire State Council	To update the Projects Register before the next State Council meeting.		Ongoing

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5	07.08.24	Handover Processes	L McLaren, C Harris	L McLaren and C Harris to meet before the next State Council meeting to discuss handover processes.		Open
6	07.08.24	Student Representative Map	All Reps	All reps to provide any additions to the student representative map before the next State Council meeting.		Open

**TUSA STATE COUNCIL**  
**CONFLICTS OF INTEREST REGISTER**  
 as at August 7th 2024

#	Date of Meeting	Relevant Parties	Conflict of Interest	Comments	Status (Open/ongoing/closed)
1.	02.02.23	L McLaren	Former President;  Ongoing committee member of Tasmanian University Environment Society		Ongoing – 2023.

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2.	02.02.23	L McLaren	Former TUSA Experience Leader of the College of Science & Engineering	Role ended December 31 <sup>st</sup> 2022	Closed
3.	10.07.23	L McLaren	Member of Tasmanian Labor since 2023		Ongoing
4.	10.01.24	L McLaren	State Branch President NUS		Ongoing
5.	20.11.23	M Warrington	Current President of Disability Students Collective (DiSCo)	Aleah Clarke is the Vice President	Ongoing
6.	20.11.23	M Warrington	Member of the UTAS Disability Inclusion Campus Reference Group (DICRG)	Paid casual rate for attendance at meetings usually spaced six weeks a part for three hours at a time.	Ongoing
7.	01.12.23	M Warrington	Board Member of Disability Voices Tasmania		Ongoing
8.	01.01.23	M Warrington	Member of Blind Citizens Australia (BCA) and Committee member of the BCA National Policy Committee		Ongoing
9.	06.12.23	J Oates Pryor	Member of the Tasmanian University Law Society.		Ongoing

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9A	5.3.24	J Oates Pryor	Associate Member of the Law Society of Tasmania		Ongoing
10.	06.12.23	J Oates Pryor	Paid Casual UTAS Staff Member	Including various roles: Student Ambassador; OSCE Role Player; Casual Staff Member for both Theatre department and Faculty of Law	Ongoing
11.	10.01.24	J Oates Pryor	University of Tasmania contact for NUS Change the Age campaign		Ongoing
12.	06.12.23	L Alsop	Former Social Media Officer/TUSA Rep for Tasmanian University Climate Action (TUCA).	Disbanded as of 31.12.2023.	Closed
13.	06.12.23	L Alsop	UTAS casual staff member.	Disability Inclusion Campus Working Group (DICWG).	Ongoing
14.	06.12.23	L Alsop	Committee member of Disability Students Collective (DiSCo).		Ongoing
15.	06.12.23	L Alsop	Member of the Tasmanian University Environmental Society (TUES).		Ongoing
16.	06.12.23	L Alsop	Sustainability Committee.		Ongoing

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17.	03.04.24	L Alsop	Member of Australian Maritime Engineering Student Association.		Ongoing
18.	06.12.23	K Lertsinpa kdee	UTAS casual staff member	UConnect student enquiries officer	Ongoing
19.	06.12.23	K Lertsinpa kdee	Member of the National Tertiary Education Union		Ongoing
20.	06.12.23	K Lertsinpa kdee	Member of the Tasmanian University Medical Research Students' Society	Former President, Vice President, and First Year Representative	Ongoing
21.	06.12.23	K lertsinpa kdee	UTAS casual staff member	Former Student Ambassador	Closed as of 01.01.2024.
22.	10.01.24	K Lertsinpa kdee	State Branch Educational Vice President		Ongoing
23.	06.03.24	K Lertsinpa kdee	Member of the Tasmanian University Medical Students Society (TUMSS)		Ongoing
24.	06.03.24	K Lertsinpa kdee	Member of Tasmanian Labor	2024	Ongoing
25.	06.12.23	S Yu	Member of the Student Living University Gardening Society (SLUGS)		Ongoing
26.	06.12.23	S Yu	Coordinator of TUSA Food Hub		Ongoing



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27.	06.03.24	M. Douglass	Member of Student Paramedic Union Rozelle Society		Ongoing
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