



# POLICY BOOK

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Contact Officer:	Secretary
Effective Date:	1 December 2017
Version Number:	1

## ADMINISTRATION

### 1.1 Student Representatives (Handover)

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#### Preamble

New Student Representatives are elected each year to various positions on NDSA, with terms beginning on December 1<sup>st</sup>. In order for the incoming representatives to be able to adequately fulfil their roles and responsibilities, it is important that handover reports and meeting are conducted. In the past, the report and meeting has not been consistent between all positions on NDSA Council. This has caused an adverse effect on the performance of the representatives due to no fault of their own.

#### Position

The position of the NDSA is that incoming representatives should be supplied with adequate information so they can assume their role with confidence and ease.

#### Action

1. Outgoing student representatives will prepare a 'handover report' for the incoming student representatives. Information in this report should include, but is not limited to:
  - a. Administrative information such as phone numbers; computer log in; email access ect;
  - b. Where applicable description of boards and committees the student representative will sit on and their role on these;
  - c. Description of NDSA council meetings and their role at these meetings; and
  - d. Any other relevant information specific to that role (day to day duties)
2. A handover meeting will be conducted between the out-going and incoming representative to go through the written report
3. Meetings will be conducted between various faculty and university staff with the relevant incoming NDSA representatives.

Office Bearer Responsible: Secretary

## 1.2 Media Policy

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### Preamble

Given the nature of the Notre Dame Student Association as the peak representative body of students at the Notre Dame Fremantle campus from time to time there may be media exposure at the local, metropolitan and national level. It is critical that the NDSA's interaction with the media be managed in order to build and protect the NDSA's public reputation, and that of the students it represents. This policy identifies a protocol to be followed in relation to media contact.

For the purposes of this policy, media shall refer to any public record that is likely to become available in the public view. This includes by way of radio, television, newspapers, magazines, on-line content or any other foreseeable platform. All elected NDSA representatives will be made aware of the Media Policy. The Executive is responsible for ensuring that new Council members are made aware of the policy during induction.

### Position

In order to represent the NDSA and students' views to the media, the NDSA Council authorises a limited number of representatives to speak on their behalf.

### Action

1. Student representatives who become aware of issues or potential issues that could lead to adverse media outcomes for the NDSA, should contact the President as soon as possible, so it can develop an appropriate response. <sup>[1]</sup><sub>[SEP]</sub>
2. All media requests will be handled through the Executive, with the first point of contact being the NDSA President wherever possible. Media Releases should be signed off on by the President, except where it may be more relevant for another member of NDSA Council to sign off

on, as determined by the Executive. [L]  
[SEP]

3. The NDSA President may speak on all areas related to the NDSA or Notre Dame students. The NDSA President must be certain that the views expressed to the media are overall reflective of the views of NDSA Council [L]  
[SEP]
4. The NDSA executive may authorise any NDSA Council member, to speak to the media on behalf of the NDSA in areas that are particularly relevant to their role. The above parties must not speak to the media on behalf of the NDSA unless authority is granted by the NDSA Executive beforehand. [L]  
[SEP]
5. Any NDSA council member may speak to the media on issues not related to the NDSA or to Notre Dame students, provided they do so in a capacity other than as a representative of the NDSA, and their relationship with the NDSA is not mentioned in the relevant article. [L]  
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6. This policy explicitly regards it as irresponsible for people holding themselves out as spokespeople for the NDSA to engage with the media in any activity or comment which is malicious or deliberately damaging to the NDSA, or which represents a personal viewpoint as a viewpoint held by the NDSA. Breaches of this policy will be presented to NDSA Council for consideration. [L]  
[SEP]
7. It is accepted that at times NDSA Council members will not always agree with those of the majority view. In the instances where a person designated to speak on behalf of the NDSA does not personally support the view as determined by NDSA council and does not want to speak against their personal beliefs, they may abstain from making any comment to the media. [L]  
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**Office Bearer Responsible:** President

## 1.3 Transparent Student Association

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### Preamble

Accessibility to the minutes of council meetings creates an environment of transparency and accountability to actions promised. Minutes from a meeting are an accurate record of the decisions made and the ideas that are discussed. General members of the NDSA should be encouraged and empowered to learn about the NDSA's processes and how to get involved.

### Position

1. It is the position of the NDSA that students as the electors of the NDSA Council have a right to know that their elected representatives are doing their jobs and fulfilling promises made. Therefore, it is the position of the NDSA to be open and transparent wherever possible to fulfil this idea. <sup>[1]</sup><sub>[SEP]</sub>
2. Students should also be encouraged to participate in the decision making of the NDSA. <sup>[1]</sup><sub>[SEP]</sub>

### Action

1. The times and location of all meetings of the NDSA Council will be decided by Semester 1 of each academic year. Such times and location shall be published on the NDSA Website. <sup>[1]</sup><sub>[SEP]</sub>
2. NDSA council meetings are open to NDSA general members.
3. All meetings of the NDSA Council will be minuted with such minutes being placed on the NDSA website with Agendas attached. <sup>[1]</sup><sub>[SEP]</sub>
4. The reports by office-bearers as well as the agenda will be made available on the NDSA Website.

**Office Bearer Responsible:** Secretary

## 1.4 NDSA Emails

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### Preamble

NDSA council members have previously used their personal or student emails for NDSA Council Communication. This makes it hard for the NDSA to archive communications. Good recordkeeping enables a smooth transition during handover periods.

### Position

It is the position of the NDSA that all NDSA Council related communication should be done on NDSA hosted mailboxes.

### Action

1. All NDSA related communication must be sent from NDSA mailboxes. <sup>[1]</sup><sub>[SEP]</sub>

**Office Bearer Responsible:** Secretary

## 1.5 Office Bearer Reports to Council

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### **Preamble**

The submission of Office Bearer reports to NDSA council are an integral part of being an office bearer as they allow the NDSA council to appropriately consider the work of an office bearer. The NDSA council requires certain information from officer bearers to ensure council is aware of progress within the portfolio and to ensure transparent nature of the NDSA. Notre Dame electors have the right to be able to see that their elected representatives are working for them.

### **Position**

It is the position of the NDSA council that officer bearer reports should contain the information that the NDSA council requires to be informed and appropriately consider the ongoing work of an office bearer.

### **Action**

1. Templates shall be available for and provided to office bearers

detailing what information is needed for NDSA Council. This includes but is not limited to:

- a. Details of any meetings with the University or outside parties.
  - b. Details of issues arising within that office bearer's portfolio.
  - c. Details of any achievements by the office-bearer that benefit the NDSA and its members.
2. The Secretary may refuse reports that do not comply with the template.

**Office Bearer Responsible:** Secretary

## ACADEMIC

### 2.1 Academic Basic Principles

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#### Preamble

The principle that all students have basic academic rights is a concept strongly endorsed and supported by the NDSA.

#### Position

The NDSA upholds the following as Basic Academic Rights:

1. The right to provide input into teaching and course/unit evaluation. Students are major stakeholders in University courses, and therefore, it is imperative that they are involved in course planning and review. <sup>[1]</sup><sub>[SEP]</sub>



2. The right to have a formal study week prior to any examination period that is free of any assessment or class. <sup>[[L]]</sup><sub>[[SEP]]</sub>
3. The right to have any piece of work assessed without discrimination on the basis of gender, race, class, age, sexual orientation, political or religious beliefs, ethnic origins or financial arrangement with the University. All students have the right to be treated equally. All possible efforts must be made to ensure unbiased assessment within the University. <sup>[[L]]</sup><sub>[[SEP]]</sub>
4. The right to have all assessed papers and projects returned to students in a reasonable time with high quality feedback provided. It is clear that continuous assessment is the most reliable way to measure progress in a unit, and students must have work returned in order to identify and rectify weaknesses in their knowledge. University policy should clearly outline reasonable time frames in which students can expect to have their work returned. This should be stated within unit outlines. <sup>[[L]]</sup><sub>[[SEP]]</sub>
5. The right to appeal a mark or grade or other academic decision and to have the appeal heard in a timely manner. <sup>[[L]]</sup><sub>[[SEP]]</sub>

#### Action

1. The NDSA believes that the current policy of student representation on University Boards and Committees should be retained. <sup>[[L]]</sup><sub>[[SEP]]</sub>
2. The NDSA strongly advocates for continued monitoring of University Boards and Committees to ensure that appropriate levels of student representation exist. <sup>[[L]]</sup><sub>[[SEP]]</sub>
3. The NDSA will ensure, through active representation that the University consults with the wider student body on teaching and learning matters that affect them. <sup>[[L]]</sup><sub>[[SEP]]</sub>

**Office Bearer Responsible:** Academic Director

## 2.2 Textbooks

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### Preamble

The University may require students to purchase a textbook or a number of textbooks as part of the completion of their degree. The NDSA supports that any such textbook shall be relevant and worthwhile.

## Position

1. University Policy should be able to ensure that Unit Coordinators recommend texts that satisfy the following criteria:
  - a. Will be used frequently throughout the Semester;
  - b. That the vast majority of the text will be utilised;
  - c. Will be used as a useful reference;
  - d. That students have appropriate access to each current text kept in the Library's Closed Reserve Collection; and
  - e. All texts shall be available by no later than Orientation Week of each Semester.
2. Where a particular text is essential to a course of study, there must be adequate copies available to students in the Library.
3. Where new edition of a text is produced, older editions shall remain useable by students, except in the case of major changes to the body and content of the text.
4. Where an academic recommends a text that they authored as essential or recommended that there be adequate checks within the University to ensure that the text complies with the intent of Part 1, sections (a), (b) and (c) of the position of this policy.

## Action

1. That the NDSA has an active role in any review or creation of the University's Textbook Policy.
2. The NDSA shall call for examples of textbooks and actions of Unit Coordinators that do not meet the position of this policy.
3. Where there is an alternative source to purchase a textbook, a cheaper rate, the NDSA will actively advocate for students to utilise such means.

**Office Bearer Responsible:** Academic Director

## 2.3 Online Teaching Resource

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### Position

The NDSA notes that the University of Notre Dame is one of few universities not to provide access to online lectures across the board. The NDSA supports online teaching resources to complement face-to-face class time.

**Officer Bearer Responsible:** Academic Director

## 2.4 Paper Assignments

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### Preamble

The NDSA is committed to working with the university to continue looking for more sustainable and accessible methods for Notre Dame across multiple areas of campus life. Paper assignment submissions result in an excess use of paper and provide disadvantage, extra cost and time pressures to students living a large distance from campus. The NDSA's position on paper assignments is to provide a more sustainable and accessible approach to assignment submission and implement a universal assignment submission framework for all schools.

### Position

The NDSA is committed to reducing the number of paper assignment submissions across the Fremantle campus to zero (unless specially requested by the unit coordinator).

### ACTION

1. Continue lobbying for removal of paper assignment submission at the Learning Teaching Committee (LTC) and any subsequently referred committee.
2. The NDSA shall continue advocating for the removal of paper assignment submissions in the event it is denied in LTC.

## WELFARE

### 3.1 LGBTIQ+

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#### Preamble

The NDSA respects the dignity of all our members and knows that LGBTIQ+ students can often be marginalised and face discrimination in our community. The NDSA is committed to empowering, representing and supporting LGBTIQ+ students.

#### Position

The NDSA is an LGBTIQ+ ally. An ally is someone not necessarily an expert and who may or may not be from the LGBTIQ+ community. An ally is someone who provides support, offers guidance, and promotes an LGBTIQ+ friendly culture on campus. The displaying of LGBTIQ+ stickers on our office window indicates to students, staff, and visitors that this Association is an LGBTIQ+ ally. The NDSA recognises the diversity of sexuality of students and staff at this University and their right to expression of their sexuality without fear of discrimination.

#### ACTION

1. The NDSA will provide a confidential and safe environment for people to make enquiries about issues related to matters of sexual diversity and gender identity;
2. The NDSA will show leadership through being publicly supportive of LGBTIQ+ people;
3. The NDSA will not actively support, financially or otherwise, discrimination on the basis of sexual orientation or gender identity in any of its affiliated clubs or

societies or in any of their respective campaigns, and reserves the right to withdraw funding and/or support from any such affiliated club or society;

4. The NDSA will not actively support any external organisation, financially or otherwise that discriminates on the basis of sexual orientation or gender identity in any of its activities, policies or campaigns, and reserves the right to withdraw funding and/or support for any such organisation;

5. Increase respect and inclusion of LGBTIQ+ staff and students;

6. Proactively combat, wherever possible, homophobia; and

7. Is committed to the creation of an affiliated LGBTIQ+ student society for Notre Dame students.

**Office Bearer Responsible:** Welfare Director, President,

## 3.2 Parking

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### Preamble

Notre Dame students bring an overwhelmingly positive benefit both to the life and economy of the City of Fremantle. One of the ways in which ND students contribute to the economy of the City of Fremantle is through paid parking. Roughly 45.5% of ND students travel to university by driving and full time undergraduates on average are paying, conservatively, \$1350 annually on parking.

Study related transport remains by far the greatest study cost for students. Driving is a necessary mode of transport for some students, especially those who balance work and study commitments or live in areas with unreliable public transport. A University Student Finances report undertaken in 2012 showed that roughly 66% of undergraduate students had incomes of less than \$20,000 per annum. Parking for students is a necessity not a luxury.

The NDSA acknowledges that the university has limited parking infrastructure, with no parking infrastructure provided to students except for

afterhours. The NDSA acknowledges that in order to provide financial relief and ensure access to equitable, affordable and reliable parking the NDSA must work collaboratively with the City of Fremantle and Private Operators in Fremantle area.

#### Position

The NDSA is committed to reducing the financial pressure of parking costs on Notre Dame Students.

#### Action

1. Continue lobbying the City of Fremantle to make parking fairer and more affordable for students;
2. Lobby the University of Notre Dame to join with the NDSA in advocating for more affordable parking for students;
3. Investigate the feasibility of a Parking and Traffic Advisory group with representatives from the NDSA, University of Notre Dame, the City of Fremantle, Transperth and private operators;
4. Encourage students to use alternative methods of transport;

**Office Bearer Responsible:** President

### 3.3 A Healthy University

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#### Preamble

The NDSA is committed to working with the university to continue building a healthier university. The NDSA acknowledges that university students are prevalent to health issues relating to physical health, mental health and sexual health. The NDSA believes it is a joint responsibility of the NDSA and University to provide balanced and convenient services on campus that support the living of a healthy lifestyle.

#### Position

The NDSA's position is that greater opportunities should be provided that facilitate the engagement of ND students in greater health-promoting behaviours while on campus. The priorities of students in this area shall be identified on an ongoing basis through consultation and surveys undertaken by the welfare department. Access to healthier food options, physical activity, mental health and sexual health are key policy priorities.

### Action

1. Where food is provided free of charge to students such as Free food days, wellness week, O'Day the option of providing healthier food options will be considered and provided alongside traditional giveaways. This process is to be done so where it is practical and financially sound for the NDSA to do so.
2. The NDSA will endeavour to undertake forming a partnership with a Gym in the local Fremantle area that will provide a discounted and affordable rate to students. Consultation will be undertaken with the University for the releasing of funds, which may assist in the forming of this partnership, whereby some subsidy payment may need to be made.
3. Educational material and referral information regarding health issues such as alcohol and drugs; mental health and sexual health will be available free of charge from the NDSA office.
4. Initiatives or organisations that support mental health, physical health and sexual health should be provided where appropriate with opportunities to promote their messages at NDSA events.

## MISCELLANEOUS

### 4.1 Right to Protest

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The NDSA supports the right for students to protest in a non-violent and peaceful manner.

Officer bearer responsible: President