



The College of Law ALSA March 2020 Council

Minutes

Key details

Location: Bond University, Robina QLD 4226

Date: 6 – 8 March 2020

Chair: Margaret Cai

Minutes by: Jack Bristed

In attendance

- Adelaide University Law Students' Society (**AULSS**);
- Australian National University Law Students' Society (**ANU LSS**);
- The Blackstone Society (**Blackstone**);
- Canberra Law Students' Society (**CLSS**);
- Curtin Student Law Society (**CSLS**);
- Bond University Law Students' Association (**Bond**);
- Deakin Law Students' Society (**Deakin**);
- Edith Cowan Student Law Society (**ECSLS**);
- Griffith University Law Society (**GULS**);
- La Trobe University Law Students' Association (**La Trobe**);
- Macquarie University Law Society (**MULS**);
- Murdoch Student Law Society (**Murdoch**);
- Notre Dame Sydney Law Society (**NDSLS**);
- QUT Law Society (**QUTLS**);
- Sydney University Law Society (**SULS**);
- Tasmania University Law Society (**TULS**);
- University of Newcastle Law Students Association (**UNLSA**);
- UNE Law Students' Society (**UNELSS**);
- University of Queensland Law Society Inc. (**UQLS**);
- University of Southern Queensland Law Society (**USQ**);
- University of the Sunshine Coast Law Students' Association (**USCLSA**);
- University of Wollongong Law Students' Society (**UOW LSS**);
- UTS Law Students' Society and (**UTS LSS**);
- Western Sydney Law Students' Association (**WSLSA**),
(together **Council**); and



- Australian Law Students' Association Committee (Aaron Payne, Amy Shao, Anamique Linney, Jack Bristed, Madeleine Goodsir, Margaret Cai, Matthew Harris, Nicholas Tsekouras, Thomas Boyle, William Vu),
(together **ALSA Committee**).



Friday 6 March

Welcome, opening and standing orders

Welcome and standing orders led by Margaret Cai.

The Council unanimously passed the following motions:

That LSS/As who have not paid their affiliation fees who make representations to do so be granted speaking rights

- Moved by William Vu
- Seconded by Margaret Cai

That all Australian Law Students be granted speaking rights

- Moved by William Vu
- Seconded by Margaret Cai

That Council accept the minutes from the Council Meeting in December 2019

- Moved by William Vu
- Seconded by Margaret Cai

College of Law Session

LSS/As present: Council

The College of Law led two presentations on Practical Legal Training and LinkedIn. The slide decks were circulated to Council on 11 March 2020.

Action items:

- N/A



Administration update

LSS/As present: Council

William Vu (Vice-President (Administration)) led the update from the Administration portfolio

- Acknowledged that Sophia Prui (Competitions Officer) was not present at Council, but further updates on competitions would be provided in later breakouts
- Noted his tasks were:
 - supporting the rest of the Committee in working towards Conference 2020, including contract review;
 - Keeping in contact with LSS/As for any queries since December 2019 Council;
 - Working towards setting up access to old minutes and best practice guides

Amy Shao (Information Technology Officer) then provided an update on her work

- General IT work
- Working towards Conference 2020 app
- Working towards setting up access to old minutes, best practice guides and other resources
- Looking for electronic methods of ALSA elections and Council/Conference registrations
- **ALSA app**
 - Asked for Council feedback on the Conference 2019 app, and any requested features for the 2020 app
 - There was some interest in using the desktop version of the app, but the majority of Council indicated they would primarily use the smartphone app
 - There was also some feedback about better filtering and colour-coding calendars
 - Blackstone noted there may be connectivity issues on campus due to limited wifi and cellular signal, however it was noted there was no dedicated offline mode for the app at this time

Action items:

- N/A



Same-Size LSS/A Breakout: Boutique

LSS/As present: CLSS, ECSLS, NDSLS, SCU, UNELSS, USC, USQ, Nicholas Tsekouras, Thomas Boyle

Overview

- On a brief survey of the room, it appeared approximately half of the LSS/A representatives had been to ALSA before
- Thomas Boyle briefly explained how the breakouts worked at Council

Student engagement with events and marketing strategies

- LSS/As flagged a key concern about the level of engagement of students with events.
- At University of Canberra, they have initiated a Marketing Manager to ensure social media posts are made and fits with brand guidelines and policy
- Some solutions to student engagement:
 - Some LSS/As explained how their marketing portfolio worked
 - Emphasis on photo imagery, rather than text-based posters
 - Uploading a calendar of events one month ahead of semester to promote events
 - Vast majority of LSS/As identified Facebook as their primary source of communication to students
 - Using Facebook Analytics to determine the level of engagement on posts
 - Some LSS/As use university communication, such as email blasts through the Faculty or using online learning management systems (eg Blackboard)
 - Lecture bashing
 - Competition workshops

Student engagement with LSS/A committee

- LSS/As discussed how to better have the general student population engage with their respective committees
- Some solutions:
 - Giving opportunities to meet students, including in-person, via a live or pre-recorded video
 - Promotion in class/lecture slides
 - Inviting lecturers to events → can draw students to those events

Engagement amongst Committee

- LSS/As briefly discussed how to engage socialisation amongst the Committee
- Some solutions:
 - Use emails in conjunction with Facebook to communicate
 - Use phone calls and meetings - encourage everyone to attend
 - Use Trello to show instant update on people's tasks



Sponsorship

- LSS/As briefly discussed how they had gone about sourcing sponsorship
- Some LSS/As identified issues with sourcing sponsorship where there had been a pause in sourcing sponsorship in recent years
- Some approaches:
 - Have all committee members involved in finding sponsors
 - Having a dedicated sponsorship director (can funnel communications through VP, Treasurer or President to ensure no issues with communication)
 - Contacting previous committee to see if they have any advice
- The vast majority of LSS/As did not have multi-year sponsorship deals (the exception being ACU)

Action items:

- Nick:
 - To put the Knowledge Sharing Space up on the screen during General Council Discussion so everyone can join.



Same-Size LSS/A Breakout: Mid

LSS/As present: La Trobe, Murdoch, TULS, UNLSA, UNELSS, UOWLSS, WSLSS

Single competitors in moots

- Issue: student at UNLSA wants to compete in moots solo (ie without a partner)
 - Pros: would still prepare people for sole advocacy practice
 - Con: lots of work, people can underestimate it; can increase drop out rates; not the spirit of mooting;
- Teamwork is not explicitly not in the marking criteria
- Accepted that they would not be able to proceed to ALSA competitions, as ALSA only accepts teams
- Have held multiple exec meetings, including bringing student in so they can raise concerns personally
- Law school is supportive of UNLSA's position; it was suggested getting the law school more involved to take pressure off UNLSA
- The general view in the room was that UNLSA's position was justified and they should continue pushing back on the student

Cliqueness of LSS/As

- La Trobe has recently done a survey of their student members, where many students have noted the LSS/A is very cliquey
- La Trobe believes they have run a very wide range of events
- It was acknowledged that it is difficult to shake off this image, as committee members rise up the ranks
- Some solutions:
 - Approaching random people in class
 - Social events are a good, informal first approach for students – be wary of how events are marketed

Engaging with students with disabilities

- Student who is blind is attending camp
- UNSW and ALSA collects 'access requirements' for anyone attending events
 - Good to get on front foot and addressing issue early
- If you do have a student who has a disability
 - Getting in contact with the student to explain how an event typically runs, and how the LSS/A can assist them
 - Faculties/universities should have a disability/inclusion policy - they can assist with first-time issues or more complicated issues
 - Ensuring that there is a diversity of events to allow students of all backgrounds to attend
- Good for committees to educate themselves first (ie having a general process in mind)



Engagement with mature age students

- LSS/As acknowledged there are difficulties with engaging mature age students
- Solutions
 - Have events at different times of the day
 - Have events at different venues (eg not just bars)
 - Marketing
 - Most mature age students have Facebook
 - Lecture bashing (eg making sure you attend all degree types)
 - University marketing (especially if mature age students have preconceived ideas of the LSS/A)
 - Don't make specific events to mature age students
- Some LSS/As have a dedicated 'mature age student' officer role
 - Issue is that some students don't want to be 'identified' as that title

Diversity events and engaging student attendance

- Bond LSS/A has had difficult getting students coming to diversity events
- Solution
 - encourage/make clear that 'allies' can also attend
 - Thinking carefully about the name of the event
 - Using drawcards (eg free food), but only give that drawcard after the event
 - Live streaming events
 - Running short, on-hand workshops
 - Make events seem fun – these tend to get engagement
 - Make events as a networking event (eg Women in Law)

Action items:

- N/A



Same-Size LSS/A Breakout: Large

LSS/As present: AULSS, ANU LSS, Blackstone, Deakin, GULS, MULS, Murdoch, QUTLS, SULS, UNSW, UQLS, UTSLS

Sponsorship centralisation

All the prominent top-tier and mid-tier law firms in Victoria have collectively asked for a centralisation of the process for all advertising and clerkship (i.e. producing clerkship guides and advertising careers). They have asked the Vic LSS/As to show financial reports which show the allocation of their sponsorship funds in order to see where each individual dollar goes. The firms were under the impression that the sponsorship was serving as a donation for the personal development of committee members.

- An issue here is that sponsorship funds often get pooled and re-allocated to different events
- NSW LSS/As have similarly been asked collectively where exactly the money is distributed
 - The solution suggested from NSW-based LSS/As and UQLS was to provide all the events covered by the sponsorship rather than sharing individual cost lines
- Blackstone and Murdoch acknowledged that Western Australian Law Society have asked about how finances have been subsumed
 - Blackstone: if sponsors insist on event-based specific accounting, it may be necessary to raise the fact that many people are volunteering
- Deakin: another issue that has come up is that these sponsors are also pushing for a centralised form for all information to be included on the clerkship guide (i.e. attempts by sponsor to dictate who has access to the clerkship guide, what content will be in it)
- SULS: there has been a lot of pushback. In NSW, what has happened behind the scenes is a singular state-based response. The response reflected the value-add and noted that all the LSS/As adopted the same methodology of absorbing the monetary funding
 - NSW LSS/As suggested coordinating a response/statement on a state/national level
- ANU LSS: so far only one firm has raised an issue about distribution.
- **Invoicing:** do any LSS/As have a sponsorship arrangement they you invoice expenses to the sponsor and then the sponsor pays for those costs?
 - The general sentiment in the room is that they did not have this type of sponsorship arrangement (ANU LSS does this for Faculty)
 - UQLS: It would disadvantage LSS/As if there is a movement towards invoice before sponsorship is paid. Given that all LSS/As run on pooling of funds system, this would have particular ramifications for equity and diversity events which run at a loss
 - It is also important to acknowledge the bargaining power each individual LSS/A has - i.e. the direct reach to students
- In South Australia, there are a lot of law firms with more scrutinised budgets, so



AULSS provides social media platform promotions and insights

- AULSS has in the past run a 'triversity' careers event (AULSS is moving away from this event this tenure because of location of the event)
 - Retained an MoU where a core amount of funds were split, and then sponsorship pool was also further allocated on attendance from each LSS/A
- UQLS: some level of coordination has to be made with the respective law societies - having communication with law societies
 - UQLS suggested having a sponsorship portfolio - i.e. VP Sponsorship and Sponsorship Officer

Advocacy on larger issues by LSS/As

- SULS have decided to have a stronger role in advocacy e.g. on mental health and wellbeing, wage theft given recent developments in law firms.
- Some difficulties which SULS have faced include:
 - SULS is an incorporated entity and charity (a few executives wanted to declare a climate emergency but this could go against the purposes of a charity).
 - LSS/As which have charity status need to maintain an apolitical status, which may present some difficulties with their social justice portfolio.
- How do you work on advocacy with Faculty?
 - Traditional views of Faculty or disagreement with academics - sometimes the UQ Dean's comments have been pushed in the media - UQ has focused on issues which directly affects students - you need to have the full backing of your executive and committee for any statements
 - UQLS has worked hard on developing the rainbow law community

Advocacy on discrete student matters

- Recent issues faced by LSS/As
 - QUTLS had a student approach them about content in a course about religious freedoms in schools - there was no content warning about any heavy issues
 - A Freemasons Moot was held in Melbourne; all LSS/As agreed not to participate, however Deakin Law School chose to send a team
 - GULS ran a 'Mecca Races' as an ethical substitute to the Melbourne cup, however received complaints from students that the LSS/A was pushing their person agenda
- Suggested approaches to address above issues:
 - go to the subject coordinator to include counselling and other materials to the online channels
 - go to the head of school and make it a faculty issue
 - UQLS noted it was important to build relationship with the faculty at the start
 - AULSS suggested bringing any issues to the committee to discuss and, if needed, bring to a special general meeting
 - UQLS suggested considered whether advocating on a particular issue tied in



with the values of the committee

- Margaret Cai suggested going back to a LSS/A's governance document, and consider the direction of your mission statement, objectives etc – use as a springboard to raise discussion at an SGM

Action items:

- SULS to send Marge the NSW response - Marge to refine and present at next same-sized breakout



Marketing Workshop

LSS/As present: Council

In the absence of Lily Shen (Marketing Officer), Anamique Linney (Conference 2021 Convenor) presented a marketing workshop, which was circulated to Council in the Day 1 Slide Deck on 11 March 2020.

Action items:

- N/A



IT workshop

LSS/As present: Council

Role of IT Officer

- Most LSS/As have an IT Officer, but don't outsource to a paid person
- Most LSS/As elect their IT Officer
- Their tasks:
 - Website, organising mailing lists etc, Google Suite admin

Systems

- Website
 - Recommend Squarespace as it is very user friendly (drag and drop); can also manage a domain name within Squarespace
 - Wordpress is an alternate free option, but no security updates
 - Use videos and messenger function to engage (utslls.com was a good example)
 - Consider the size of the content on the website (eg to ensure pictures/videos don't take too long to load)
 - Make sure website is user-friendly
 - Squarespace will offer search engine optimisation (provide key words to assist your website to have higher priority on search engine results)
 - Some LSS/As use a plug-in
- Communication
 - Half/half split of LSS/As who use a dedicated messaging platform vs Facebook
 - Dedicated messaging platform are more feature-rich (eg channels and subchannels, pinning posts, engagement by committee)
 - There was concern from LSS/As about the cost of dedicated platforms (\$800/year even with non-profit pricing)
 - **Video-conferencing:** some LSS/As use Zoom or Facebook
- Event planning
 - Trello (general) and Asana (more tailored event planning) are external options
 - Google To-Do's and Microsoft Planner are integrated options
- Designing
 - Online content: Canva and Pixlr
 - Publications: Adobe InDesign, Affinity Publisher, Word
 - Many LSS/As use Canva for major publications, such as sponsorship prospectus and career guides
 - Reasons for using Canva:
 - Publications are printed, so file size is not a concern for user-access
 - User friendly
 - Style guide
 - Some LSS/As paid an external person to produce it



- Still difficult to maintain design uniformity, especially as LSS/A size increases

Knowledge retention

- Most LSS/As use a shared drive service (eg Google Drive) to store documents

Handover

- Adelaide has formal handover day at end of committee term
- Also have an IT handover document
- ANU LSS has three separate handover days – especially for IT officer role, questions may only arise once the new officer is a few days in

Action items:

- N/A



Finance workshop

LSS/As present: Council

Aaron Payne (Vice-President (Finance)) led this workshop.

Budgets

- **Global LSA budget**
 - Aaron Payne presented a sample 'global LSA' budget to the Council
 - It is a less detailed budget, but allows LSS/As to auto sum high-level figures
- **Event budget**
 - Aaron Payne then presented an 'event budget'
 - This was a more detailed breakdown of expenditure – totals would carry through the spreadsheet and analyse estimated and actual figures for future reference

General Q&A

- **Credit/debit cards:**
 - Many LSS/As do not have a credit card, and any withdrawals from accounts requires two signatures
 - Any cards are in the LSS/A's name
 - There had been limited instances of unauthorised (but accidental) use of LSSA cards
 - Some LSS/As only limit access to the card (eg Treasurer and President)

Action Items:

- N/A



Saturday 7 March

State-based breakout: NSW + ACT

LSS/As present: ANU LSS, CLSS, MULS, NDSLS, SULS, UNELSS, UNSW, UTSLS, UOW LSS, WLSA

Coronavirus

- The LSS/As noted the possibility of the Law Careers Fairs being delayed/cancelled, however also noted that Big Meet was still on
 - Aware that some careers fairs had been postponed until April
- Firms have been asking LSS/As what contingency plans have been put in place
 - It was agreed that it was important to have a plan and communicate that with firms; will they get reimbursed, or pushed back

Law Revues

- Noted that each society has a different structure for law revue
- Most LSS/As have a separate Law Revue club/organisation, which are mostly funded by LSS/A but with no oversight over how it is spent
 - Some law revues also receive external sponsorship
 - There was suggestion that LSS/As in using this structure could ask for official acquittal of how money is being spent
 - Some LSS/As have an MOU with their law revue (e.g. UNSW)
- Noted that if the show is sponsored, you should do a preview show to ensure they are happy to have their name attached to it

What items do LSS/As have sponsored

- MULS, SULS and UNSW have sponsors on their sports shirts
- WLSA was considering having this offered on Exec shirts, but did not proceed
- There was general agreement that there was a need to diversity and innovate sponsorship

Sustainability Policy

- MULS, SULS and UTSLS looking to develop one. Some examples of initiatives were:
 - Changed all publications to recycled paper
 - Offered more coffee cups, water bottles
 - Faculty switched to all-vegetarian catering
 - Cheaper, can be eaten by all. Option for people to request meat if needed.
 - Using digital signages
 - QR codes
- Also advocating to faculty



Mental Health space – are any LSS/As actively trying to bring this to the forefront?

- CLSS does mental health first aid training course
- There was a suggestion of running an awareness raising week – including a lot of mental health and bullying and harassment
 - *ALSA note: legalsuper is interested in partnering with firms to provide free or subsidised mental health first aid training across Australia*

Ticketing platforms

- Some ticketing platforms suggested were:
 - IWannaTicket – MULS has a discount (around 1.3%) due to sponsorship agreement
 - Huamnitix – booking fees go to charity, however it was noted Expensive though (around 5%)
- Some ticketing platforms are not accessible by blind reading software
 - It was noted that LSS/As should ask prospective ticketing platforms if their service would be able to do this
- It was noted that LSS/As who have used Qnect in the past but no longer should ensure their LSS/A logo is not on their website
- UNSW has their own domain for merch as well

Uni Central database

- It was noted that only some universities have a centralised platform for clubs (eg Arc@UNSW, Activate at UTS, ACCESS at USYD)

Code of Conduct

- SULS were looking to implement one, quite stringent in comparison to what has been done previously
 - E.g. no underage drinking, etc.
 - At this time, SULS are contacting relevant stakeholders to help develop the policy
- This issue was raised in July 2019 Council, and it was generally found such codes were hard to enforce
 - MULS found better to rely on their university's student code of conduct
- ANU LSS and UNLSA have competition-specific ones for withdrawing from comps etc, but not for internal events
- UNLSA also have a code of conduct for students participating in their Law Revue
- UNSW introduced misconduct policy last year – but didn't want to ban people and found it hard to implement when it was just an allegation. The resolution was that UNSW would defer to the university's internal complaint handling process

Action items:

- N/A



State-based breakout: WA + SA

LSS/As present: AULSS, Blackstone, ECSLS, Murdoch

Ticketing platforms

- Blackstone's current process:
 - pass on significant ticketing cost, about 2.5%, jointly incur with consumers.
 - Total cost of ticket commissions is over \$3k.
 - Currently investigating own ticketing portal option (in-house) mostly due to cost.
 - Currently use IWannaTicket.
 - Considering a move to Trybooking, not for cost but for social media integration.
- AULSS's current process:
 - Use Eventbrite - but received lots of approaches to change platforms. The booking fee for AULSS was 5% roughly.
 - Considered Qpay, but fees were prohibitive
- Murdoch's current process:
 - Was on Wild Apricot, a website management system with inbuilt back systems for management of events/membership etc via PayPal
 - Now on TidyHQ
 - 1.5% + 30c plus Stripe 1.75% + 30c
 - This equates to 94c on \$10 as opposed to 19c via just Stripe.
 - Murdoch pass the merchant fees onto - therefore is cost neutral.
- ECSLS suggested and was looking into a platform called MSL
 - Can custom build management programs using paypal on the back-end payment. Fees approx 1.1%.
 - Approx \$6,000 to build initially upfront, then ongoing leasing fees year on year.
 - (ukmsl.com)

Election software vs pen and paper

- Blackstone and AULSS use pen and paper
- Murdoch and ECSLS online software

Sponsorship

- It was noted that lots of east coast students fly to Perth to interview for clerkships
 - AULSS noted it was not their experience. Of the top 6, only MinterEllison has an office in Adelaide. Otherwise, mostly boutique/mid-tier jobs.
- During meetings in WA, Blackstone did not have raised with them about clerkship applicants being from interstate.

Issues with relationships with SA LSS/As + intervarsity events (incl careers fairs)

- AULSS this year has had more difficulty engaging with presidents from other SA LSS/As.



- Last two years, all three SA unis have their own careers fairs.
 - AULSS pulled out, and had difficulty because the other LSS/As assumed they'd still be participating. Triversity events end up having the brunt of the work borne AULSS as the larger LSS/A.
- WA parallel via Careers Fair. For a very long time there were only two law schools, with three new law schools emerging in recent years. Jointly run careers fair now. Good because LSS/As can control the entirety of the event. The State Law Society pushes work onto them. Problems have included work sharing. Holistically, Blackstone has organised as a quirk of history and has a larger committee with bigger capacity. WA careers fair assumes the financial risk of the fair. Over a ten year period has made a small loss.
- Centralised not for profit run careers fair in SA. Adelaide made the choice to not sign up again due to a range of issues including students not being satisfied with the contact points with firm reps. Adelaide hosting one on campus.
- Some other intervarsity events:
 - Triversity Law Dinner in Sem 2 in SA
 - Noted that 2019 dinner incurred a large loss, which AULSS had to incur, and also wore the majority of organisation load.
 - SA is also looking at pub crawl this year.
 - WA - social events between law schools have been lucky that it was a pet project of a single person. There's been no formal method of doing this.
 - Large events like Law Ball don't make sense to collapse in WA. Also age difference due to difference between LLB and JD.

The Black Card

- There was brief discussion amongst the WA LSS/As about the status of the Black card
- Blackstone noted it was having issues with sports bureaucracy at UWA - so they are not marketing the Card to students until they have the benefit.

Action items:

- N/A



State-based breakout: Queensland

LSS/As present: Bond LSS, GULS, QUTLS, USCLSA, UQLS

QLS Careers Fair

- LSS/As raised concerns about the Careers Fair only being run 4 days before clerkship applications open
 - Noted that the Careers Fair was not just focused on clerkships, but very important for clerkship students
- Date changes to clerkship process by QLS meant that sponsorship material from firms were often outdated
- QLS has hired a relationship manager to deal directly with young careers – aim to meet with them
- Next steps:
 - Arrange meeting with QLS relationship manager
 - Consider which LSS/A reps will attend
 - Consider what LSS/As want out of this meeting
- Sponsors were shocked about price increases for hosting a stall at QLS
 - Impacts LSS/As as reduces budget of firms to sponsor LSS/As

Supporting students

- QLS is charging students more to become membership
- Noted that most other state bodies do not charge membership for students
- Good to ask QLS where money goes to

Promoting QLS Careers Fair

- Some LSS/As promote Careers Fair for free
- USC is provided with a bus to get students to Brisbane
- LSS/As were encouraged to consider whether they should be charging for promotion, as NSW LSS/As have recently begun doing
 - Over last 5 years, LSS/As have been negotiating with NSW Young Lawyers on promotion of the NSW Careers Fair
 - LSS/As pooled their marketing reach and charge a flat fee to NSW Young Lawyers to promote the Careers Fair

Firms following QLS offer dates

- Multiple firms now no longer following QLS offer dates

Action items:

- N/A



Education + Advocacy Update

LSS/As present: Council

Madeleine Goodsir (Vice-President (Education)) provided an update on the Education portfolio:

Bullying and sexual harassment week.

- City-by-city breakdown:
 - Brisbane: held in collaboration with the Queensland Law Society. General session. Live streamed.
 - Perth: mental health and wellbeing intersection with B+H
 - Research based speakers
 - Sydney: Australian Women Lawyers, focusing on the bystander effect - how can you change the culture and what can you do about behaviour. Will also look at the Legal Services Commission and what they are doing
 - Melbourne: general panel event with the Law Institute of Victoria
- Live streaming - tech issues and consent
- Asked for buy-in from LSS/As to bring members
- Packs almost complete for LSSs to provide to members

Higher education

Matthew Harris (Education Officer (Higher Education)) then provided an update on his work:

- Noted that the Legal Education Reform survey had gone out to LSS/As
 - The aim of the survey was that it would inform target areas for ALSA to focus on
 - To be completed by 1 member of each LSS as a representative of their members.
 - Survey will close once there are enough responses
- Priestley 11 document would be sent out to LSS/As soon

Action items:

- Send Awareness Raising Week pack to LSS/As to forward to their respective members



Competitions Masterclass: Boutique LSS/As

LSS/As present: ECSLS, SCU, UNELSS, WLSA

Encouraging students (particularly online) to participate in competitions and help run them

- **Support from ALSA:** ALSA is able to provide resources to aid in the management of running the event (Infrastructure/Best practice guides – contact William Vu at administration@alsa.asn.au)
- **Technology:** Engage with online students by using Zoom, Skype so that they are able to take part from remote locations etc. (Deliver live lecture workshops and include electronic material)
- **Timing:** Hosting evening/weekend competitions to facilitate those who attend night school or have full-time day jobs
- **Justifying why competitions are important:** It is important to help students understand WHY these competitions are of importance and advantageous to them (confidence boost, practical application of law, verbal/oral communications skills, how to follow instructions and problem solve, extra-curriculars for CV, excellent feedback from judges of event etc.)
- **Dedicated committee member(s):** Appoint a committee member to manage competitions and make sure to market event appropriately i.e. in lectures or asking lecturers to help advertise
- **Accessibility of competition:** Make the competition accessible and friendly (less intimidating), publicising what's expected of participants but remind them why it is important

Delegated competitions officer within committee

- Having official roles within the committee to aid competitions, outlining their roles and responsibilities so that they are aware of the commitment required
- Some of their roles could include:
 - Creating a checklist of what needs to be done
 - Encouraging faculty involvement
 - Approaching faculty for money, if necessary (ALSA has sponsorship guides available – contact Jack Bristed at sponsorship@alsa.asn.au)

Disengaged students that do not have a positive attitude towards competitions

- ALSA has resources available (Best practice guides/ "running competition admin guide")
- Social Media polls/questions to encourage engagement and then aid planning
- Good catering and prizes (vouchers, internships, ALSA conference trip etc.), mini awards i.e. "best speaker"

Running competitions on a budget



- Budget plan to be approved by committee
- Skeleton of competition = Venue, judges, competitors, question (aside from time, no costs)
- Ask ALSA/ fellow societies for advice as well as incentives to encourage competitions
- Competitions problems available through ALSA Problem Question bank (contact Sophia Prum at competitions@alsa.asn.au for more information)
- Catering costs can be kept low (tea/coffee and biscuits)
- Judges do not cost you, just thank them kindly for their participation
- Non-cash sponsorships available, they are potentially able to help with venue and judges

Action items:

- ALSA: follow up on availability of best practice guides on engagement and sponsorship as well as availability of Competitions Officer's "How to run a competition guide".



Competitions Masterclass: Mid LSS/As

LSS/As present: Blackstone, CLSS, ECSLS, QUTLS, NDSLS, SCU, UNELSS, USC, USQ

Factors that limit capacity to run comps

- CLSS: scheduling, how many teams to take on, room bookings. Interested to know how many teams each LSS takes. Do you span over a week or semester.
- ECSLS: cultural issues. Timing of when comps are on brings massively different participants
- AULSS: night time rounds

Issues involving first years

- Some issues raised were:
 - QUTLS: runs an Accessibility Moot appropriate for external students
 - Murdoch noted a risk was that there may be drop outs on the night, so LSS/As should have risk minimisation plans in place (such as contingency plans)
 - NDSLS: how to encourage student to sign up when they haven't competed before and icebreak for first years
 - Blackstone:
 - Event running knowledge
 - Administration/how to record keep successfully
 - Coordinating multiple comps on the same night
 - UNSLA: getting registrations
 - USQ:
 - Having competition participants exec-heavy
 - Conflicts of interest
 - Scheduling issues
 - USC: trying to grow the competitions and give course credit for mooting to further encourage participation
 - How to separate junior and senior competitions (by experience or year level)

Judges

- WA LSS/As arrange for CPD points for judges
 - Took many years of trials and negotiations to set up the system
- A number of LSS/As also use faculty staff, either as primary or back-up judges
- Student judges
 - WSLSA requires students to declare conflicts
 - Some unis use student judges for junior competitions to make it less intimidating for students
 - Working with children checks for under 18 year olds
 - At QUTLS, the President would be required to sign off for the volunteer check



Streamlining

- **Automatic/electronic scoresheets:** It was noted that digitising and automating scoresheets was an important step, as most LSS/As were still using paper score sheets
 - Auto calculating score sheets
 - Tabbycat is used for debating and suggested was a platform for LSS/A competitions, however it was noted there was currently no dedicated platform for mooting
- **Competition policies:** It was encouraged that LSS/As should not make any competition policies, including blacklist policies, too harsh nor difficult to enforce or follow
- Bringing people back to judge
- Google Forms still used for sign ups

Action items:

- N/A



Competitions Masterclass: Large LSS/As

LSS/As present: AULSS, ANU LSS, Blackstone, Deakin, GULS, MULS, Murdoch, QUTLS, SULS, UNSW, UQLS, UTSLS

Judges Engagement

LSS/As discussed different models of choosing and engaging judges:

- UQLS have to get offered to judge, opened to people who are semis or above but they don't want to stop competing in internal rounds until they've peaked
- La Trobe:
 - judges only offered to winners of the previous year
 - thank you gifts for judges
 - using former mooters
- GULS: sourced from alumni and comp specific alumni (not necessarily grads)
 - For WitEx: they use faculty for subject matter specific comps
- **Timing of comps:** It was noted that most LSS/As run competitions in the evening or weekends to maximise judge availability
- **Contingency planning:** Bond suggest using reserve judge lists for when someone can't come in or drops out to prevent the cancellation or rescheduling of rounds
- SULS: Comp Directors train exec of the LSS/As to judge
- Blackstone: Reserve list is in order of priority and reliability

Student judge training

- Deakin: Student judges are people who have done well
 - have to develop training to bridge between who can compete well to those who can judge well
- UQLS: Offers training for new judges before each comp, keeps things consistent
- TULS: Skills workshop (pull from professionals to train on how to judge ex. DPP to train WitEx skills workshop)

Grading rubrics

- How do you control grading? Some suggestions were:
 - Standardise scores when you know judges are harsh markers
 - Have consistent judges to keep scores consistent
 - Comps Officer who sits in every room to moderate
 - Run simulations in the workshops and then explain the rubric after they score
- AULSS: keep comps directors separate to allow for an appeals process



Conflicts of Interest (COI)

The LSS/As discussed different approaches to identifying and managing COIs:

- **ANULSS:**
 - Release names of competitors a week in advance and ask for COI declarations and try to reshuffle, if can't be reshuffled then comps director sits in on it
 - Prevent the impression of a monopoly by releasing scores and can track deviations in the rounds as
- **SULS:**
 - Judges should be making declarations of their conflicts, get feedback once the judging has finished - if there is a conflict the comps director is already aware of it and can mitigate
 - Conflicts with the planning - problem question stays separate, Has to be an exec vote and there has to be a motion if people want to compete
- **Deakin:** comps portfolio is not allowed to compete because they are too involved
- **Bond:** If member of the LSA wants to compete, pulls in a non LSA member to judge who is still experienced in mooting
- **LaTrobe:** Have a junior judge in to moderate scores with other judges

Unconscious Bias training (UBT)

- Long term awareness building because data dictates people have to be aware of those biases to overcome them
- Do professionals participate in UBT?
 - QUTLS questioned whether it is palatable for professionals? Sometimes hard to bridge the gap but a lot of the firms we are pulling from to judge have that training already.

Online competitions

- Noted that USQ's competitions were all online – LSS/As should reach out to them if they had any questions
- QUT: Accessibility Moot for students with geographical barriers but other barriers as well

Wellbeing for external mooters

- UQLS noted that external mooters put themselves under a lot of pressure and put themselves at risk
- Blackstone suggested procedures need to be put in place for coaches to ensure they prioritise mental health
 - Someone external from the mooting program to come in to have those discussions



- Suggestion for a wellness week, run by the LSS/A
- **Unethical coaching practices:** it was questioned whether LSS/As would raise the issue with their faculty directly, or whether ALSA has a role in intervening

Action items:

- N/A



Same-Size LSS/A Breakout: Boutique

LSS/As present: CLSS, ECSLS, NDSLS, SCU, UNELSS, USC, USQ

Sponsorship

- There was brief discussion about LSS/A's sponsorship, and most were happy with how they were going
- Noted that LSS/As needed process documents and to expand scope to other businesses that hire grads, not just law firms.

Competition administration

- There was brief discussion about running competitions
- It was suggested that having a subcommittee would help with human resource allocation

Management of work in the Committee

- Some LSSs have very small exec teams - this requires more organisation and can lead to burn out.
- It was suggested to create specialised roles for each job in the LSS/A where there are high pressures.

Encouraging Committee attendance at LSS/A events:

- Carrot v stick approach
- Being strict can lead to good attendance

Action items:

- N/A



Same-Size LSS/A Breakout: Mid

LSS/As present: La Trobe, Murdoch, TULS, UNLSA, UNELSS, UOWLSS, WSLSS

Careers Fairs

- There was discussion amongst LSS/As about running careers fairs that catered to more career types and organisation sizes
 - Bond run sessions throughout their semester
 - UNLSA have mock student interviews at their Careers Fair for organisations who pay more
 - Suggested panels and an open forum-style event
 - Smaller organisations often struggled to pay to attend careers fairs in their own right, however they could be subsidised by large organisations paying more who could afford it
- It was noted that it was important to advertise 'alternative' careers
- **Stall location**
 - Some LSS/As charge more for sponsors to be able to pick a particular stall location or have access to a good location
 - In any case, worth asking sponsors if they have any particular preference for location

Promotion of clerkships without sponsorship

- UOWLSS asked what LSS/As' views were about trying to promote clerkships to students where there are no sponsors
- Some suggestions:
 - Contact careers office from faculty/uni
 - Contact past clerks and alumni
 - Question whether there is value in sponsorship

Non-clerkship focused careers events

- Some suggestions of careers events that were not focused on corporate clerkships:
 - Family law
 - Government panels
 - Academia
- It was noted that traditional corporate firms may take issue with these 'alternative' organisations promoting on campus - LSS/As should have a plan in place to respond and also space the organisations out

Process for getting sponsorship

- Some suggestions:
 - Look at website and publications of other LSS/As to see who are sponsoring them
 - Contact other LSS/As for their feedback/tips (noting some LSS/As may not



- want to share such information)
- Asking committee members to reach out to their employers (eg when they interned or where they are a paralegal)
- Looking through old emails to see who key contacts were who could help
- Sourcing donations from alumni
- It was noted that Victorian LSS/As collaborate on sponsorship issues
 - Communication can be good and even important when faced with a difficult sponsorship issue

Grievance procedures

- There was some discussion about the where the role of LSS/As end and faculties start when dealing with grievances
- Some examples:
 - Less formal process at Murdoch (executive resolves the issue through discussion with both sides)
 - Bond relies on the student code of conduct at the university
 - Deakin suggested contacting the student guild/union/association, as they may have existing processes and lawyers to consult

LSS/A advocacy

- There was brief discussion about whether LSS/As could advocate on certain issues, given potential clashes with their university's position
 - Bond University prohibited LSS/As from having political inclinations, or else SSAF is withheld
 - It was suggested to consider the university's position as well as the object of the LSS/A before proceeding on advocacy



Same-Size LSS/A Breakout: Large

LSS/As present: AULSS, ANU LSS, Blackstone, Deakin, GULS, MULS, Murdoch, QUTLS, SULS, UNSW, UQLS, UTSLS

Sponsorship

- Conflict in pricing increases and dealing with financial transparency:
 - Important to be personal and demonstrate what value-add the LSS/LSA provides eg. numbers of members and attendees on events
 - Feedback from sponsors on how many people attended the events and the year range of those students - using this as a bargaining chip
 - Keep track of how prices have changed over time to demonstrate reasonableness of cost increase
 - Consider areas of interest or offering of sponsor and tailor event offerings to this
- Sponsorship role can be quite stressful and tough negotiating so make sure to check in with sponsorship portfolio
- Pushing back while retaining own image
- How to deal with 'bullying' by sponsors
 - LSS/As all have power to take away sponsorship and take your service somewhere else
 - Consider if there is poor behaviour whether you want to align yourself with the firm/organisation
 - If you know the sponsor is going to be difficult leave them to later on in the sponsorship process and try and see how you go with increasing sponsorship from other firms
 - Difficult questions about justifying costs or where resources go should be responded to with justifications or inquiring further as to why certain assumptions are held by the sponsor
- Sponsorship portfolio
 - UQLS shares sponsorship role with President, Sponsorship Officer and Sponsorship VP and this is useful for succession planning and continuity
 - Sponsorship Officer or VP does the tender or offer
 - Make templates with offer emails and confirmation letters are sent out in consultation with extensive spreadsheet
 - Some people use agreements to consolidate sponsorship requiring signatures, others do confirmation letter, others confirm by email acceptance or through the use of invoice
 - Murdoch uses sponsorship agreement which incorporates details of sponsorship including use of logo or when events or documents are required for guides etc.

Ticketing platforms



- High ticketing costs - would it be cheaper to create own ticketing platform or platform with high upfront cost but low ongoing cost
 - Managing own platform can be expensive and heavy administrative burden eg. privacy laws etc.
 - Most people use QPay
 - Get ticketing platforms to sponsor you
 - Most people pass on costs but this can deactivise people in buying tickets
 - Sometimes better approach is for higher cost tickets to not pass on fee if it is going to be a problem
 - Advertise prices with merchant fee included or say price + booking fee so members aren't surprised by the

Action items:

- N/A

Advocacy - next steps for ALSA

LSS/As present: Council

Margaret Cai led this session to capture the views of LSS/As on ALSA's role in advocacy, including any other topics they would like ALSA to look into.

Mental health and wellbeing of external mooters

- UQLS raised this as a potential issue (raised at the large competitions masterclass breakout) – issues discussed were that it was often a self-imposed issue, but still a cultural issue that students had difficulty addressing
- Some suggested next steps:
 - ALSA to look into this
 - it was questioned whether this was the best use of ALSA's resources (focus should be on all law students)
 - LSS/As and faculty regularly checking in and advising students to seek help
 - Build a list of anecdotes about personal experiences of external mooters to take to law deans
 - Have competitors undertake mental health training
 - LSS/A or ALSA distribute info sheets on support available

Action items:

- ALSA would contact the Council of Australian Law Deans to raise the above issue



Sunday 8 March

Major Events – Risk Management and Contingency Planning

LSS/As present: Council
<i>William Vu (Vice-President (Administration)) presented on this topic – the slides are available on the slide deck sent to Council on 11 March 2020.</i>
Action items: <ul style="list-style-type: none">• N/A

Conference 2020 Update

LSS/As present: Council
<i>Thomas Boyle (Conference 2020 Convenor) provided an update on Conference 2020 planning – the slides are available on the slide deck sent to Council on 11 March 2020.</i>
Action items: <ul style="list-style-type: none">• N/A



Finance Update

LSS/As present: Council

Aaron Payne (Vice-President (Finance)) provided an update on the Finance portfolio

- Reminded LSS/As to pay their affiliation fees
- Finance reports would be formally presented to Council at July Council, but will continue to provide regular updates to Council in the meantime
- All ASIC requirements have been fulfilled

Lily Shen (Marketing Officer) was not presented, but Aaron Payne provided an update on her behalf

- Looking at a refresh of ALSA's logo to be more modern
- Noted Lily's ongoing marketing for Council and sponsors

Jack Bristed (Sponsorship Officer) provided an update on his work

- Noted locking in College of Law for December 2019 Council, and will progress conversation with them to secure Conference 2020 sponsorship
- Ongoing conversations with other sponsors

Action items:

- N/A