

A meeting of the Fair Trade Steering Committee was held on Monday 9th November 2015, at 3.30pm to 4.30pm, 625-631 Swanston Street, Level 1, Meeting Room.

Minutes

1. Attendance and Apologies

1.1 Attendance

Danielle Rostan-Herbert, Ben Neville, Monique Edwards, Daniel Sullivan, Christopher Clarke, Paul Holland (Procurement)

1.2 Apologies

Emma Crane, Phillip Batterham, Kate McDonald, Adrian Ford, Greg and Meg (student volunteers)

2. Welcome

D. Rostan-Herbert

D. Rostan-Herbert welcomed members to the meeting.

3. Fair Trade Video

D. Rostan-Herbert

Danielle showed the group the latest Fair Trade Video, which was submitted to the Green Gown Awards Australia event in October.

Paul Holland from Procurement discussed the new vendor cupboard system which is going to be trialled at the new Barry Street location, where Infrastructure Services will be situated next year. The vendor cupboard provides a set group of pens, paper and other office supplies. This new system may assist with promotion of Fair Trade, by stocking the cupboards with FT items.

Paul commented that Procurement was reviewing templates and procedures, and will look at how sustainability and Fair Trade could be incorporated.

Action Points

- 'Sustainable Procurement' to be added as an agenda item for the 10 Dec Sustainability Advocates meeting.
- Danielle to be on Procurement's tender evaluation committee for stationery and other items.

4. Review Terms of Reference

D. Rostan-Herbert

Danielle made changes to the terms of reference, in which the committee will report to the Sustainability Executive.

Please see the current Terms of Reference attached via email.

Action Points

5. Review of Student Report

B. Neville

Ben discussed student project that investigated various certifications – Rainforest Alliance, UTZ Certified, Direct Trade and Fair Trade. With Direct Trade, specialty coffee places claim they are ethical, but don't have an auditing process in place.

Action Points

- Paul/Procurement to come back with costs for FT tea and coffee.

6. Prioritise steps moving forward

Paul noted that it might be useful to look into the University's leasing arrangements on campus, and see whether FT can be included in the selection process for new food places.

Action Points

- Chris to find out info on fair trade cafes via VGen. Alternatively Teddy (a new casual with Sustainability) can audit cafes to update info.
- Ben suggested that the Fair Trade committee send through feedback on the University's Sustainability Charter.

7. Committee members for 2016

Action Points

- Committee members to recruit new students for 2016.

8. Other Business

D. Rostan-Herbert

N/A

9. Meeting Dates for 2015

Date	Time
Monday 9 February	3.30pm – 4.30pm
Monday 13 April	3.30pm – 4.30pm
Monday 3 August	3.30pm – 4.30pm
Monday 9 November	3.30pm – 4.30pm



Note: Additional meetings may need to be scheduled in case of event preparations.

Current Membership

Professor Phil Batterham (Chair)	Professor, Bio21
Danielle Rostan-Herbert	University Services - Infrastructure Services
Monique Edwards	University Services - Infrastructure Services
Kate McDonald	Social and Political Sciences
Ben Neville	Business and Economics
Daniel Sullivan	Student Union – Student Union Environment Representative
Adrian Ford	Student
Christopher Clarke	Student
Emma Crane	Student



Sustainability Office

University Services | Infrastructure Services

The University of Melbourne -625-631 Swanston Street, Vic 3010

T: +61 3 8344 6000 F: +61 3 8344 7759 E: sustainable-campus@unimelb.edu.au