



2016 STUDENT ASSOCIATION ANNUAL REPORT



2016 ANNUAL REPORT

PRESIDENT | Ana

INTRODUCTION

Dear Students,

This report will serve as a testament to all the achievements and recommendations that the 2016 Student Association council has realised in its term this year.

As you may all note, there were various changes to the council that occurred halfway through the year – as a result of vacancies and resignations. Thus the semester-two council has attempted to collaborate with their predecessors to combine their achievements and recommendations into this report, so that the 2017 council can digest the lessons learnt and experiences noted from each individual that served on the council this year.

In my very brief time of presidency, I have culminated an array of thoughts, perspectives, suggestions, compliments, speculations, judgments, and lessons – all very valuable not only for my personal growth but for the future of the Notre Dame Student Association. I hope that all of our achievements are noted and recognised, and also that the recommendations found in this report be considered heavily, in order to spark bigger conversations that will encourage future leaders and executive members of this university to unpack these thoughts and reflections I have recorded.

Servant leadership is always a humbling and rewarding experience, but even more so when you know your role is representative of the journeys of thousands of others. I love Notre Dame: I have made it my home for the past five years – I give my life, my money, and my time to it. I have seen and worked with so many students, like myself, who truly care about Notre Dame and have a solemn passion to ensuring every other student experiences the best years of their lives, in the best place possible.

As students and student representatives alike, we must **all** grasp our achievements and recommendations with the most supportive hands we can offer each other, and grow our campus to be institutions of not only academic excellence, but also to be a home for each and every student – just like Notre Dame is for me.

I am grateful for this final opportunity to address you all as the President of the Student Association, and I am wary of the fact that any actions or recommendations I do make pertaining to any content of this report will lie in the hands of my successor and the 2017 Student Association Council.

2016 ANNUAL REPORT

I am truly honored to pass my presidency over to such a dedicated and driven student, who shares my incandescent love for this university. I very much look forward to working together next year as Vice President.

Lastly but certainly not least, I would like to note an infinitive and sincere thanks to the council members this year. Your dedication, support, and humility has been so precious to me, and all of our achievements have been conducive to the bonds we have made along this journey.

Best Wishes



ACHIEVEMENTS

- Attended all National Student Board meetings and Student Affairs Committee meetings to ensure the student voice is represented in higher governing levels of the university.
- Amended the University Affiliation of Student Clubs Policy.
- Established a Service to Student Community award to be awarded at the Notre Dame Annual Awards night, to recognise students to contribute to student life in a voluntary capacity via the Student Association of student clubs.
- Established guidelines for alterations in Student Space, to consider in the projects and developments of enhancing student spaces on campus.
- Submitted literature to the Vice Chancellery outlining challenges with student voice and student life on campus, for future considerations.
- Submitted literature to the Vice Chancellery to outline the support for Student Services and Amenities Fee.
- Organised, executed and finalised a successful election season.
- Organised, executed and published several successful events on and off campus (as outlined in Events achievements).
- Enhanced informal relationships with members of staff in various departments to collate support and recognition amongst the university.

2016 ANNUAL REPORT

- Established a supportive relationship with the Sydney Campus Student Association President.
- Made contact with Head of Broome Campus and asserted intentions to engage with student representation from the Notre Dame Broome Campus.
- Attended discussion meetings for the Notre Dame Mobile Application to ensure student ideas and student innovation is included and prioritised in the development process of the App.
- Alongside the Secretary, selected and designed a new website for the Student Association.
- Provided ongoing support for clubs and societies both formal (funding and events), and informal (general advice and assistance).
- Passed a disaffiliation form for clubs to formally signify the disbandment of clubs.
- Attended the 2016 July Graduation Ceremony to represent the Student Association.
- Chaired fortnightly Student Association council meetings.
- Attended the Chairs of Academic Boards and Senates Conference as a Notre Dame representative on a student discussion panel on 'The Student Voice: Student Engagement from the Students' Perspective'.
- Recruited a group of students to launch a student-run-magazine in 2017, facilitated the initial planning and introductions.
- Attended regular meetings with the Chief Operations Officer and Director of Business Operations and provided student consultation on a number of university projects including new architectural developments.
- Made contact with external online election developers to design a voting system catered to the Notre Dame Student Association.
- Made contact with the Mayor of the City of Fremantle to discuss student perspectives and prospects for Notre Dame in the wider community.

RECCOMENDATIONS

Act on the information received from the survey this year.

Alter the constitution to include the changes in the state legislation the Student Association is affiliated under.

Alter the Club Guidelines to better suit the financial year and take into account other changes made throughout this year.

Continue to improve lines of communication between the Student Association and the University by ensuring regular contact with executive and administrative staff.

2016 ANNUAL REPORT

Continue to work with students recruited to build and launch a student-run magazine/publication in 2017.

Continue to build sub-committees for portfolio directors.

Reconnect with local Fremantle businesses to re-launch the Notre Dame Student Association Discount Program, exclusive to the Fremantle community.

Publish a 'Student Guide' to showcase student discounts and recommendations as well as initiate revenue for the Student Association.

Reevaluate Student Association merchandise to become more identifiable and approachable.

Maintain contact and follow through with external online election developers to establish a Notre Dame Student Association Election server, in order to enhance future handovers and general seamlessness of future election seasons.

Review Student Association Sponsorship Prospectus and seek avenues for future sponsorship.

Maintain contact with the City of Fremantle to represent the best interests of Notre Dame students and to ensure the Notre Dame Student Association is engaged with wider community affairs.

Ensure student consultation is accounted for in all upcoming university developments and projects, such as the new School of Nursing & Midwifery, and Arts & Sciences Theatre, and any developments to the Club Space.

Ensure student consultation is accounted for in all upcoming university student-events, such as Orientation Day and Open Day.

Begin using the personalised President email for all Presidential affairs, and allow the Fremantle Student Association email to act as a general inquiries platform, in order to enhance the bureaucracy and approachability of the Student Association.

Strategise ways to engage with student residents and study abroad students in social and academic spheres.

Ensure the 2017 Academic Director is trained in all university regulations and procedures pertaining to academic inquiries and student grievances and appeals, and

2016 ANNUAL REPORT

that the portfolio director acts as a strong point of contact and support for students with academic struggles and inquiries.

Ensure the 2017 Welfare Director is trained in all university regulations and procedures pertaining to counseling services and student grievances and appeals, and that the portfolio director acts as a strong point of contact and support for students with welfare struggles and inquiries.

Investigate the possibility of implementing a 'Student Assist' program to offer goods & services to students in financial, academic, or personal distress.

Ensure student consultation is accounted for in any upcoming university merchandise purchases or developments.

Investigate the possibility of establishing a Deans Consultative Committee in each School to grow and strengthen student voice and student representation.

Schedule regular Student Association Executive meetings to ensure workload is distributed evenly and accountability is ongoing.

Plan, organise and execute a productive engaging retreat day(s) program for the 2017 council to ensure the tone and expectations of all council members are harmonised at the very beginning of their term.

2016 ANNUAL REPORT

PRESIDENT | Ashley

INTRODUCTION

Dear students,

2016 has been a year of great development for the Student Association. The council was supported by new and improved governance formed throughout 2014 – 2015 which greatly aided the council's processes and ability to achieve its aims. Concise and achievable goals were formed by the council and a large majority of these were accomplished throughout the year. This would not have been possible without the dedicated and passionate students on the council this year.

This year also saw several members have to step down or change positions for different reasons; however, despite these changes the council was able to form a close bond and support each other to complete the tasks they set out to do.

The Student Association held events throughout the year that were successfully attended and reviewed. It also developed a more engaging online presence and created a mascot for the society; Victor the owl.

The association has continued to build on existing relationships as well as develop new ones internally and externally to the university. We teamed up with the four other universities in forming a discount program that students from all the five universities across the state can access.

Throughout this year the Student Association has strengthened its position in the university community as not only a support network for students but also an advocating body.

ACHIEVEMENTS

Overseeing and providing support to:

- The 2016 council in their individual and collective goals;
- The clubs in their knowledge of the processes and what they are required to do; and
- new students who wish to engage with the Student Association

Assessing space on campus:

- Redesigned the Student Association office; and
- Worked with the university to start brainstorming about how to best improve club space on campus

2016 ANNUAL REPORT

Continuing to build relations internal and external to the university:

INTERNAL

Building relations within the university, particularly:

- The volunteer network
- Student services
- Counselling department
- Campus ministry

EXTERNAL.

Building relations external to the university, particularly:

- The City of Fremantle;
- Businesses throughout Perth (through the discount program)
- Charities; and
- The other four university student bodies;

Conducted a student survey

Leading regular council meetings

Being a source of consultation for the university on matters concerning students, such as:

- The creation of the University App;
- Timetabling sign up; and
- Food trucks on campus

Stressing the importance of student concerns to the university through regular communication in the form of review papers, and state and national meetings

Oversaw the creation of a Student Association mascot and a more engaging online presence

Creating and acting to fulfill strategic visions with clear goals and objectives outlined and members held accountable for performance, including through a mid-year review

The implementation and execution of governance regulations implemented in previous years

Made alterations to the Club Guidelines

2016 ANNUAL REPORT

RECOMMENDATIONS

Act on the information received from the survey this year.

Alter the constitution to include the changes in the state legislation the Student Association is affiliated under.

Alter the Club Guidelines to better suit the financial year and take into account other changes made throughout this year.

Continue to extend the relations between the Student Association and external organisations.

Continue to improve lines of communication between the Student Association and the University.

Continue to work with the university to build a student led newspaper/magazine.

Continue to build sub-committees for portfolio directors.

2016 ANNUAL REPORT

VICE PRESIDENT

ACHIEVEMENTS

Amalgamated the Notre Dame Student Association Discount Program with the discount scheme operated by all participating universities in Perth.

Successfully co-organised the Student Association 2016 elections and implemented a trial run with a new, cost-effective election server via Survey Monkey. This may be a point of consideration for subsequent elections.

Supported the President in directing the activities of the Student Association, managing workload of Council members and managed membership services.

RECOMMENDATIONS

The Notre Dame Student Association Discount Program might benefit from retracting its involvement in the interuniversity-run discount scheme. Whilst such participation strengthens the bond between Notre Dame's Student Association and the Guilds of other universities in Perth, it weakens the special relationship between local Fremantle businesses and Notre Dame itself.

The hand over process from all positions to their successors must occur properly in a detailed and formal manner. The progress of each new Council will suffer from having to learn about the intricacies of their roles and the systems in place without this prior knowledge.

A transparency of knowledge and information amongst the Council is required for a more cohesive and understanding relationship between all members. Every single person should present a paper or at least mention in a round table discussion in general business at every Council meeting what they have achieved in the past fortnight.

2016 ANNUAL REPORT

SECRETARY

ACHIEVEMENTS

Frequent meetings were held that were engaging and productive.

All minutes and other records were kept in a digital format and published to the council.

The new NDSA website was purchased and designed ready for launch on track with our Action Item Sheet.

Purchased Polaroid Camera to be used in the Humans of Notre Dame Project, to come under the direction of the Publicity Director.

RECOMMENDATIONS

All council members should attempt to attend as many meetings as possible, as discussions are most effective with a wider demographic of students.

All portfolio directors must submit an agenda item for every meeting, as the council needs to be updated on any progress or lack thereof. Agenda items must be submitted to the secretary in a timely matter, ideally no later than 24 hours before any meeting.

Coordinate a set time for executive council meetings throughout the semester. This should be done when the general council meeting time is decided.

Plan a productive and effective retreat program to welcome the new 2017 council, emphasising the community spirit of the Student Association.

2016 ANNUAL REPORT

TREASURER

ACHIEVEMENTS

Reported council budget allocations on general council meetings. This was to allow council members, especially portfolio directors, know the maximum expenditure allocated.

Reviewed and updated expenditure, reimbursement and club funding forms.

Reviewed and updated expenditure reporting to increase accountability.

Collated clubs' financial statements and details.

RECCOMENDATIONS

Treasurer: Set a format for reporting and financial statements that can be used for future councils.

Council: Increase relationship with portfolio directors, especially clubs, events and publicity, and have frequent meetings with them during event organisation for expenditure.

Clubs: Add NDSA treasurer as signatory to all club accounts.

2016 ANNUAL REPORT

ACADEMIC

ACHIEVEMENTS

Built a relationship with the Volunteer Network, Australian Red Cross and Event Health Management.

Represented students academically on the Learning and Teaching Committee (LTC) throughout the year and the Stakeholder Reference group for administration changes recently.

Created and managed the online elections with SurveyMonkey for the 2017 Student Association Council nominations.

Organised a First Aid course with Event Health Management for Semester 2, 2016 and Semester 1, 2017.

RECOMMENDATIONS

Contact a representative from each of the schools (Law, Medicine, Arts and Sciences, etc.) and/or the presidents of societies to form the academic sub-committee that meets biannually to record any academic issues and potentially discuss them with the LTC.

Represent the Student Association academically on any available Deans' student committees.

Hold and organise a First Aid course with Event Health Management in Semester 1 and 2.

Look into affordable Mental Health First Aid for students and/or other networking events (e.g. career paths)

Meet with the AESC early in the year to go over their courses and encourage a course in resume writing for job opportunities.

Continue promoting students to participate in the donating blood group, Red25.

2016 ANNUAL REPORT

CLUBS

ACHIEVEMENTS

Developed a better relationship with Student Services to allow better pathway for events application.

RECOMMENDATIONS

Try to develop better communication as clubs director, allowing more fluent and transactional processes to happen quicker following council and club consultation.

Enhance communication with clubs, schedule and attend regular meetings.

2016 ANNUAL REPORT

ENVIRONMENT

ACHIEVEMENTS

Met with university staff (Director of Business Operations) in regards to green wall proposition, grass development on Mouat Street and current capacity for developments in new student space.

Regularly attended Student Affairs Committee meetings.

Re-organised club office spaces.

Submitted Student Environment Report:

- Lead to provision of new drink fountains
- Investment in more recycling bins
- Table tennis table placed in Prindiville Hall
- Purchase of charging cables available at library help desk

Comprehensively wrote a report of student area use and recommendations.

Created a modified Notre Dame Fremantle Campus map that highlighted student spaces.

Maintained student space cleanliness:

- Correspondence with campus services and cleaning staff
- Washing of couch covers
- Designation of kitchen for club use only

Proposed purchase of charge bar for student space (postponed due to future developments).

Assisted the Academic Director in running of Student Association online elections.

RECOMMENDATIONS

Close coordination with staff in regards to university renovations and developments.

Ensure the couch and cushion covers are cleaned with the student services laundry.

Maintaining cleanliness and hygiene in student spaces and kitchen.

2016 ANNUAL REPORT

Look into purchasing more resilient pool cues and refurbishing the pool table felt.

Continue attending Student Affairs Committee meetings.

Conduct a survey with students on what they would like to see improve in student space.

Purchasing of fans for student space including the loft and club office area.

The green wall that was constructed in Bateman Courtyard should not be pursued as it is not a maintainable or sustainable project (discussed with university staff).

Compile a Student Space Report highlighting areas commented on by students for improvements.

2016 ANNUAL REPORT

EVENTS

ACHIEVEMENTS

Held a Back to Uni Party at the Orient, Fremantle that 100 people attended.

Held a Cocktail Party at the Ocean Beach Hotel, Cottesloe that 180 people attended.

Held the Notre Dame Student Association Oscars Ball at the Hyatt Regency with 540 people in attendance.

Held a Halloween/End of Semester Party at the Newport Fremantle with 80 people in attendance.

All these events where a huge improvement in numbers and venues on previous years and successfully improved the brand of the Student Association.

Established new relationships with venues across Perth that wish to hold functions for NDSA in the future and provide generous discounts to students regularly.

RECOMMENDATIONS

Plan in advance. Make sure every event is organised by the first few weeks of semester, if not, before the university year begins - especially all semester 1 events and the Ball.

Ask questions and ensure that you know the event process before you begin.

Always enquire about 3 venues or more for each event.

Have a strict calendar set for each event that outlines when advertising will begin and when ticket sales close and open.

Distribute tasks amongst your council members, particularly your OCM who is there to support you.

Ensure that everyone on your council is aware of the importance of their roles and continue to follow up tasks you have asked different council members to do.

2016 ANNUAL REPORT

PUBLICITY

ACHIEVEMENTS

Increased total likes on NDSA Facebook page to over 2600.

Increased total Instagram followers to over 560.

Designed posters, social media posts and gifs for Student Association events throughout the year to be posted on Social Media and around campus.

Facebook events were created, sharing information and inviting students to our major events such as Oscar's Ball, Cocktail Party and Boo's and Booze End of Semester Halloween Party.

Purchase of a blue owl mascot "Victor", who has been present at Student Association events.

Production and publication of short video at the commencing of the year functioning to introduce the new council and convey our purpose.

Live stream Snapchat stories during our events that have gained a significant following.

Shared short video montages of footage from large events such as Wellness Week and the Oscar's Ball.

Purchase of a Megaphone, Canon eos1200D Camera and Polaroid Camera.

Liaising with Sydney Campus Publicity Director to enhance effectiveness of publicity here in Fremantle, as well as development of a relationship for potential future projects.

Designed Pull Up banners.

Commencing of stockpiling photographs for Humans of Notre Dame project.

Photobooth hire and purchase of a Snapchat filter for the Oscar's Ball.

Consistent photography at our events such as O-Day & Cocktail Party.

2016 ANNUAL REPORT

RECCOMENDATIONS

Continuation and publication of Humans of Notre Dame Project.

Purchasing of banners by firstly contacting a graphics designer in order to improve the quality of our blue owl logo.

Creation of Facebook Events for smaller scale events on campus in order to gauge student engagement and using facilities that allow students to invite their friends to these events, as was successfully carried out during our 20th birthday celebration.

Throughout the year our most successful posts were those with video content, hence publication of more social media posts in this format in the future.

More free food, as organized for Founder's Day and our 20th Birthday, because the students love it, and love us by association (pun intended).

A shifting away from physical paper posters all around campus by utilizing technology available in an effort reduce our carbon footprint.
eg. LED signs, a TV noticeboard, singular large noticeboard/ calendar in Prindiville publicising upcoming events.

Provide training/workshops for council members in order to equip them to best carry out their allocated tasks and responsibilities as student representatives.

2016 ANNUAL REPORT

SPORTS

ACHIEVEMENTS

Coordinated a Mini Olympics for the students.

Ran Pool Tournament in Semester 1.

Ordered a Pool Tournament Plaque to display tournament winners.

Coordinated Pink Sports Day in Semester 1.

RECOMMENDATIONS

Run Pool Tournament across both Semesters 1 and 2.

Work more closely with Student Services to promote interactive and social sports during the semesters.

Properly establish Founders Cup by contacting different schools earlier in the semester with set dates.

2016 ANNUAL REPORT

WELFARE

ACHIEVEMENTS

Organised and coordinated a successful Wellness Week in each semester as a means to distress students and improve student wellbeing. Both weeks seemed to be received positively from both the staff and students.

Established a relationship with the Headspace Fremantle Office.

RECCOMENDATIONS

Look to start advertising Wellness Week well in advance, such that more people are aware of what activities are being run.

Furthermore, it would be suggested that feedback be gathered from the student body as to what they would like to see present/what they would actively use as engagement with certain items was limited.

Possibly think about approaching School based societies for representatives, which look at student welfare/mental health. This would be an alternative for the mental health advocacy program, which hasn't taken off as planned and was brought up by Andrew Duirs. It may be an idea to discuss this further with counseling services before approaching club presidents.

2016 ANNUAL REPORT

ORDINARY COUNCIL MEMBERS

ACHIEVEMENTS

Student Association engagement in the 2016 Winter Sleep Out.

Engaging student participation on both University of Notre Dame Fremantle's O-Days.

Participation in student event days such as Mini-Olympics and Wellness Week.

Assisted portfolio members from all parts of the Association.

Organised a suggestions box for Notre Dame students to voice their opinion and to suggest areas the Student Association can put greater focus on.

Replaced the basketball ring in the Loft area.

Assisting the Student Association on O- Day and throughout the year with selling NDSA discount program and with general business.

Being actively involved in Open Days, encouraging student engagements and exciting the students to get involved.

Assistance and set up of wellness week and other welfare directed projects.

Assisting in cooking and cleaning.

Club awareness.

Set up and running events.

Photography.

Student encouragement.

Running and organising of Pink Sports Day including liaising with sports director and other members of council.

Assistance and set up on club days and club based events.

Going to club meetings.

2016 ANNUAL REPORT

Working with SA and TLG Notre Dame Club.

Assisting with event contacting and decision making.

Assisting with decorating.

Ordering and organising Honour Boards in the Student Association Board Room.

Liaising with the Deans Consultative Committee of Health Sciences to communicating events with a wider student population.

RECOMMENDATIONS

Innovation in student to association communication.

Find effective advertisement strategies that will increase student knowledge of the Student Association's current actions.

Increase the support networks and communication from within the Association.

Appraise the distribution of roles within the Association and direct more human resource more effectively.

Having action items after every meeting delegated to specific people and revisit the items before the start of each meeting to ensure accountability.

Encourage other Deans to have Deans Consultative Committees and nominate someone from the Student Association to be on the committee.

I have thoroughly enjoyed my time on the council of the Notre Dame Student Association. I believe I have been able to form great connections with my fellow leaders and students to reach out to the Notre Dame community and deliver an exciting year of events and support to our students. As an ordinary council member I have been able to be involved in many different events throughout the year. I felt like I used my enthusiasm and energy well across all districts of our council.
- Madision Boot