



Adelaide University Law Students' Society Incorporated (AULSS)

Committee Meeting 1 - Agenda

to be held at 6:00pm on Monday 6th March 2023 in Ligertwood 231

| | | |
|----------|----------------------------|-----------|
| 1 | <i>Meeting Open</i> | BL |
|----------|----------------------------|-----------|

| | | |
|----------|--|-----------|
| 2 | <i>Acknowledgement of Country</i> | BL |
|----------|--|-----------|

The Adelaide University Law Students' Society (AULSS) would like to acknowledge that the land we meet on today is the traditional lands of the Kurna people and that we respect their spiritual relationship with their Country. We also acknowledge the Kurna people as the traditional custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today.

| | | |
|----------|--------------------------|-----------|
| 3 | <i>Attendance</i> | BL |
|----------|--------------------------|-----------|

| | | |
|----------|-------------------------|-----------|
| 4 | <i>Apologies</i> | BL |
|----------|-------------------------|-----------|

| | | |
|----------|---|-----------|
| 5 | <i>Minutes of Previous Meeting</i> | BL |
|----------|---|-----------|

Motion:

That the signed Committee minutes for the Committee Meeting dated 10th October 2022 be approved as a true and accurate record.

| | | |
|----------|----------------------------------|-----------|
| 5 | <i>President's Report</i> | BL |
|----------|----------------------------------|-----------|

| | | |
|----------|---------------------------------------|-----------|
| 6 | <i>Vice-President's Report</i> | FE |
|----------|---------------------------------------|-----------|

| | | |
|----------|----------------------------------|-----------|
| 7 | <i>Treasurer's Report</i> | MB |
|----------|----------------------------------|-----------|

| | | |
|----------|--|-----------|
| 8 | <i>Director of Activities' Report</i> | NN |
|----------|--|-----------|

| | | |
|----------|---|-----------|
| 9 | <i>Director of Careers' Report</i> | ST |
|----------|---|-----------|

| | | |
|-----------|---|-----------|
| 10 | Director of Communications' Report | HA |
| 11 | Director of Competitions' Report | PP |
| 12 | Director of Education's Report | TT |
| 13 | Director of Social Justice and Equity's Report | HM |
| 14 | Other Business | BL |
| 15 | <i>Meeting Close</i> | BL |

Executive Reports

| PRESIDENT | |
|--------------------------------|--|
| DATE | 2 March 2023 |
| REPORT BY | Bryan Lau |
| SUMMARY OF REPORT | <ol style="list-style-type: none"> 1. Co-options (Round 1 – 4) 2. O'Week Recap 3. Meetings with the Dean 4. Respectful Ligertwood Committee 5. John Bray Alumni 6. Triversity 7. Tri-society 8. Partnership with 180DC 9. Multicultural Event 10. Australia Singapore Law Students' Society 11. Overseas Trip Proposal (Malaysia) 12. President's Newsletters 13. Uniform Clerkship Scheme 2023 14. Grievance Policy 15. Internal Survey |
| UPCOMING EVENTS | <ol style="list-style-type: none"> 1. Uniform Clerkship Scheme 2023 <ul style="list-style-type: none"> • Applications open: 3 July (Friday) 9am • Applications close: 28 July (Friday) 5pm • Interviews commence: 7 August (Monday) • Offers made: 11 September (Monday) • Offers accepted: 13 September (Wednesday) |
| ACTIVITIES OF PORTFOLIO | <ol style="list-style-type: none"> 1. Co-options (Round 1 – 4) <ul style="list-style-type: none"> • Congratulations to the successful co-option applicants and welcome to the AULSS Committee. • The following committee members were successful in their co-option application, and I would like to welcome them to the 2023 AULSS Committee: <ul style="list-style-type: none"> • Director of Activities: Natalie Nimon • Director of Social Justice and Equity: Hamish McNamara • Activities Representatives: Emma Colovic • Competitions Representatives: Bhoomika Trivedi, Salma Masurwala, Deeptanshu Sharma, Lili Caltabiano, and Eton Williams • Communications Representatives: Minh Tran and Grace Jin • Sponsorship Representative: Aryaman Mehta • Social Justice and Equity Representative: Angela Carlisle, and Holly Saberton |

- **Mature Age Representative:** Leah Schlein
- **Aboriginal Representative:** Xavier Mackie
- During the Summer break, we had 4 rounds of co-options in total. This may be the highest number of co-option rounds that the AULSS has had in such a short period of time.
- The first round of co-option was opened by the 2022 AULSS Executive within the last two weeks of their term. The positions available in this round was the Director of Activities and the Director of Social Justice and Equity. The 2022 AULSS Executive did this so that the 2023 AULSS Executive can immediately call a meeting to vote on the new Directors.
- The second round of co-options was open to fill up the remaining representative positions in the committee. During this round, the Executive decided to increase the number of representatives in the Competitions Portfolio from 6 to 10 representatives. This resulted in a third round of co-option.
- After receiving two resignations (one competition and one sponsorship representative) in February, a fourth round of co-option was opened.
- Despite the numerous rounds of co-options, we now have a full committee to face the semester ahead.
- I have tabled the reasons for selecting the successful applicants in Appendix 1, 2, 3 and 4.
 - The co-option process is designed to be transparent and anonymous. I first de-identified applications and then circulated them to the Executive. The Executive then voted based on the merits of each application, and I abstained from voting.

2. **O'Week Recap**

- On 21 February, the AULSS ran its annual O'Week stall to welcome the First-Year students on campus.
- On 24 February, the Education Portfolio, along with Felix and myself, gave a presentation at the Law School Induction Lecture to introduce the AULSS to the First-Year students.
- The ABLE Faculty invited the AULSS, along with other ABLE related clubs, to set up a stall at the foyer of Nexus 10 on 1 March to showcase our society to ABLE students.
- Overall, we had a pretty successful O'Week. Our volunteers met many eager first years and we have sold a decent number of merchandises.
- I would like to thank Felix for facilitating the stalls while I was in Singapore, the Education Portfolio for presenting at the Induction Lecture, and to everyone else who helped during O'Week.

3. **Meetings with the Dean**

- During the Summer break, I have had a total of 3 meetings with the Dean of Adelaide Law School, Judith McNamara.
- Judith would like to increase her involvement with the AULSS and to a greater extent, the law student community.
- To date, we have discussed the following points:
 - 140th Anniversary of the Law School
 - Plans for the empty reception area
 - Law School Board
 - Respectful Ligertwood Committee
 - O'Week
 - Amendments to the AULS grievance Policy
- I will be having semi-regular catch ups with Judith. Therefore, feel free to let me know if you have any issues/concerns about the Law School that you would like me to raise with her.

4. **Respectful Ligertwood Committee**

- The role of the School Advisory Committee is to:
 - promote a culture of respect and inclusion in the Adelaide Law School;
 - promote Adelaide Law School student wellbeing; and
 - provide a forum for communication, consultation and cooperation between the students and staff in the Adelaide Law School
- The Committee will utilise a co-design approach, providing the opportunity for students to have a deep engagement with law school processes and outcomes.
- The members of the Committee will consist of 4 academic staff nominated by the Dean and 5 student representatives nominated by the Dean.
- The President of the AULSS may invite members of the AULSS Executive Committee to attend meetings where agenda items are relevant to their portfolios.

5. **John Bray Alumni Network**

- The President of the AULSS automatically becomes a committee member of the John Bray Alumni Network.
- The JBAN had their first meeting on 14 February where we discussed a number of topics including the JBAN Mentorship Program.
- The JBAN Mentorship Program is similar to our First-Year Mentorship Program. Law students from second year onwards will be paired with a legal practitioner who will act as their mentor for the rest of the year.
- The program has been delayed for a couple of months. However, Peter, former president of the

AULSS and current committee member of the JBAN, and I are working closely to make this program happen.

- We currently have 30 pairings in the program, but we are thinking of opening up applications sometime in March to get more participation from students.

6. **Triversity**

- Every year, the AULSS runs a couple of events and initiatives in collaboration with Flinders Law Students' Association (FLSA) and University of South Australia Law Students' Association (USALSA).
- This year, I intend on maintaining our relationship with FLSA and USALSA to run bigger and better initiatives/events.
- Here are a couple of Triversity activities that we are doing this year:
 - Uniform Clerkship Scheme
 - Triversity Careers Fair
 - Triversity Pub Crawl
 - Triversity Competitions
 - Multicultural Event

7. **Tri-society**

- This year, the Presidents of the Adelaide Medical Students' Society (AMSS) and Adelaide University Engineering Society (AUES) has decided to strengthen our partnership through collaborative events.
- The three societies, being the biggest societies at the University of Adelaide, will be running several collaborative events this year as well as providing social media support to events of the individual societies (e.g. Skullduggery).
- A few of these events include:
 - Tri-society Blood Drive
 - Suits, Scrubs and Spanners
 - Involvement with the AUES BBQ
 - Tri-society Sports Day
- So far, the Presidents of the AMSS and AUES have been extremely helpful and are very easy to work with.

8. **Partnership with 180 Degrees Consulting**

- This year, the AULSS, AMSS and AUES have formed a partnership with 180 Degrees Consulting (180DC).
- 180DC has graciously offered a leadership trainings workshop, which is run by its President, Isaac Tenant, in exchange of running collaborative events throughout the year. The Leadership Workshop was attended by the executive members of the 3 societies.
- I found the Leadership Workshop extremely useful and productive as we got to learn more about

our leadership styles and various decision-making skills.

- We have an upcoming event with 180DC called the “Internship Night”. We will be promoting the event alongside 180DC and potentially contributing to the catering.

9. **Multicultural Event**

- I had separate meetings with Vanessa, President of the Asian Australian Lawyers Association (AALA), and Peter from the Hellenic Australian Lawyers Association (HAL) and proposed the idea of running a multicultural event in Semester 2. Both Vanessa and Peter are extremely interested and are keen to run this event.
- We are currently in the planning stages of this event. Our main priority is to find other ethnic-based law associations in South Australia to invite them to this event.
- I will also be working closely with Hamish, our Director of Social Justice and Equity, to make this event happen.

10. **Australia Singapore Law Students’ Society (AUSLSS)**

- During the Summer, I reached out to the President of the AUSLSS, Sylvester, to see if they would like to run a couple of initiatives with us.
- So far, I have had two meetings with Sylvester: One via Zoom, and the other in Singapore.
- Unfortunately, the Bachelor of Law degree offered by the University of Adelaide is not recognised by the Singaporean Government, which makes any collaboration with the AUSLSS difficult as their events are catered towards “recognised” law degrees.
- However, Sylvester has expressed his interest in potentially running events with “non-recognised” Universities.
- He has graciously agreed to share his contacts from Singapore if we ever need them.

11. **Overseas Trip Proposal (Malaysia)**

- During my trip to Malaysia, I caught up with an alumnus from the Adelaide Law School.
- His name is Matthew Phillips and he graduated Adelaide Law School over 30 years ago. He has since been practicing as a Litigator in Kuala Lumpur and has established his own law firm with 30 over lawyers.
- During our catch up, he mentioned that one of his goals was to find a way to introduce the legal industry in South-East Asia to the Adelaide Law Students.
- Therefore, he has proposed to conduct an overseas immersion trip with the Adelaide Law

School, similar to the Rural Trips that the Adelaide Law School currently organises.

- To summarise the proposal, the Adelaide Law School can select interested students to go on this trip. Matthew will then provide the accommodation at Port Dickson (Malaysia). His law firm will then organise the itinerary for the law students, which includes visits to the local courts, networking with the local judges and lawyers, etc...
- I have spoken to Mark Giancaspro about this proposal, and he is keen to move this forward.
- He will be raising this with his next meeting with Judith and will provide me an update in due course.
- I believe this proposal has a lot of potential and it is a great way to give students more exposure to the legal industries abroad.
- Matthew is also a really nice and accommodating person. He was even nice enough to treat me to a meal at his law themed café!



12. President's Newsletter

- This year, I will be sending out a minimum of 2 Newsletters per Semester. The Newsletters will contain a summary of upcoming AULSS events and notices.

| | |
|--------------------------|--|
| | <ul style="list-style-type: none"> • This was a suggestion given by the previous president to reduce the number of all-student emails being sent out by the AULSS. • The first newsletter was published on 27 February. • I had initially planned to send out more Newsletters per Semester. However, the first Newsletter was too time consuming and thus, it would be too impractical for me to do more than 2 Newsletters per Semester. <p>13. Uniform Clerkship Scheme 2023</p> <ul style="list-style-type: none"> • The Presidents of FLSA and USALSA and I have been contacting firms over the past few weeks. • We have currently contacted 24 firms and have received 9 confirmations. • As there were 9 participating firms last year, I am expecting a higher number of firms to take part in the 2023 UCS. • The important dates of the 2023 UCS are listed above. <p>14. Grievance Policy</p> <ul style="list-style-type: none"> • During the Summer, I reviewed the current AULSS Grievance Policy and felt that it needed to be updated to align with the some of the University policies (I.e. Sexual Misconduct Policy). • I raised this with the Executive, and it was unanimously agreed that the policy should be updated. • I am currently updating the Grievance Policy and have been seeking further advice from Judith. • I aim to finish the amendments after the Safer Campus Training on 9 March, which is being offered to our Committee and to the wider Law School Community. <p>15. Internal Survey/Feedback</p> <ul style="list-style-type: none"> • Felix and I will be releasing an internal survey/feedback within the AULSS Committee sometime before the mid-semester break. • The purpose of this survey/feedback is for Felix and I to get some feedback on the operations of the AULSS. • We would love to hear your honest opinions on the way things are being run in the AULSS. |
| DISCUSSION POINTS | <ul style="list-style-type: none"> • N/A |
| MOTIONS | <ul style="list-style-type: none"> • N/A |
| | |

| | |
|---------------------------|---|
| ACTION ITEMS | <ul style="list-style-type: none"> • N/A |
| ANY OTHER BUSINESS | <ul style="list-style-type: none"> • N/A |
| APPENDIX | <ul style="list-style-type: none"> • Appendix 1 – Co-option Reasons (Round 1) • Appendix 2 – Co-option Reasons (Round 2) • Appendix 3 – Co-option Reasons (Round 3) • Appendix 4 – Co-option Reasons (Round 4) • Appendix 5 – President's Budget |

Appendix 1 – Co-option Reasons (Round 1)

| | |
|--|---|
| Director of Activities | The Executive had to review and select one successful applicant between the two applications we received for this role. The Executive placed an emphasis on the relevant experience, understanding of the role, and the effort that was put into writing the application. The successful applicant had shown a clear understanding of the role as well as the structure of the AULSS. The successful applicant demonstrated the necessary experience required for this role, which includes prior experience on the AULSS Activities portfolio. The successful applicant also had good diction, which was evidenced by the excellent application writing. |
| Director of Social Justice and Equity | Out of the 3 applications received, the successful applicant was chosen based on their understanding of the role and the prior relevant experience that they had. The successful applicant also developed good ideas surrounding the needs of the community of rural students in the Adelaide Law School. The successful applicant demonstrated and communicated the abilities that they can exercise if they were successful. |

Appendix 2 – Co-option Reasons (Round 2)

| | |
|--------------------------------------|--|
| Activities Representative | Out of the 4 applications received for the role, the Executive had to select 1 successful candidate. The successful candidate had demonstrated their high involvement with extracurricular activities in law school and had prior experience on the AULSS. The Executive noted that being on the AULSS previously may not be entirely relevant, however, the skills from that experience can be easily transferred to this role. The successful application was well written compared to the others and fits the brief for an Activities Representative. |
| Communications Representative | Out of the 5 applications received for the role, the 2 successful applicants have communicated good ideas for the Communications Portfolio and have demonstrated, with sufficient evidence, the relevant skills they possessed to be an effective in their role. The successful applicants have experience using Canva, which is the AULSS's main platform for designing all our graphics and advertisements. |
| Mature Age Representative | Out of the 2 applications, the successful applicant had written a heart-warming application, which demonstrated the passion and caring nature of this applicant. The successful applicant showed that |

| | |
|---|---|
| | they have the initiative to run events catered towards mature aged students. |
| Social Justice and Equity Representative | Out of the 7 applications, the Executive selected 2 successful applicants. The successful applicants had prior experience that were relevant to mental health initiatives. Their applications were extremely well written and displayed their good character and meaningful intentions. The successful applicants also brought up good ideas and initiatives for the Portfolio. |
| Sponsorship Representative | Out of the 4 applications, the successful applicant had good understanding of the role and had relevant experience in a different University Club, which includes interacting with people in a sponsorship capacity. The successful applicant had also demonstrated a willingness to collaborate and good initiative. |

Appendix 3 – Co-option Reasons (Round 3)

| | |
|------------------------------------|---|
| Competitions Representative | Out of the 7 applications received, the Executive selected 4 successful applicants. The Competitions Portfolio placed an emphasis on the competition preference, the availability to work late nights, and organisational skills. The successful applicants had demonstrated all of the above. In addition to the relevant experience that the successful applicants had, they had clearly demonstrated the passion for upholding the high standards of AULSS competitions. |
|------------------------------------|---|

Appendix 4 – Co-option Reasons (Round 4)

| | |
|------------------------------------|---|
| Aboriginal Representative | We received one application for the role of Aboriginal Representative. The successful applicant had demonstrated that they are a proud member of the Aboriginal community and have been involved in a nationwide organisation that runs numerous initiatives with Aboriginal communities. The successful applicant is clearly passionate to represent the Aboriginal students at the Adelaide Law School. |
| Competitions Representative | Out of the 3 applications received, the successful candidate had written an excellent application which read well compared to the others. The successful applicant had relevant application, which includes a few charitable initiatives. The successful application also brought up mental health awareness which is extremely important given the heavy demands of the Competitions Portfolio. |
| Sponsorship Representative | Out of the 5 applications received, the Executive selected one successful candidate. The Treasurer placed an emphasis on relevant experience and the ability to adapt and learn quickly. The successful applicant had demonstrated the relevant experience required with sufficient evidence. The application also shows the applicant's ability to learn quickly. |

| VICE PRESIDENT | |
|--------------------------------|---|
| DATE | 2 March 2023 |
| REPORT BY | Felix Eldridge |
| SUMMARY OF REPORT | <ol style="list-style-type: none"> 1. New Furniture 2. O'Week Stall 3. First Year Meet and Greet 4. ABLE Faculty Day Stall 5. YouX Grants 6. New Merchandise 7. Old Merchandise 8. Law School Local 9. Upstairs Storeroom 10. Office Supplies 11. Office Usage 12. Endowment Fund |
| UPCOMING EVENTS | <ol style="list-style-type: none"> 1. Law School Local Stall: <ul style="list-style-type: none"> • Date: TBC, Week 5 • Time: TBC • Location: Ligertwood Foyer • Price: \$10 |
| ACTIVITIES OF PORTFOLIO | <ol style="list-style-type: none"> 1. New Furniture <ul style="list-style-type: none"> • After reviewing office furnishings, I deemed the existing chairs rather dilapidated. • University infrastructure was able to help by switching them for some nicer chairs (including a couple of roller chairs). • Some other furniture and spare equipment has been moved out of the office and into storage upstairs. • We also gained some additional drawers. 2. O'Week Stall: <ul style="list-style-type: none"> • Held on Tuesday 21st February from 10am-3pm at the Maths Lawns. • AULSS had a stall as part of the University's O'Week among the other YouX affiliated clubs. • We sold \$213 of merchandise including some jumpers, hats, socks and keep cups. • We interacted with over 60 students, mainly first years. • AULSS successfully used the new EFTPOS machine purchased this year after the previous EFTPOS machine was decommissioned by its manufacturer. • Special thanks to all that volunteered at the stall: Patricia Pappas, Leah Schlein, Bhoomika Trivedi, Deeptanshu Sharma |

3. First Year Meet and Greet:

- Held on Friday 24th February from 11.30am-12.30pm in the Liggy Foyer.
- Bryan, Eleni and I had an opportunity at 11am to speak with the new first years to tell them about the AULSS.
- Following this, at 11.30 we handed out free coffee and pastries for them to enjoy.
- Sadly there was some trouble with the coffee cart we had got and as a result of the late start, unfortunately we did not hand out as many free coffees as we would have liked.
- The AULSS is proud to have upped the number of free coffees (from 50 last year) to 100, alongside the 70 pastries.

4. ABLE Faculty Day Stall

- Held on Wednesday 1st March in the Nexus 10 Foyer.
- AULSS had a stall as part of the ABLE Faculty Day.
- Event was not particularly well advertised and there were not that many students there.
- We sold \$130 of merchandise including jumpers, socks and t-shirts.
- Special thanks to all those that volunteered at the stall: Bryan Lau, Leah Schlein, Jennifer Lamb.

5. YouX Grants

- Despite being an affiliate of YouX (formerly the Adelaide University Union ie AUU), YouX had previously not applied for grants from YouX.
- All affiliate clubs of YouX are entitled to apply for grants (pending eligibility for specific grant categories)
- I am pleased to report that the AULSS has successfully received over a thousand dollars of grant money thus far and will continue to apply for more grants to support events)
- Grants that have been received already include amounts for the purchase of the new EFTPOS machine, coffees for the First Year Meet and Greet event, branded AULSS pens for events and for a renewal of our AULSS Canva and Adobe subscriptions.

6. New Merchandise

- At the time of writing this report, merchandise options for Semester 1 in 2023 are being finalised.
- Options for purchase will include Hoodies, Rugby Jumpers, Crew Necks and T-Shirts.
- Items that will probably be included are ties and metal water bottles.

- The merchandise provider will be Nelson Teamwear which is the provider that we used last year, as recommended by the previous Vice-President.

7. Old Merchandise

- I sent out an email to people who had not collected their merchandise from 2022 asking them to pick it up within the next month.
- The previous Vice-President had sent multiple emails to each of these people requesting they collect their purchases, which is why I felt it reasonable to inform them of a fixed cut-off point, after which their purchases may be re-sold.
- Surplus merchandise (such as rugby tops – mainly of large sizes) and generic merchandise (such as caps, keep cups) have continued during stalls and will continue to be sold over the course of the year.
- While I was supervising the ABLE Stall, the Law School unlocked an older storage room that the AULSS used to use and Bryan helped put stuff back in our office.
- Merchandise, old or new, should only be sold to current / former law students, current / former law staff, or prestigious members of the legal community ie senior lawyers, judges etc (this one is not that common).
- Merchandise should not be sold to current students who do not study law.

8. Law School Local

- In December I started compiling a list of potential businesses that could be contacted for LSL purposes.
- The compilation process took months and in February I started contacting venues en masse.
- At the time of writing this report, we have 30 interested LSL venues who have agreed to participate in our program in some capacity (with more on the way)
- Participating venues this year **tentatively** include:
 - Adelaide Unibar
 - San Churro
 - Argos (two locations)
 - Wholefoods by Argo
 - Mascavado
 - Proof Bar
 - Mylk Bar (three locations)
 - Seoul Sisters
 - Duke of York Hotel
 - Howling Owl
 - Rhino Room

- Lowlife Basement Bar
- Bracegirdle's Chocolates
- Union Hotel
- Leigh Street Luggage
- Rob Roy Hotel
- Electra House
- Fast Twitch at Klemzig
- FT HIIT Somerton Park
- Seed and Stone
- Maid Hotel
- Society Bar
- Community
- The Little Hunter
- Motherload Sandwiches
- Mr Combs Barbershop
- Fellow Barbershop
- Soho Coffee Roasters
- Monastery Coffee
- Zero Latency

- I would like to specially thank Tony Tu for linking us up with 8 of these venues.
- If anyone knows any venues that might be interested in participating in this program, please let me know.
- Exact details of each deal once finalised will be published on our website and announced closer to the date of sale of LSL cards.
- These cards may be sold to any person, irrespective of what degree they are doing, or if they are a student here.

9. Upstairs storeroom

- The AULSS acquired a storeroom upstairs, room 2.04 of the Ligertwood building.
- This storeroom is not a public facing part of the office so the open door policy does not apply here.
- Please do not let anyone other than AULSS Committee members up there unless this has been cleared by a Director, preferably the Vice President)
- Unless directed to be up there for a specific purpose (bringing up / down stock), Committee members should not ordinarily be in the storeroom.

10. Office Supplies

- I have bought printer toner, long life milk, biodegradable cutlery and cleaning supplies for usage around the office.
- If we run out of anything, please let me know so I can top up supplies for anything.

| | |
|---------------------------|---|
| | <ul style="list-style-type: none"> • Please note, the biscoff biscuits in the upstairs storeroom is not for general consumption by the Committee, it is for events and should last the whole year. <p>11. Office Usage</p> <ul style="list-style-type: none"> • Reminder about office usage. The general rule (and there are exceptions) <ul style="list-style-type: none"> • During business hours of semester, if you are in the office, the door must be kept open so that students may come in and ask you questions, or use our facilities. • At any time, if there is no one in the office, the door must be kept closed. • If you need the office for an AULSS meeting or anything confidential relating to your duties, you have priority over any non AULSS business in the office, and the door may be closed during this period. • Office facilities, ie the coffee machine, microwave, kettle, kitchen supplies, fridge, sofa etc may be used by any law student. • While you are in the office, or at an event, you are a representative of the AULSS, so please be mindful of what you say and do to ensure that you give a positive impression of the AULSS. <p>12. Endowment Fund</p> <ul style="list-style-type: none"> • As part of my recommendation to safeguard the financial independence and ensure the financial sustainability of the AULSS, the AULSS has set up an Endowment Fund. • This fund is a term deposit account which will be topped up annually with 5% of the revenue from sponsorship. • In the future, this fund will be able to generate a separate income stream which will be reinvested back into the AULSS. |
| DISCUSSION POINTS | <ul style="list-style-type: none"> • NA |
| MOTIONS | <ul style="list-style-type: none"> • NA |
| ACTION ITEMS | <ul style="list-style-type: none"> • NA |
| ANY OTHER BUSINESS | <ul style="list-style-type: none"> • NA |

| | |
|-----------------|--|
| | |
| APPENDIX | <ul style="list-style-type: none"> Updated VP Budget. |

Appendix 1 – Updated VP Budget 2 March 2023

| VP Budget | | | | |
|---------------------------|----------------------|-----------------|--------------------|------------------|
| Income | | | | |
| <i>Items</i> | <i>Budgeted Cost</i> | <i>Quantity</i> | <i>Actual Cost</i> | <i>Notes</i> |
| YouX Grant (Pens) | \$200 | 1 | \$200 | |
| YouX Grant (Coffee) | \$195 | 1 | \$195 | |
| Merch Sales O'Week + ABLE | \$343 | 1 | \$343 | |
| | | | | |
| Expenditure | | | | |
| <i>Items</i> | <i>Budgeted Cost</i> | <i>Quantity</i> | <i>Actual Cost</i> | <i>Notes</i> |
| Printer Toner | \$148.00 | 1 | \$148.00 | |
| Biodegradable Cutlery | \$600.00 | 1 | \$609.47 | |
| Info Night Catering | \$150.00 | 1 | \$149.41 | |
| First Year Coffee | \$530.00 | 1 | \$530.00 | For Education |
| Biscoff Box | \$49.00 | 2 | \$83.36 | |
| Long Life Milk | \$38.00 | 1 | \$36.73 | |
| LSL Stickers | \$150.00 | 1 | \$100.10 | |
| Office Cleaning Supplies | \$12.30 | 1 | \$12.30 | |
| Clipboards | \$2.5 | 10 | \$24.90 | For Competitions |
| AULSS branded pens | \$285.00 | 1 | \$284.51 | |
| | | | | |
| | | | | |

| TREASURER | |
|--------------------------------|--|
| DATE | 1 March 2023 |
| REPORT BY | Minha (Minnah) Butt |
| SUMMARY OF REPORT | <ol style="list-style-type: none"> 1. Prospectus 2. Sponsorships 3. Square EFTPOS 4. Annual Budget 5. Endowment Fund 6. Invoice Submission Form |
| UPCOMING EVENTS | <ol style="list-style-type: none"> 1. Implementation of Endowment Fund <ul style="list-style-type: none"> • Date: following receipt of Law Ball ticket revenue • Price: \$10,000 2. Implementation of AULSS Financial Policy <ul style="list-style-type: none"> • Date: to be confirmed • Includes the Annual Budget as well as other financial controls. |
| ACTIVITIES OF PORTFOLIO | <ol style="list-style-type: none"> 1. Prospectus <ul style="list-style-type: none"> • Increases in pricing to reflect increasing operating costs due to inflation • Prices increased by 24% on average. See Appendix 1. • Revision of items included in packages to improve clarity and define distinct deliverables for the AULSS. • Restructure of Communications Portfolio sales items • Restructure of Social Justice and Equity Portfolio • Implementation of online form for order intake. • Maintaining 10% discount on packages exceeding \$2,500 (the price of the Gold Package) 2. Sponsorships <ul style="list-style-type: none"> • Given that there are 411 organisations within the legal industry in Adelaide alone, the goal for this Portfolio is to contact at least 100 organisations in 2023. The AULSS has received stable and comfortable income from large and well-known law firms over the past |

few years, but this should not inhibit the expansion of our network. Increasing engagement with smaller/local firms will be beneficial to students who will have greater exposure to the legal industry at large as well providing an additional source of income for the AULSS.

- 66 organisations have been contacted as of the date of this report. **See Appendix 4.**
- The turnover in the Sponsorship Representative position has delayed achieving this goal, but we are on track to meet it before the mid-semester break.
- Goal: increase the number of organisations purchasing sponsorships by at least 10%.
 - In 2022, the AULSS had 20 sponsors. The goal for 2023 is to have 22 sponsors.
 - As of the date of this report, we have 8 sponsors locked in. **See Appendix 2.**
- Establish a streamlined methodology for contacting sponsors to be able to manage a greater volume of stakeholders efficiently.
- Templates have been created to guide future Treasurers/Sponsorship Representatives through each phase of the process including:
 - Initial contact email to existing sponsor/new sponsor→follow up email→ follow up phone call script (pending)→ meeting structure (pending)→ thank-you email including invoice to finalise sponsorship.
- Establishment of automated sponsorship trackers to disseminate accurate and up-to-date information.
 - The Portfolio Report provides a list of sponsorship items sold within each portfolio. The purpose of this report is to ensure all Directors are aware of their obligations and are able to track when orders have been fulfilled. **See Appendix 3.**
 - The Item Report produces a summary of each item sold. The purpose of this

report is to provide analytics on individual sponsorship items to inform future decisions regarding their inclusion in the next Prospectus as well as their pricing in the future.

3. Treasury – purchase of Square EFTPOS

- Purchase of Square terminal as a replacement for the CommBank EFTPOS machine upon the advice of the prior Treasurer.
- The rental cost for the CommBank machine was increasing and the annual rent outweighed the up-front cost of purchasing Square
- Square has turned out to be incredibly effective for the following reasons:
 - The terminal itself is use-friendly and can be operated by any of the AULSS Committee members with minimal training.
 - the phone app allows for the generation of payment links from a phone when the terminal is not available
 - Square integrates with the AULSS accounting software (Xero) seamlessly
 - Auto-deposits into the bank account

4. Treasury – Annual Budget

- As part of implementing the broader Financial Policy, which is in the drafting phase at this time, the Treasurer will be required to create an Annual Budget. The Budget is to serve the following purposes:
 - to ensure greater awareness and control of cashflow,
 - to initiate conversations regarding individual portfolio budgets and trigger consistent follow ups
 - to have a standard against which to compare actual expenses as they arise
 - to serve as a master document in which all portfolio budgets are consolidated

| | |
|--------------------------|--|
| | <ul style="list-style-type: none"> • The Budget is in the process of being finalised and will be available by Committee Meeting 2. <p>5. Treasury – AULSS Endowment Fund</p> <ul style="list-style-type: none"> • Credit for this initiative goes to the Vice President, Felix, who recognised the AULSS’ lack of income diversification and suggested the establishment of the Endowment Fund to bring in passive income on non-productive cash in the bank account. • This initiative will be implemented following the receipt of revenue from Law Ball ticket sales. <p>6. Treasury – Invoice Submission Form</p> <ul style="list-style-type: none"> • The Invoice Submission Form has been created to streamline and standardise the payment of invoices on behalf of the AULSS. With a Committee exceeding 40 members, it is easy for decentralised payment requests to be missed which can be detrimental to the activities of the organisation. • Benefits of the Form include: <ul style="list-style-type: none"> • maintenance of the confidentiality of sensitive bank information as there is very limited access to the spreadsheet, • the inclusion of receipts with every submission for documentation purposes, • a user-friendly interface (a form as opposed to a spreadsheet as was the norm previously), • as part of the Financial Policy, the form encourages communication among the Portfolios by tracking which expenses were pre-approved by the Treasurer. Consistent failures to notify the Treasurer about expenses within a specific portfolio would be indicative of a communication problem. |
| DISCUSSION POINTS | <ul style="list-style-type: none"> • N/A |

| | |
|---------------------------|---|
| MOTIONS | <ul style="list-style-type: none">• NA |
| ACTION ITEMS | <ul style="list-style-type: none">• N/A |
| ANY OTHER BUSINESS | <ul style="list-style-type: none">• N/A |
| APPENDIX | <ul style="list-style-type: none">• Increases in Prices of Sponsorship Items• Current Sponsorship Orders• Portfolio Report• Firms that have been contacted for Sponsorship |

Appendix 1 – Increases in Prices of Sponsorship Items

| Competitions | 2023 Price | 2022 Price | \$ Change | % Change |
|---|------------|------------|-----------|----------|
| Open Moot | \$1,750.00 | \$1,500.00 | \$250.00 | 16.67% |
| Novice Moot | \$1,500.00 | \$1,220.00 | \$280.00 | 22.95% |
| Witness Examination | \$1,250.00 | \$800.00 | \$450.00 | 56.25% |
| Client Interviewing | \$1,250.00 | \$800.00 | \$450.00 | 56.25% |
| Negotiations | \$1,250.00 | \$800.00 | \$450.00 | 56.25% |
| Criminal Law Moot | \$1,500.00 | \$1,500.00 | \$0.00 | 0.00% |
| First-Year Moot | \$1,500.00 | \$1,220.00 | \$280.00 | 22.95% |
| Civil Law Witness Examination | \$1,000.00 | n/a | | |
| Triversity Client Interviewing * | \$3,000.00 | \$3,000.00 | \$0.00 | 0.00% |
| AULSS x SULS Negotiations * | \$2,000.00 | n/a | | |
| Family Law Mediation | \$1,000.00 | n/a | | |
| | | | | |
| Careers | 2023 Price | 2022 Price | \$ Change | % Change |
| Careers and Clerkship Guide – Full Page Ad | \$1,100.00 | \$975.00 | \$125.00 | 12.82% |
| Careers and Clerkship Guide – Half Page Ad | \$750.00 | \$675.00 | \$75.00 | 11.11% |
| Firm Presentation Evenings, hosted at Adelaide Law School | \$1,000.00 | \$900.00 | \$100.00 | 11.11% |
| Firm Presentation Evenings, hosted at Firm Office | \$800.00 | n/a | | |
| Firm Presentation Evenings, hosted online | \$650.00 | \$650.00 | \$0.00 | 0.00% |
| | | | | |
| Publications | 2023 Price | 2022 Price | \$ Change | % Change |
| Volunteer Handbook | \$700.00 | \$635.00 | \$65.00 | 10.24% |
| Competitions handbook | \$700.00 | \$650.00 | \$50.00 | 7.69% |
| First Year Guide | \$700.00 | n/a | | |
| | | | | |
| Communications | 2023 Price | 2022 Price | \$ Change | % Change |
| Website Major Sponsor | \$1,300.00 | \$1,270.00 | \$30.00 | 2.36% |
| Email Advertisement | \$200.00 | \$200.00 | \$0.00 | 0.00% |
| Social Media Story | \$150.00 | n/a | | |
| Social Media Permanent Post | \$220.00 | \$175.00 | \$45.00 | 25.71% |
| Social Media Burst (Story + Permanent Post) | \$350.00 | n/a | | |
| Package of 3 bursts+ email | \$850.00 | n/a | | |
| As Needed Package | \$1,000.00 | n/a | | |
| | | | | |
| Education | 2023 Price | 2022 Price | \$ Change | % Change |
| Problem and Short Answer Question Seminar | \$650.00 | \$400.00 | \$250.00 | 62.50% |
| Legal Research and Referencing Seminar | \$650.00 | \$400.00 | \$250.00 | 62.50% |
| Exam Preparation Seminar | \$650.00 | \$400.00 | \$250.00 | 62.50% |
| Legal Skills Seminar (Topic of Your Choice) | \$650.00 | \$400.00 | \$250.00 | 62.50% |
| GDLP Networking Night | \$1,000.00 | \$1,000.00 | \$0.00 | 0.00% |
| | | | | |
| Social Justice | 2023 Price | 2022 Price | \$ Change | % Change |
| Wear It Purple Day | \$250.00 | n/a | | |
| Law Reform Panel: Enshrining the Voice | \$600.00 | n/a | | |
| Law Reform Panel: NEurodiversity & Disability in the Law | \$600.00 | n/a | | |
| Law Reform Panel: Pro Bono | \$600.00 | n/a | | |
| The SJE Law Journal - Full page ad | \$500.00 | n/a | | |

| | | | | |
|--|-------------------|-------------------|------------------|-----------------|
| The SJE Law Journal - Half page ad | \$300.00 | n/a | | |
| Activities | 2023 Price | 2022 Price | \$ Change | % Change |
| Law Dinner | \$1,300.00 | \$1,200.00 | \$100.00 | 8.33% |
| Packages | 2023 Price | 2022 Price | \$ Change | % Change |
| Gold Package | \$2,500.00 | \$2,250.00 | \$250.00 | 11.11% |
| Careers and Clerkship Guide – Full Page Ad | | | | |
| 1 Education Seminar – Topic of your choice | | | | |
| 2 Social Media Bursts | | | | |
| Email Advertisement | | | | |
| Silver Package | \$1,750.00 | \$1,500.00 | \$250.00 | 16.67% |
| Careers and Clerkship Guide – Full Page Ad | | | | |
| 2 Social Media Bursts | | | | |
| Email Advertisement | | | | |
| Bronze Package | \$1,200.00 | \$1,000.00 | \$200.00 | 20.00% |
| Careers and Clerkship Guide – Half Page Ad | | | | |
| 1 Social Media Burst | | | | |
| Email Advertisement | | | | |

Appendix 2 – Current Sponsorship Orders

| | Allens | Ashurst | Johnson Winter Slattery |
|--|--|--|--|
| Date of Order | 2/1/2023 9:13:34 | 2/4/2023 8:03:32 | 2/8/2023 18:18:55 |
| Email | melissa.lim@allens.com.au | joanne.dean@ashurst.com | romaine.ponniah@jws.com.au |
| Firm | Allens | Ashurst | Johnson Winter Slattery |
| Contacts | Melissa Lim and Kellie Drew | Ashurst | Romaine Ponniah |
| Emails | Melissa Lim (Melissa.Lim@allens.com.au) and Kellie | joanne.dean@ashurst.com | romaine.ponniah@jws.com.au |
| Phone Numbers | Melissa (03 9613 8892) or Kellie (03 9613 8535) | 0439018978 | +61 8 8239 7127 |
| Competitions | | | |
| Careers | Careers and Clerkship Guide – Half Page Ad [\$750] | Careers and Clerkship Guide – Half Page Ad [\$750] | Careers and Clerkship Guide – Full Page Ad [\$1,100] |
| Publications | | | |
| Communications - Email | | | 1 |
| Communications - Story | | | 1 |
| Communications - Permanent Post | | | |
| Communications - Burst | | | |
| Communications - Packages | | | |
| Education | | | |
| SJE | | | |
| Activities | | | |
| Comments | Please include Melissa and Kellie in all email corresp | | |
| Package | | | |
| Total | \$750.00 | \$1,100.00 | \$1,100.00 |
| GST | \$825.00 | \$1,210.00 | \$1,210.00 |
| Invoice Sent Date | 9 Feb 2023; 11 Feb 2023 | 11 Feb 2023 | 11 Feb 2023 |
| Payment Received Date | | 22 Feb 2023 | 24 Feb 2023 |

| | | | | | |
|-------------------------------|-----------------------------|------------------------|--|---------------------------------------|---|
| | Arnold Bloch Leibler | Gilbert + Tobin | Corrs Chambers Westgarth | The Law Society of SA | Andreyev Lawyers |
| Date of Order | 2/8/2023 18:32:43 | 2/10/2023 18:37:17 | 2/21/2023 10:44:34 | 2/21/2023 14:17:16 | 2/28/2023 15:33:00 |
| Email | jbourne@abl.com.au | kbarton@gtlaw.com.au | alama.barling@corrs.com.au | diane.vanbochove@lawsociety.sa.asn.au | ico@andreyev.com.au |
| Firm | Arnold Bloch Leibler | Gilbert + Tobin | Corrs Chambers Westgarth | The Law Society of SA | Andreyev Lawyers |
| Contacts | Jennifer Bourne | Kristie Barton | Alama Barling & Jacqueline Kourlinis | Diane | Ico Ho |
| Emails | jbourne@abl.com.au | kbarton@gtlaw.com.au | jacqueline.kourlinis@corrs.com.au | diane.vanbochove@lawsociety.sa.asn.au | ico@andreyev.com.au |
| Phone Numbers | 03 9229 9710 | 02 9263 4575 | 03 9672 3161 | 8229 0266 | 0414872961 |
| Competitions | | | | | Client Interviewing [\$1,250], Negotiations [\$1,250] |
| Careers | | | Careers and Clerkship Guide – Half Page Ad [\$750] | | |
| Publications | | | | | |
| Communications - Email | | | | | |
| Communications - Story | | | | | |
| Communications - Perm. | | | | | |
| Communications - Burst | | | | | |
| Communications - Pack: | | Package of 3 bursts+ e | | Website Major Sponsor [\$1,300] | |
| Education | | | | GDLP Networking Night [\$1,000] | |
| SJE | | | | | |
| Activities | | | | Adelaide Law Dinner | |
| Comments | | Please address the inv | | | |
| Package | Silver Package [\$1,750] | | | Bronze Package [\$1,200] | |
| Total | \$1,750.00 | \$850.00 | \$750.00 | \$4,320.00 | \$2,500.00 |
| GST | \$1,925.00 | \$935.00 | \$825.00 | \$4,752.00 | \$2,750.00 |
| Invoice Sent Date | 11 Feb 2023 | 11 Feb 2023 | 21 Feb 2023 | 21 Feb 2023 | 1 March 2023 |
| Payment Received Date | 22 Feb 2023 | 18 Feb 2022 | | | |

Appendix 3: Portfolio Report

| Portfolio: | | Careers | | | |
|----------------------------|-----------------------------|------------------------------------|----------------------|---|--|
| Firm | Contact Names | Email | Phone | Items | |
| 1 Allens | Melissa Lim and Kellie Drew | Melissa.Lim@allens.com | Melissa (03 9613 888 | Careers and Clerkship Guide – Half Page Ad [\$750], Job Opportunities Board Advertisement [\$0] | |
| 2 Ashurst | Ashurst | joanne.dean@ashurst.com | 0439018978 | Careers and Clerkship Guide – Half Page Ad [\$750] | |
| 3 Johnson Winter Slattery | Romaine Ponniah | romaine.ponniah@jws.com.au | +61 8 8239 7127 | Careers and Clerkship Guide – Full Page Ad [\$1,100] | |
| 4 Corrs Chambers Westgarth | Alama Barling & Jacqueline | jacqueline.kourlinis@corrs.com.au | 03 9672 3161 | Careers and Clerkship Guide – Half Page Ad [\$750] | |
| 5 Arnold Bloch Leibler | Jennifer Bourne | jbourne@abl.com.au | 03 9229 9710 | Careers and Clerkship Guide – Full Page Ad | |
| 6 The Law Society of SA | Diane | diane.vanbochove@lawsociety.sa.asn | 8229 0266 | Careers and Clerkship Guide – Half Page Ad | |

| Portfolio: | | Competitions | | | |
|--------------------|---------------|---------------------|------------|---|--|
| Firm | Contact Names | Email | Phone | Item | |
| 1 Andreyev Lawyers | Ico Ho | ico@andreyev.com.au | 0414872961 | Client Interviewing [\$1,250], Negotiations [\$1,250] | |

| Portfolio: | | Education | | | |
|-------------------------|-----------------|------------------------------------|--------------|---------------------------------|--|
| Firm | Contact Names | Email | Phone | Item | |
| 1 The Law Society of SA | Diane | diane.vanbochove@lawsociety.sa.asn | 8229 0266 | GDLP Networking Night [\$1,000] | |
| 2 Arnold Bloch Leibler | Jennifer Bourne | jbourne@abl.com.au | 03 9229 9710 | | |
| 3 The Law Society of SA | Diane | diane.vanbochove@lawsociety.sa.asn | 8229 0266 | | |

| Portfolio: | | SJE | | | |
|------------|---------------|-------|-------|------|--|
| Firm | Contact Names | Email | Phone | Item | |
| 1 | #N/A | | | | |

| Portfolio: | | Activities | | | |
|-------------------------|---------------|------------------------------------|-----------|---------------------|--|
| Firm | Contact Names | Email | Phone | Item | |
| 1 The Law Society of SA | Diane | diane.vanbochove@lawsociety.sa.asn | 8229 0266 | Adelaide Law Dinner | |

| Portfolio: | | Communications | | | | | | |
|-------------------------|-----------------|------------------------------------|--------------|-------|-------|----------------|-------|------------------------------------|
| Firm | Contact Names | Email | Phone | Email | Story | Permanent Post | Burst | Other |
| 1 Ashurst | Ashurst | joanne.dean@ashurst.com | 0439018978 | | 1 | 1 | | |
| 2 Gilbert + Tobin | Kristie Barton | kbarton@gtlaw.com.au | 02 9263 4575 | | | | | Package of 3 bursts+ email [\$850] |
| 3 The Law Society of SA | Diane | diane.vanbochove@lawsociety.sa.asn | 8229 0266 | | | | | Website Major Sponsor [\$1,300] |
| 4 Arnold Bloch Leibler | Jennifer Bourne | jbourne@abl.com.au | 03 9229 9710 | | 1 | | | 2 |
| 5 The Law Society of SA | Diane | diane.vanbochove@lawsociety.sa.asn | 8229 0266 | | 1 | | | |

Appendix 4: Firms that have been contacted for sponsorships

| NUMBER | FIRM | FIRM CONTACT | OTHER COMMENTS | FIRST EMAIL SENT | FOLLOW UP DATE | RESPONSE? |
|--------|-----------------------|-------------------|---|------------------|----------------|---|
| 1 | Baker McKenzie | Virginia Nettle | Virginia.Nettle@bakermckenzie.com | | 01/02/23 | 06.02.23; 21.02.23 |
| 2 | Thomson Geer | Sian Quinn | Businessdevelopment@tglaw.com.au or hiddle@tglaw.com.au | | 01/02/2023 | 06.02.23; 21.02.23 |
| 3 | Minter Ellison | Liana Sutton | Liana.Sutton@mje | 30/1/2023 | | 06.02.23; 21.02.23 |
| 4 | Clayton Utz | Danielle Sandys | dsandys@clayton | 30/1/2023 | | 06.02.23; 21.02.23 2 Feb - Email response; Meeting 8 Feb |
| 5 | Johnson Winter & Rees | Romaine Ponniah | romaine.ponniah@jwr.com.au | 30/1/2023 | | 06.02.23 Order placed |
| 6 | College of Law | Ellen Rees | eres@colaw.edu | 30/1/2023 | | 06.02.23; 21.02.23 |
| 7 | Allens | Melissa Lim | Melissa.Lim@alle | 30/1/2023 | | 06.02.23 Order placed |
| 8 | Kain Lawyers | Alison DeKleuver | alison.dekleuver@kain.com.au | 30/1/2023 | | 21.02.23 |
| 9 | LK | Lorraine Wohling | lwohling@lk.law | 30/1/2023 | | 21.02.23 30 Jan - Email response; will be in touch the week after |
| 10 | HSF | Kallum Lovelock | Kallum.lovelock@hsf.com <Kallum.lovelock@hsf.com> | 30/1/2023 | | 07.02.2023; 21.02.23 |
| 11 | Cowell Clarke | ?? | cowellclarke@cowellclarke.com.au | | 01/02/2023 | 21.02.23 |
| 12 | G+T | Kristie Barton | KBarton@gtlaw.c | 30/1/2023 | | Order placed |
| 13 | ABL | Jennifer Bourne | jbourne@abl.com.au | | 01/02/2023 | Order placed |
| 14 | Ashurst | Joanne Dean | joanne.dean@ashu | | 01/02/2023 | Order placed |
| 15 | Leo Cussen | Liam Evans | levans@leocussen | 30/1/2023 | | 21.02.23 |
| 16 | Corts Chambers | Alarna Barling | alarna.barling@cc | 30/1/2023 | | 21.02.23 Order placed |
| 17 | Ailen & Overy | Megan | megan.bruce@all | 30/1/2023 | | 21.02.23 |
| 18 | Law Society SA | Diane Van Bocho | Diane.VanBocho | 30/1/2023 | | 21.02.23 Order placed |
| 19 | Mellor Olsson | Nadine Quarello | nquarello@molay | 30/1/2023 | | 21.02.23 |
| 20 | DBH | ?? | enquiry@dbh.com | 30/1/2023 | | 21.02.23 |
| 21 | Norman Waterhouse | Emily Poerio | EPoerio@norman | 30/1/2023 | | 30 Jan - Responded; will be in touch if interested |
| 22 | Dentons | Jessica | jessica.hazeldene | 30/1/2023 | | 21.02.23 |
| 23 | Lynch Meyer | Sandra | SZarkovic@lynch | 30/1/2023 | | 21.02.23 |
| 24 | HWL Ebsworth | Sarah Shephardson | sshephardson@h | 30/1/2023 | | 21.02.23 |
| 25 | Belperio Clark | n/a | admin@bc-lawye | 30/1/2023 | | 21.02.23 |
| 26 | Commercial and | Renee | renee@commerc | 30/1/2023 | | HOLD OFF on this; Patricia to email first |
| 27 | DMAW | Bernice | bwitkowski@dms | 30/1/2023 | | 21.02.23 |
| 28 | Finlaysons | Jessica | jessica.houston@ | 30/1/2023 | | 21.02.23; finalising sponsorship plans |
| 29 | Wallmans | Kylie, Kate | kylie.rowe@walln | 30/1/2023 | | 21.02.23 |
| 30 | TGB | Michael Diggins | mdiggins@tgb.c | 30/1/2023 | | 21.02.23 |
| 31 | Piper Alderman | Olivia | osharman@piper | 30/1/2023 | | Not interested |
| 32 | Botten Levinson | Davna Roberts | | | 21.02.23 | |
| 33 | Sheahan Lock Par | Oliver | enquires@slp.net.au | | 01/02/2023 | |
| 34 | Morris Blackburn | n/a | contact@maurice | 30/1/2023 | | 21.02.23 |

| NUMBER | FIRM | FIRM CONTACT | OTHER COMMENTS | FIRST EMAIL SENT | FOLLOW UP DATE | RESPONSE? |
|--------|--------------------------|----------------|-------------------------------------|------------------|----------------|-----------------------|
| 35 | Johnston Withers | No contact | | | | |
| 36 | Gilchris Connell | | info@gclegal.com | 30/1/2023 | | 21.02.23 |
| 37 | Kelly Kelly Legal | Sarah | mailto:sarah@kellykellylegal.com.au | 07.02.2023 | | 21.02.23 |
| 38 | Beger & Co | | adelaide_lawyers@beger.com.au | 13.02.2023 | | 21.02.23 |
| 39 | Stanley and Co | | info@stanlaw.com.au | 13.02.2023 | | 21.02.23 |
| 40 | Woods and Co Lawyers | | lawyers@woodsaw.com.au | 13.02.2023 | | 21.02.23 |
| 41 | ASA Lawyers | | amarjit@asalawyers.com | 13.02.2023 | | 21.02.23 |
| 42 | Adelta Lega | | lawyers@adelta.com.au | 13.02.2023 | | 21.02.23 |
| 43 | BSG Lawyers | | mark@bsglawyers.com | 13.02.2023 | | 21.02.23 |
| 44 | CCK Lawyers | | cc@ccklawyers.com | 13.02.2023 | | 21.02.23 |
| 45 | Andersons | | enquiry@andersons.com.au | 13.02.2023 | | 21.02.23 |
| 46 | Standon Lawyers | | admin@standonlawyers.com.au | 13.02.2023 | | 21.02.23 |
| 47 | Websters | | law@websterslawyers.com.au | 13.02.2023 | | 21.02.23 |
| 48 | Donlan Lawyers | | admin@donlanlawyers.com | 13.02.2023 | | 21.02.23 |
| 49 | Corsers | | corsers@corsers.net.au | 13.02.2023 | | 21.02.23 |
| 50 | Adelaide Legal | | info@adelaidelg.com | 13.02.2023 | | 21.02.23 |
| 51 | Mangan Ey and Associates | | mail@manganey.com.au | 13.02.2023 | | 21.02.23 |
| 52 | Caldicott Lawyers | | solicitors@caldicottlawyers.com.au | 13.02.2023 | | 21.02.23 |
| 53 | Clarke Hemmerling | | admin@clarkehemmerling.com.au | 13.02.2023 | | 21.02.23 |
| 54 | PMN | | enquiries@pmn.com.au | 13.02.2023 | | 21.02.23 |
| 55 | Scammell | | ndavy@scammell.com.au | 13.02.2023 | | 21.02.23 |
| 56 | Di Rosa | | admin@dirosalawyers.com.au | 13.02.2023 | | 21.02.23 |
| 57 | Liptak | | info@liptak-lawyer.com.au | 13.02.2023 | | 21.02.23 |
| 58 | Maurice Blackburn | | contact@mauriceblackburn.com.au | 13.02.2023 | | 21.02.23 |
| 59 | Hamdan Lawyers | | abbyhamdan@hamdanlawyers.com.au | 13.02.2023 | | 21.02.23 |
| 60 | C and F Lawyers | | info@candf.com.au | 13.02.2023 | | 21.02.23 |
| 61 | Andreyev | | wehelp@andreyev.com.au | 13.02.2023 | | 21.02.23 Order placed |
| 62 | Swan Family Lawyers | | swan@swanfamilylawyers.com.au | 13.02.2023 | | 21.02.23 |
| 63 | Almeida | | contact@aalaw.com.au | 13.02.2023 | | 21.02.23 |
| 64 | Varga | | admin@varga.com.au | | | 21.02.23 |
| 65 | Australian Centre | Liam Michneray | lmichneray@lk.law | | 21.02.23 | |
| 66 | BCG | Robinson Emily | Robinson.Emily@bcg.com | | | |

| Activities | |
|--------------------------|---|
| DATE | 1 March 2023 |
| REPORT BY | Natalie Nimon |
| SUMMARY OF REPORT | <ol style="list-style-type: none"> 1. Opening Party 2. Pro Vino 3. Triversity Pub Crawl 4. Law Ball!!! |
| UPCOMING EVENTS | <ol style="list-style-type: none"> 1. Opening Party <ul style="list-style-type: none"> • Date: Friday 03 March • Time: 7:30pm – 12:00am • Location: The Maid • Price: \$15.00 + bf • Sold out!! 2. Pro Vino <ul style="list-style-type: none"> • Date: Saturday 25th March • Time: 10:00am – 4:00pm • Location: Sidewood Wines, lot 100? • Price: TBC - hopefully \$73 3. Pub Crawl <ul style="list-style-type: none"> • Date: Friday 05 May • Time: TBC • Location: Various locations TBC • Price: TBC 4. Law Ball <ul style="list-style-type: none"> • Date: May 20th!! • Theme reveal!! • Time: 7:30pm – late • Location: Adelaide Oval • Price: TBC |

ACTIVITIES OF PORTFOLIO

1. Opening Party

- Organised by Emma!
- First event of the year and her first event!
- Tickets
 - 200 tickets
 - Sold out!!
 - \$15.00 each!!
- Venue - The Maid Hotel
 - Very accommodating and easy to work with
 - Used for Closing Party last year and were amazing
 - Large capacity

2. Pro Vino

- Organised by Georgia
- Venues – Sidewood Wines and lot 100
- We are in the process of finalising further details – drinks, food, music etc.

3. Triversity Pub Crawl

- Organised by Kathryn and the other representatives from the UniSA Law Students' Association and Flinders Law Students' Association
- Venues
 - All three universities have been busy contacting venues across the East and West End
- T-shirt Design Competition
 - Winner receives 2 free Pub Crawl t-shirts
 - Designs will be voted on through a post in the Facebook event
 - If we don't get any applications we will just announce a design that the three University's agree on
- Tickets
 - Undertaken through Eventbrite
 - Students will specify which University they are from
- T shirt collection
 - Sizes will be given on a first in basis

| | |
|---------------------------|--|
| | <ul style="list-style-type: none"> • Collection done before the mid-semester break <p>4. Law Ball</p> <ul style="list-style-type: none"> • The “Save the Date” reveal has been released • Theme released • Back to Adelaide Oval • Food and Drinks <ul style="list-style-type: none"> • Cocktail Style • Drinks - to include mimosas importantly • Entertainment <ul style="list-style-type: none"> • DJ Oli Snoad - manager of divide and worked at Fats, Supers etc • Another performer - clues being released soon - more information TBC • Event Planner <ul style="list-style-type: none"> • Using APE Events (based in Sydney) • In my opinion an event of this magnitude/budget requires an event planner • In previous years have always used an event planner • Things to keep an eye out for: <ul style="list-style-type: none"> • Theme Reveal – coming next week! • Event release/ticket sales • Details regarding the other performer! |
| DISCUSSION POINTS | <ul style="list-style-type: none"> • N/A |
| MOTIONS | <ul style="list-style-type: none"> • N/A |
| ACTION ITEMS | <ul style="list-style-type: none"> • N/A |
| ANY OTHER BUSINESS | <ul style="list-style-type: none"> • N/A |
| APPENDIX | <ul style="list-style-type: none"> • Updated Activities Budget |

Appendix 1 – Updated Activities Budget 1 March 2023

| EVENT BUDGET | | | | |
|--------------------------|----------|-----------|------------|------------------------------|
| Income Items | | | | |
| Item | Price | Quantity | Actual | Notes |
| Opening Party Tickets | \$15.00 | 200 | \$3,000.00 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total | | 200 | \$3,000.00 | |
| Expense Item | | | | |
| Item | Price | Quantity | Actual | Notes |
| Wristband for whole year | \$327.80 | 1 | \$327.80 | |
| OP Drink Cards | \$10.00 | 200 | \$2,000.00 | |
| OP DJ | \$450.00 | 1 | \$450.00 | |
| OP Photographer | \$200.00 | 1 | \$200.00 | |
| Drink Card Printing | \$10.00 | 1 | \$10.00 | |
| | | | | |
| Total | 997.80 | \$204.00 | \$2,987.80 | |
| | | Projected | Actual | |
| Net Position | | | \$12.20 | \$ difference from projected |

| CAREERS PORTFOLIO | |
|--------------------------|--|
| DATE | 1 March 2023 |
| REPORT BY | Sofia Tait |
| SUMMARY OF REPORT | <ol style="list-style-type: none"> 1. Triversity Law Fair 2. Careers & Clerkship Guide 2023 3. Sponsored Events Attendance Policy |
| UPCOMING EVENTS | <ol style="list-style-type: none"> 1. Triversity Law Fair <ul style="list-style-type: none"> • Date: Friday 24 March • Time: 11:00am – 2:00pm • Location: Adelaide Convention Centre • Price: Free 2. How to Interview Evening <ul style="list-style-type: none"> • Date: Wednesday 26 April • Time: 6:00pm – 8:00pm • Location: Ligertwood • Price: Free 3. Careers & Clerkship Guide Launch Night <ul style="list-style-type: none"> • Date: Wednesday 17 May • Time: 6:00pm – 8:00pm • Location: TBA • Price: Free 4. Education x Careers Headstart Seminar <ul style="list-style-type: none"> • Date: Thursday 25 May • Time: 6:00pm – 7:00pm • Location: Ligertwood • Price: Free 5. Kains Lawyers Seminar <ul style="list-style-type: none"> • Date: Wednesday 31 May • Time: 6:00pm – 7:00pm • Location: L5/121 King William Street • Price: Free |

ACTIVITIES OF PORTFOLIO

6. Triversity

- The annual Triversity Law Fair will be held on the 24th of March (Friday Week 4) from 11:00am to 2:00pm at the Adelaide Convention Centre.
- Please come along on the day to network with some great exhibitors! I will be sending out the registration link either on the day of this meeting or soon after.
- The following are the confirmed exhibitors:
 - *Accessible Justice Project (charity arm of LK – formally Lipman Karas)*
 - *Attorney-General's Department*
 - *Commercial & Legal (Legal Services) Pty Ltd*
 - *Dentons Australia Limited*
 - *DMAW Lawyers*
 - *Finlaysons Lawyers*
 - *Hall & Wilcox*
 - *Johnson Winter Slattery*
 - *Kain Lawyers*
 - *Leo Cussen Centre for Law*
 - *LK*
 - *Lynch Meyer Lawyers*
 - *MinterEllison*
 - *The Law Society of South Australia*
 - *Thomson Geer*
 - *Wallmans Lawyers*

7. Careers & Clerkship Guide 2023

- We are in the process of creating the Careers & Clerkship Guide for 2023.
- This year we are adding a 'Networking' section where we will advertise the Australian Asian Lawyers Association, Hellenic Australian Lawyers Association, Women Lawyers Association and the Adelaide Law School's 'Next Steps'.
- We will also be expanding upon our practising regionally section. I attended a Triversity workshop on rural employment run by Dr Mark Giancaspro during the summer holidays, which really emphasised the shortage of lawyers in regional Australia.
- **See Annex 2** for a sneak-peak of the front cover!

| | |
|---------------------------|--|
| | <p>8. Sponsored Events Attendance Policy</p> <ul style="list-style-type: none"> • This year the Executive would like to solidify the attendance requirements of Committee members at sponsored events. • See Annex 3 for the current suggestions which will be voted upon at the next Executive meeting and passed at Committee Meeting 2. |
| DISCUSSION POINTS | <ul style="list-style-type: none"> • Is there anything you would like to see from the Careers Portfolio in 2023? • Are there any further suggestions to the Sponsored Events Attendance Policy? |
| MOTIONS | <ul style="list-style-type: none"> • N/A |
| ACTION ITEMS | <ul style="list-style-type: none"> • N/A |
| ANY OTHER BUSINESS | <ul style="list-style-type: none"> • N/A |
| APPENDIX | <ul style="list-style-type: none"> • Updated Careers Portfolio Budget • Careers & Clerkship Guide 2023 • Sponsored Events Attendance Policy Options |

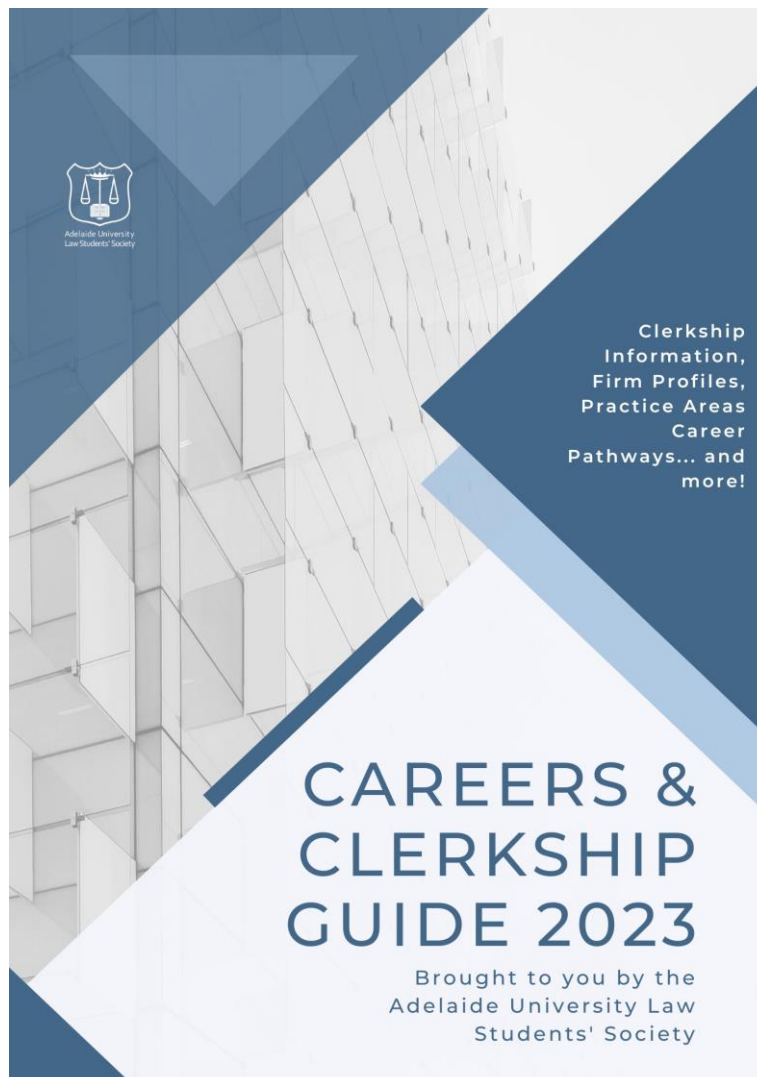
Appendix 1 – Updated Careers Portfolio Budget 1 March 2023

| Careers Semester 1 Budget | | | | | |
|----------------------------|------------|----------|--------------------|---------------|--|
| Income Items | | | | | |
| Item | Income | Quantity | Projected Total | Actual Total | Notes |
| Trivarsity Law Fair Profit | \$500.00 | 1 | \$500.00 | | This is an estimate of the profit that will be allocated to the AULSS. |
| Total | | | \$500.00 | | |
| Expense Items | | | | | |
| Item | Expense | Quantity | Projected Total | Actual Total | Notes |
| Careers & Clerkship Guide | | | | | |
| CC Guide Printing | \$3,900.00 | 1 | \$4,000.00 | | Estimated amount based on last year's order of 120 copies, taking into consideration extra pages for 2023. |
| CC Guide Launch Food | \$450.00 | 1 | \$500.00 | | Similar amount to last year; due to last-minute supplier issues, the actual total was significantly lower than projected |
| CC Guide Launch Supplies | \$50.00 | 1 | \$50.00 | | Plastic plates, cutlery, water, coffee, milk etc |
| Careers Portfolio Printing | \$30.00 | 1 | \$100.00 | | Budgeted cap for Careers Portfolio printing (eg. posters, running sheets etc) |
| Total | | | \$4,650.00 | \$0.00 | |
| Net Position | | | -\$4,150.00 | \$0.00 | Profit |

General Notes:

- Estimated amounts as of all available information at the time - actuals are subject to significant changes.
- Please read our Income Items in conjunction with the Treasurer's budget as the majority of the Careers Portfolio's Revenue and Income Items fall under Sponsorship reported by the Treasurer.

Appendix 2 – Careers & Clerkship Guide 2023 Cover



Appendix 3 – Sponsored Events Attendance Policy Options

Option One – Strict Attendance

Strict attendance requiring committee members to attend all sponsored events unless they have a valid apology i.e., sickness. This is akin to the attendance requirements for committee meetings.

Option Two – Middle Ground

Committee members are required to attend 70% of sponsored events. This is not including additional valid apologies.

Option Three – Good Faith

We rely on students acknowledging the importance of sponsored events and leave it to them to come without making it a requirement.

Option Four – All but short notice/paid events

Students are required to attend all sponsored events besides those which you have to pay for (i.e., Law Dinner) and events that are scheduled with less than 2 weeks' notice.

Option Five – (Stricter) Good Faith

It will be a requirement for students to attend 50% of sponsored events throughout the year but it will be a good faith policy outside of that.

Valid apology means a student's absence as a result of regular work commitments, AULSS commitments, significant family events, travel, personal emergencies, an illness or injury,* or another important and inflexible commitment including but not limited to sporting commitments.

*An illness/injury will be determined on good faith grounds i.e., there is no requirement for the student to supply a medical certificate.

| Communications | |
|--|--|
| DATE | 3 March 2023 |
| REPORT BY | Henry Allen |
| <p>1. SUMMARY OF REPORT</p> | <ol style="list-style-type: none"> 1. Portfolio overview 2. Communications goals/practices 3. Procedural run through 4. Communications Policy 5. Hilarian 6. IT |
| <p>2. UPCOMING EVENTS</p> | <ol style="list-style-type: none"> 1. NA |
| <p>4. ACTIVITIES OF PORTFOLIO</p> | <p>1. Portfolio Overview</p> <ul style="list-style-type: none"> • Operates very differently to other portfolios, no events and initiatives of its own, but helps organise and promote almost everything the committee is involved in, almost every representative will have some meaningful interaction with our portfolio. • Continuing to develop and grow, has number of roles and responsibilities. • Representatives for this year have already begun their work to an excellent standard, thank-you to Ruby Stewart, Minh Tran and Grace Jin for their work. • Involves all communicative work, marketing, social media, and website, as well as other IT needs, sponsorship fulfilment and publications. <p>2. Goals & Practices</p> <ul style="list-style-type: none"> • Aesthetic • Quality & Standards. • Engagement. <p>3. Procedural run through</p> <ul style="list-style-type: none"> • Particular method of operation for efficiency/balance. • Operations across portfolios are pretty similar, but can take some getting used to. • <i>Rough breakdown of standard procedure</i> |

| | |
|-------------------------------------|---|
| | <p>4. Communications Policy</p> <ul style="list-style-type: none"> • Initiative helmed by previous directors. • In early stages, will provide updates as it develops across the year. • Will essentially take down/codify all procedures and expectations as set out above, provide basis for future portfolios. <p>5. Hilarian</p> <ul style="list-style-type: none"> • Subcommittee currently being organised. • Same editorial team as last year, Thank you to Cerys Davies, Kush Goyal & Ikhwan Fazli for their work over the last few weeks. • <i>Hilarian to provide update if neccessary</i> <p>6. IT</p> <ul style="list-style-type: none"> • Our IT Rep has been working hard over the last few weeks updating the website and sorting out a number of technical speedbumps, we are very appreciative for Samntha Kuan's help. • <i>IT Rep to provide update if necessary</i> |
| <p>4. DISCUSSION POINTS</p> | <ul style="list-style-type: none"> • NA |
| <p>5. MOTIONS</p> | <ul style="list-style-type: none"> • NA |
| <p>6. ACTION ITEMS</p> | <ul style="list-style-type: none"> • NA |
| <p>7. ANY OTHER BUSINESS</p> | <ul style="list-style-type: none"> • NA |
| <p>8. APPENDIX</p> | <ul style="list-style-type: none"> • NA |

| COMPETITIONS | |
|--------------------------------|---|
| DATE | 2 March 2023 |
| REPORT BY | Patricia Papathanasopoulos |
| SUMMARY OF REPORT | <ol style="list-style-type: none"> 1. Round Preparation 2. Review of all Rules 3. Expansion of the Portfolio 4. Future-proofing the portfolio 5. Competitions Policy 2023 6. Publications 7. Subcommittee and Volunteers 8. Competitions Information Night 9. Competitions 10. Registrations 11. Competitions x Careers Come and Try Day 12. Competitions x Education Come and Try Session for International Students 13. Competitions Begin! 1st Preliminary Rounds. 14. Supreme Courts Booked for the Mooting Grand Finals! 15. AULSS ALSA Workshops 16. New Internal Competition (Private/Civil Law Witness Examination) 17. New Intervarsity Competition with Flinders 18. Intervarsity Negotiations 19. AALA x AULSS Competitions and Education Video Series |
| UPCOMING EVENTS | <ol style="list-style-type: none"> 1. Competitions Begin! 1st Preliminary Rounds. <ul style="list-style-type: none"> • Date: 14 – 16 March (Week 3, Tuesday, Wednesday, and Thursday) • Time: 6:00pm • Location: Ligertwood • Price: Free 2. Competitions Begin! 2nd Preliminary Rounds. <ul style="list-style-type: none"> • Date: 21 – 23 March (Week 4, Tuesday, Wednesday, and Thursday) • Time: 6:00pm • Location: Ligertwood • Price: Free |
| ACTIVITIES OF PORTFOLIO | <ol style="list-style-type: none"> 1. Round Preparation <ul style="list-style-type: none"> • Congratulations to my portfolio for the hard work and effort they been doing in preparations for their respective competitions since the beginning of our term. • Our preparation has included: |

- Submitting two problem questions so that we can access the ALSA Problem Bank. I had written two last year which I submitted.
- Contacting judges for every round
- We have contacted more than 150 judges so far for rounds
- Revising and updating the 2022 rules, judge's information booklet and scoring sheets
- Choosing problem questions for all of our rounds
- Writing problem questions for Semester 2 Competitions which require it.
- I have written two for our new witness examination competition and our intervarsity competition
- I have written one for our Intersarsity Negotiations Competition
- Thank you to Rui and Chloe for writing one each for the Triversity Client Interviewing Competition
- Thank you to Bella and Lili for writing one for the Intersarsity Negotiations Competition.
- At the time of writing this report we still require judges for some rounds.
 - If you know a practitioner who would be interested in a specific competition please let me know.
 - We have contacted more than 150 judges so far for rounds.

2. Review of all Rules

- The following are the key changes which people should be aware of changes to the Appeals Procedure to:
 - Remove references to the Equity and Wellbeing Officer, a position which has not existed on the committee since the 2020 SGM, being on the Appeals Board. The position on the Appeals Board will now be a randomly selected committee member.
 - Remove references to a form to submit appeals, as this must have been lost in a previous hand over between portfolios.
 - Remove The Director of Competition's absolute power to ban a student from *all* future AULSS competitions if they fail to comply with an Appeal Investigation. Any ban will be for a "reasonably proportionate" period of time.
- Novice Moot: is now a team competition.

- This is in response to feedback from students who have said they haven't done mooting because it is "intimidating".
- My hope is that the consistency and presence of a constant team member to support them (as opposed to the original format where students were competing against their team member) will make it seem less intimidating and encourage participation from a range of personality types.
- It should also encourage open sharing between team members, allowing for the competitors to bounce off each other and share applicable cases to build a higher quality case, resulting in a higher quality grand final – which is important since we're putting it in front of Supreme Court Justices!
- It also matches the format of the Open Moot which is a team format, meaning teams have the opportunity to develop a repour in preparation for Open Moot.
- However, I note there is mostly positive feedback for the individual format from people who have done well in that format.
- I believe the individual format absolutely has its place in building a competitor's confidence and skills, which is why the First Year Moot will remain as an individual format.

3. **Expansion of the Portfolio**

- We now have a portfolio of x 10 Representatives.
- This allows for x 2 Representatives per competition in Semester 1 (our busiest semester).
- Thank you to the rest of the Executive for supporting this motion.

4. **Internal Banks**

- We typically rely on the ALSA Bank for Problem Questions.
- The quality of these questions is extremely low, and we have needed to edit them significantly.
- In the past we have resorted to asking lecturers and practitioners
- Flinders University also sources their problem questions from practitioners and we have agreed to swap problem questions to expand both LSS's banks
- I have established an internal AULSS Bank for
 - Our edited Problem Questions
 - Our student written problem questions which are not written for the ALSA Bank
 - Our Lecturer/Practitioner written problem questions

- Any problem questions we swap with other universities for the purposes of use in our internal competitions
- It also includes an index of:
 - When each problem question was used,
 - The year level of the youngest student competing who encountered that problem question, and
 - any edits recommended for the future
- My hope is that future portfolios will benefit from guidance as to what edits they need to make, having less edits they need to make in general, having access to a wider variety of problem questions, and knowing if there is a possibility a competitor may have faced the problem question before.
- As Family Law Mediation competition is not an ALSA Competition, we needed to write these problem questions ourselves in the past.
- I have established a problem bank for the Family Law Mediation Competition, which is written entirely by family law practitioners.
- I thank Anita Brunacci for her assistance in this process, it could not have been done without her.
- At present, I am expecting 7 problem questions (enough to last this year and next year).

5. **Competitions Policy 2023**

- This Policy compiles all relevant policies for competitions.
- It also aims to ensure uniformity and transparency in the competitions processes.
- It further creates and/or outlines:
 - an External Competitions Policy (responding to an AGM recommendation from 2020),
 - a subcommittee (adapting an AGM recommendation from 2022),
 - our Covid-19 response going forward,
 - the process of virtually competing.
 - the Competitions Disciplinary Register which was already contained in all of the Competitions Rules.

6. **Publications**

- ***Competitions Handbook Edition 4***
- The Competitions Handbook has not been updated since 2020.

- We have improved the accuracy of, and expanded upon, Edition 3 of the Competitions Handbook.

- We also included handbooks for our new competitions.

- I would like to thank the following past winners for providing their advice and testimonial on competing:

- Elma Li
- Katie Cooper
- Gian Luca Stirling
- Grace Jin
- Nili McGrath
- Harry Passehl
- Evelyn Vincin Walker
- Aiden Zeyang Wang

- This is completed. I thank the Competitions Portfolio for their help.

- **Scoring Guide Edition 2**

- We have included a scoring guide for Family Law Mediation. We also fixed it to improve:

- Accuracy;
- Uniformity;
- Clarity; and
- Formatting.

- **Exemplar Guide**

- I aim to complete an exemplar guide to include example problem questions and written components to competitions.

- At present it is partially completed.

7. Subcommittee and Volunteers

- **Subcommittee**

- I am delighted that the Competitions Portfolio now has a subcommittee.
- Members of the Subcommittee assist with scanning scoresheets and act as volunteers each round.
- At present we have 12 people, which is excellent. We need as many people as we can get.

- **Volunteering**

- I further released a link for students to only volunteer in the preliminary rounds, to accommodate for those who did not want to join the subcommittee.

• **PLEASE JOIN OUR SUBCOMMITTEE AND/OR VOLUNTEER! I WILL MAKE YOU HOT CHOCOLATE IF YOU DO.**

- Shout out, and a massive thank you, to Leah and Kush for already doing so.

8. Competitions Information Night

- Date: Wednesday 1 March
- Time: 6:00pm – 7:30pm
- Location: Ligertwood Lecture Theatre 231
- Price: Free
- I thank my portfolio, Katie Cooper and Cate Lipsham for presenting on the night.

9. Competitions

- The competitions that we will be holding in Semester 1 are as follows:
 - Andreyev Lawyers Client Interview (Rui and Chloe)
 - LK Open Moot (Bhoomika and Salma)
 - Novice Moot (Eton and Evelyn)
 - Andreyev Lawyers Negotiations (Bella and Lili)
 - Witness Examination (Deeptanshu and Harry)
- The rounds will be held as follows:
 - Andreyev Lawyers Client Interview (Tuesday)
 - LK Open Moot (Wednesday)
 - Novice Moot (Wednesday)
 - Andreyev Lawyers Negotiations (Thursday)
 - Witness Examination (Thursday)

10. Registrations

- As per the rules of our competitions, I called the opening of registrations for competitions on Monday Week 1
- They officially opened after our information night on Wednesday Week 1. Yay!
- At the time of writing this report, registrations have not closed for competitions.

11. Competitions x Careers Come and Try Day

- Date: Sunday 5 March
- Time: 12:00pm – 5:00pm
- Location: Ligertwood
- Price: Free

- It consists of 4 x Session for students to try out each competition.
- Thank you to the following past winners who volunteered for this event:
 - Nic Rich
 - Cate Lipsham
 - Ellen Pollard
 - Divya Narayan
 - Gian Luca Stirling

- Thank you also to Soph and the Careers Portfolio for their help in the event!

- We received 20 registrations, which was much less than last year's 70.
 - A factor which I think may have contributed to this were that we moved it to a Sunday to avoid the after effects of Opening Party (and resulting no-shows).
 - In the future, it would be safer to keep it on the Saturday.
 - However, this is still disproportionate to the interest expressed during O'Week from students.

- ***New Content Changes***
 - We are sending the materials to competitors beforehand,
 - We are implementing breakout rooms so competitors have a chance to try the competition in a private space and receive catered feedback from a former winner.

12. Competitions x Education Come and Try Session for International Students

- We planned to hold an additional time slot for our Competitions Come and Try Day specifically for international students, to accommodate for those who felt that the competitions come and try day was too intimidating.
- In response to Aiden Zeyang's survey, interest was found to be too low to run the timeslot.
- Thank you to Aiden Zeyang who proposed this initiative, and for his help in making it happen. It is unfortunate this initiative could not go ahead.

13. Competitions Begin! 1st Preliminary Rounds.

- Good luck to everyone competing next week!

14. Supreme Courts Booked for the Mooting Grand Finals!

- See Appendix 4 for the form.
- Thank you to Chief Justice Kourakis for waiving the fees.

15. AULSS ALSA Workshops and Intersivity Training Sessions

- The ALSA workshops are a new initiative from our portfolio based on competitor feedback that they did not feel as prepared as they could have been.
- In the past we did not provide any further preparation for the competitors once they reached the Grand Finals.
- However, I want competitors to feel as prepared as possible for ALSA and to know what to expect.
- I would like to make this a collaboration with the Hellenic Australian Lawyers Association to provide mentors, as we have limited capacity to source mentors through our other methods.
- As in the past, we plan to provide training sessions for intersivity competitions
- The Women Lawyers Association SA has also expressed interest in collaborating with competitions in the past, and I would like to get them involved.

16. New Internal Competition (Private/Civil Law Witness Examination)

- Done with the aim to:
 - Increase the opportunities for competitors to be involved in the competition (as it is currently the competition with the least availability for registrations)
 - Ease competitors into the competition (wit-ex has a reputation for being the hardest competition due to the time pressure associated with preparation. This new competition acts as a stepping stone.)
 - Provide students with a competition opportunity which is guaranteed not to concern emotionally challenging issues (cf: criminal law moot and family law mediation).

17. New Intersivity Competition with Flinders

- This competition will simulate the Litigation Process from start to finish.
- This originated from the idea of a marathon and will be in Semester 2.

- We are thinking a name to the effect of the “Triversity Cup” or the “Law School Marathon”
- At this stage there will be four teams. It will begin with one client interviewing team interviewing a client for one side of the matter and another team interviewing the client for the other side. Each team will then write a letter of advice responding to the client’s interview (they will be marked against the team interviewing the same client). The matter will then progress to a negotiations round and then a witness examination and subsequently a moot appealing the outcome of the witness examination.
- It is a very unique competition offering (as in I can’t find anything about something like it in Australia!) and I am super keen to offer it to students, as it my counter-part at Flinders.
- We have discussed including USALSA (UniSA’s Law Student Association) but we would like to come to them with a full proposal as USALSA’s participation will be subject to their capacity given the early resignation of their Director of Competitions.
- We have been meeting on a semi-regular basis to discuss publications, written materials, and format.
- I have been designing and writing scoring guides and explanatory materials. See Appendix 5 for the designs.
- We have also been discussing a marketing plan and who will be sent to compete. At this stage I think our Semester 2 Winners will have the opportunity to compete, like how Semester 1 winners get to compete in ALSA.
- I will also be collaborating with Minnah to make and distribute a prospectus, and my counterpart from Flinders and I have been discussing who to potentially send it to and who not to send it to.
- More information to come!

18. Intervarsity Negotiations

- I have been corresponding with SULS
- We have decided to expand the competition to four teams from each university to the external rounds.

19. AALA x AULSS Competitions and Education Video Series

- This is an initiative which we are trying to finish from last year.
- Filming is aimed to finish by Sunday

| | |
|---------------------------|--|
| | <ul style="list-style-type: none"> We will then pass to the Communications Portfolio to edit. |
| DISCUSSION POINTS | <ul style="list-style-type: none"> N/A |
| MOTIONS | <ul style="list-style-type: none"> N/A |
| ACTION ITEMS | <ul style="list-style-type: none"> N/A |
| ANY OTHER BUSINESS | <ul style="list-style-type: none"> N/A |
| APPENDIX | <ul style="list-style-type: none"> Competitions Budget. Competitions Scoring Guide New Aesthetic Example Competitions Handbook New Aesthetic Example Court Room Booking Form |

Appendix 1 – Updated Competitions Budget 2 March 2023

| Competitions Budget | | | |
|---|------------------|---------------|---|
| Income Items | | | |
| Product | Projected Income | Actual Income | Notes |
| | | | |
| | | | |
| Total | \$0 | TBC | |
| Expense Items | | | |
| Product | Projected Cost | Actual Cost | Notes |
| Trophy Engraving | \$150 | \$164 | Based on 2018, 2021, and 2022 estimations |
| Competitions Office Supplies (x1 USB-C to USB-A Adaptor and Masks) | \$40 | \$39.94 | |
| ALSA Registration | \$100 | TBC | \$20 per competition |
| Printing Costs | \$100 | TBC | Based on 2021 estimations |
| Grand Final Catering | \$200 | TBC | Based on 2021 estimations |
| Additional External Competitions Registration | \$600 | TBC | Based on 2022 cost |
| Printing Costs | \$100 | TBC | Based on 2022 estimations |
| Competitions Dinner bottle of wine (x2) | \$100 | TBC | Based on Menu at the Gallery |
| Wine for Judges (x105) | \$2,100 | TBC | \$20 per bottle |
| Total Expenditure | \$3,490 | TBC | |
| | | | |
| Net Position | Projected | Actual | |
| | (\$3,490) | TBC | |

Appendix 2 – Competitions Scoring Guide New Aesthetic Example



Appendix 3 – Competitions Handbook New Aesthetic Example



Appendix 4 – Supreme Court Booking Form



Courts Administration Authority Hire of Courts – Application Form:

| Organisation Details | Please fill in all sections below |
|---|---|
| Organisation | Adelaide University Law Students Society |
| ABN (if applicable) | 90 723 842 943 |
| Applicant's Name | Patricia Papathanasopoulos |
| Telephone Number | 0473 550 794 |
| Address | Ligertwood Building, University of Adelaide |
| Emergency Contact On-site Mobile Number | 0473 550 794 |
| Email Address | patricia.papathanasopoulos@student.adelaide.edu.au |
| Brief description of the organisation's mission/goals <small>(Required for first time applicant's ONLY)</small> | The mission of the Adelaide Uni Law Students Society (AULSS) is to represent all law students equally, to provide a positive law school experience and to prepare students for life beyond university. To achieve this mission the AULSS coordinates competitions that develop valuable legal and non-legal skills. |
| Court Hire Details | |
| Proposed Use of Premises | Supreme Courtroom No 1 and Supreme Courtroom No 2 |
| <small>The use of the premises must have a direct relationship with the administration of law</small> | |
| Preferred Court Building | Supreme Court |
| Date(s) | Wednesday 10 May 2023 |
| Starting Time | 5.30 pm |
| Finishing Time | 8.00 pm |
| Duration | 2 hours 30 minutes |
| Identify building area to be hired | Courtrooms 1 and 2 |
| <small>Eg: Number of Courts required (can include specific court rooms if known), Foyer, Carpark etc.</small> | |
| Number of Attendees | The full capacity of each room. At a minimum, each room will have a bench of three judges, four competitors and at least four competitions portfolio members. Families and friends of the competitors will also be invited. |
| Will food be served? | No |
| <small>Applicants are to ensure appropriate food handling guidelines are followed. No food preparation is to be undertaken; however food may be brought and served on-site.</small> | |
| Will Alcohol be served? | No |
| <small>If yes, the applicant must comply with the "Liquor Licensing Act of 1997" if applicable and demonstrate how the requirements for the "responsible serving of alcohol" will be met.</small> | |
| If you intend to provide electrical equipment, does it display a current test label? | No |
| Are arrangements in place to inform participants of housekeeping? | Before the commencement of the sessions, the Director of Competitions will inform participants of housekeeping rules. |

Hire of Courts – Application Form

| | |
|--|---|
| <small>Eg: No smoking, Toilet Facilities, Emergency Evacuations etc</small> | |
| Public Liability Currency Certificate provided? | The AULSS is covered by the University of Adelaide Public Liability Currency Certificate. |
| <small>A certificate of currency for a public liability insurance policy, in the name of the applicant to indemnify the CAA against loss or injury to the value of \$20.0m (twenty million dollars), minimum for any one event.</small> | |
| <small>If the applicant represents another Government Agency, these conditions will be waived provided that the applicant confirms that they are a party to the South Australian Government's insurance and risk management arrangements as administered by SAICORP.</small> | |

HIRE ACKNOWLEDGEMENT:

The user agrees to report any damage or breakage to the Sheriff's Officer on duty.

The CAA reserves the right to change location or cancel the court hire where Court business dictates.

By signing the application form the applicant acknowledges and accepts that:

1. All reasonable instructions issued by the Sheriff's Officers will be followed.
2. The CAA is not liable for the cost of repair/replacement of equipment, which is brought onto the premises except for that which is caused by the CAA's negligence.
3. There will be fees including any damage or breakages for the use of the Court/s, including cleaning (if necessary) and salary cost of Sheriffs Officers (if the function is held after hours).
4. Any equipment / furniture relocated as part of the function will be reinstated upon completion.
5. **The CAA is indemnified against all and any liability for loss or damage to persons or property arising from the use of facilities due to any cause, including negligence, except for loss caused by the CAA's own negligence.**

| | |
|--------------------------------|---|
| Organisation Name: | Adelaide University Law Students' Society |
| Signature of Applicant: | |
| Date of Application: | 16/01/2023 |

*Fees waived,
CJ Kordas*

| Education | |
|--------------------------------|---|
| DATE | 1 March 2023 |
| REPORT BY | Tony Tu |
| SUMMARY OF REPORT | <ol style="list-style-type: none"> 2. First year Induction Program (orientation day) 3. First year guide 4. First year drinks evening 5. Mature aged students' impromptu coffee catch up 6. First year mentoring program 7. First year elections |
| UPCOMING EVENTS | <ol style="list-style-type: none"> 1. First year drinks <ul style="list-style-type: none"> • Date: Friday 10th March • Time: 7pm - Midnight • Location: Darling West Lecture Theatre • Price: \$5 2. First year mentoring program <ul style="list-style-type: none"> • Date: Week 2 - ongoing • Time: Ongoing (Week 3-4) • Location: Online • Price: Free 3. First year elections <ul style="list-style-type: none"> • Date: Week 4 • Time: Monday 10th March (close of nominations) • Location: AULSS offices • Price: Free |
| ACTIVITIES OF PORTFOLIO | <ol style="list-style-type: none"> 1. First Year Induction Program (Orientation Day) <ul style="list-style-type: none"> • Special thanks to Bryan, Felix and Eleni for the magnificent job they did in my absence <ul style="list-style-type: none"> • Extra special gratitude to Eleni for presenting on my behalf, I was told her diction was amazing and Bryan and Felix guided her expertly prior to the event • Distributed first year guides at this event which were well received • First year cohort of 2023 are a motivated cohort evidenced by their readiness to engage with the AULSS via social media and enquire on our events |

- I really want to acknowledge Leah and Aiden's work in with the mature aged students and international students respectively
- 157 members on our facebook group at the time of writing which shows good early engagement of our target audience
- **Highlight** – On a matter of indulgence as I received an overwhelmingly positive email from a new student, I wanted to bring this to the attention of the Committee, only one mature age student showed up at the beginning to a full lecture theatre of school leavers, Leah approached her and she was so grateful. At the end of this lecture, more mature aged students came. Leah hung around after it finished and chatted to these additional students that came and then gave them a campus tour. These students have joined our Mature Aged Students group and now have more friends than they did prior to orientation day. Ripple effect in action. Highlight hearing these stories as the Director and I hope to share more of these stories in 2023.
- New and very excitingly Aiden is working on an International students' group and harnessing data in a collaboration with Cornelia

2. First Year Guides

- Inflation has meant that printing 25 less guides has cost us \$89 more than last year, however we have increased this guide by 4 pages
- We also for the first time include a recommendation for appropriate behaviours which has been a priority for us as an organisation
- Distributed 150 copies, well received guide
- Special acknowledgement to Henry Allen who has collaborated with me into the early evening and to Bryan Lau who assisted with the coordination and direction of the guide and whose experience from 2022 has proven invaluable
- My personal gratitude to Leah for extraordinary and efforts in proofreading, guidance and overall direction, her tireless efforts are reflected all over this guide and her contribution to this guide has been immense

- Finally, to my team Eleni, Alannah and Aiden, this is a task that takes place during the summer break when our colleagues take down time and we were able to coordinate this remotely so I am very grateful that they have embraced and been so diligent with these ways of working

3. First Year Drinks Evening

- Booked for 200 students to attend Atlantis
- As per 2022, two weeks to launch, more ambitious target of 200 attendees as COVID permitted 150 last year
- Would love for the committee to attend and introduce the first year students to their committee
- Under 18s having to leave at 10pm has been challenging
- Long weekend date may not have assisted ticket sales

4. Mature Aged Students' impromptu coffee catch up

- Super casual event that started organically with Leah scheduling coffee with a first year and then extending invitation to the whole cohort
- Very grateful again to Bryan who has been very generous with his time to his former portfolio and attended again giving the seven students who attended a very warm introduction to university life
- Also want to acknowledge Eleni who has assisted Leah in this endeavour ensuring that our ratio of committee to members was balanced
- I am hoping that this will be the first of many organic events for students that will provide students opportunities to connect and perpetuate further events
- Very important for me and Leah to mention this, it shows how keen mature age students are to connect and need some help finding each other. It can be quite a lonely experience being a Mature Aged Student at the beginning and this cohort is particularly vulnerable to social isolation so I am very kindly asking that if you see someone who's lonely and mature or international – please say hi – makes a bigger difference than you know

| | |
|---------------------------|--|
| | <ul style="list-style-type: none"> Individual feedback received from four students that was overwhelmingly positive and giving Leah thanks, lending weight to the importance of these organic events alongside our formal events. <p>5. First year mentoring program</p> <ul style="list-style-type: none"> Call for mentors and mentees will go out this week (Week 2) Seeking volunteers from our Committee who are eligible (3rd years and above) Aspiration is to have an end of semester mixer for students who participated and for me to have opportunity to debrief <p>6. First year elections</p> <ul style="list-style-type: none"> Will open nominations next week for a week (close them on Adelaide Cup Day 13th March 2023) Hoping to replicate the success that we have had in previous years with first year reps, in my time the number of nominees has grown every year Preferential voting AEC style as per Federal and State elections to be used. Will draw on Alannah's experience counting votes |
| DISCUSSION POINTS | <ul style="list-style-type: none"> N/A |
| MOTIONS | <ul style="list-style-type: none"> N/A |
| ACTION ITEMS | <ul style="list-style-type: none"> N/A |
| ANY OTHER BUSINESS | <ul style="list-style-type: none"> N/A |
| APPENDIX | <ul style="list-style-type: none"> Updated Education Budget |

Appendix 1 – Updated Education Budget 1 March 2023

EDUCATION BUDGET

Income Items

| Item | Price | Quantity | Actual | Notes |
|--------------------------|--------|----------|---------|------------|
| First Year Party Tickets | \$5.00 | 200 | N/A | Event 10/3 |
| Projected Total | | 200 | \$1,000 | |

Expense Item

| Item | Price | Quantity | Actual | Notes |
|------------------|--------|----------|---------|-------|
| Drink cards | \$7.50 | 100 | \$750 | |
| First Year Guide | \$7.26 | 150 | \$1,089 | |
| Total | | | \$1,839 | |
| Net position | | | (\$839) | |

Social Justice & Equity Portfolio

| | |
|--------------------------------|--|
| DATE | 1 March 2023 |
| REPORT BY | Hamish McNamara |
| SUMMARY OF REPORT | <ol style="list-style-type: none">1. Upcoming Seminars within the SJE Portfolio2. Introduction to 'SJE Walk for Justice 2023' Campaign |
| UPCOMING EVENTS | <ol style="list-style-type: none">1. 'Incorporating a First Nations Voice to Parliament' Seminar<ul style="list-style-type: none">• Date: 14th of March• Time: 6PM• Location: Ligertwood 231• Price: Free event2. Walk for Justice<ul style="list-style-type: none">○ Date: 16th of May○ Time: 7.30AM○ Location: Adelaide Oval○ Price: Free event |
| ACTIVITIES OF PORTFOLIO | <ol style="list-style-type: none">1. Social Justice & Equity Seminars:<ul style="list-style-type: none">• Over the course of the year, the Social Justice & Equity Portfolio will be driving a public education campaign as we approach the Federal Referendum to alter the Australian Constitution to incorporate a First Nation's Voice to Parliament.• The Referendum is expected to be held in October/ November 2023. The SJE Portfolio understands the important role law students can play in such a vital campaign and look forward to contributing positively to the public discourse where we can!• This education campaign will predominately involve hosting a variety of different stakeholders to speak to the arguments relating to the campaign.• By hosting these esteemed community figures, it gives students the greatest opportunity to be exposed to why we need to incorporate a voice to parliament and provides an avenue for interest students to ask questions and learn more about the proposed changes. |

- The first of these seminars will be held next week on Tuesday the 14th of March with the Attorney General Kyam Maher MLC being in attendance. This event is open to interested law students and members of the Law School community. The SJE Portfolio will be asking the Minister to speak on:
 - The South Australian Voice to Parliament.
 - The upcoming Federal Referendum.
 - Arguments that the Voice Campaign does/doesn't achieve the goals set out in the Uluru Statement of the Heart.
- We would like to thank the Minister for giving up his time next week to speak with us.
- Regarding future seminars, we are working closely with Cornelia Koch who both teaches and researches in policy areas attaining to Public Law and is running an elective attaining to the elective. In the drive up to the referendum, certain stakeholders are quite time limited which understandable therefore, we are resource sharing where necessary to maximise the time of these important stakeholders.

2. Meet & Greet with First Year Rural Students

- We are currently in the planning stage of co-hosting a Meet and Greet with commencing law students from regional backgrounds with Nadia Hess, who is now the Regional Student Support Representative within the Adelaide Law School.
- This will be a great opportunity for students of this background to ask questions about law school and network with both lecturers and other students from similar backgrounds.
- We would like to thank Nadia for driving the conversation about accessibility within the Law School and I will provide updates on this event at the next Committee Meeting.

3. 'Walk for Justice' 2023 Campaign

| | |
|---------------------------|---|
| | <ul style="list-style-type: none"> In 2023, JusticeNet’s ‘Walk for Justice’ will be held on the 16th of May at the Adelaide Oval and will be followed by a breakfast at the Adelaide Zoo. In the leadup to this event, SJE will be hosting a variety of fundraising activities to contribute to this campaign. This is a great program that fundraises for South Australia’s largest provider of pro bono legal advice, and we would love to see full Committee support at fundraiser’s leading up to the event and for the actual walk on the 16th of March. <p>4. LSS Sport</p> <ul style="list-style-type: none"> In 2023, SJE will be continuing the sporting program that was offered students in 2022. Based on the recommendation of the 2022 SJE Director, we have considered alternative venues from those utilised in the past and are currently exploring offering Basketball in addition to Netball and Soccer. |
| DISCUSSION POINTS | <ul style="list-style-type: none"> N/A |
| MOTIONS | <ul style="list-style-type: none"> N/A |
| ACTION ITEMS | <ul style="list-style-type: none"> N/A |
| ANY OTHER BUSINESS | <ul style="list-style-type: none"> N/A |
| APPENDIX | <ul style="list-style-type: none"> Updated SJE Budget |

Appendix 1 – Updated SJE Budget 1 March 2023

| SJE Budget as of March 1 | | | | | |
|--------------------------|-------|----------|--------|-------|---------------|
| Item | Price | Quantity | Actual | Notes | |
| N/A | N/A | N/A | N/A | N/A | |
| Total | | | | | \$0.00 |