

A meeting of the Fair Trade Steering Committee was held on Monday 15<sup>th</sup> February 2016, at 3.30pm to 4.30pm, 215 Grattan Street, Boardroom.

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## Minutes

### 1. Attendance and Apologies

#### 1.1 Attendance

Danielle Rostan-Herbert, Phillip Batterham, Ben Neville, Thomas Feng and Matt Stewart.

#### 1.2 Apologies

Emma Crane, Kate McDonald, Adrian Ford, Monique Edwards, Daniel Sullivan, Greg Pozza and Christopher Clarke.

### 2. Welcome

**P. Batterham**

Phil Batterham welcomed members to the meeting, and facilitated an introduction.

### 3. Committee members for 2016

**P. Batterham**

Members for 2016 – Current list at the end of this document

#### a) Need to recruit

- i) More postgrad representation – they have extra skills and more department connections
- ii) Danielle to invite Jill Brunell from GSA to join the Fair Trade Steering Committee

### 4. Review Terms of Reference

**D. Rostan-Herbert**

- a) Steering policy and big picture implementation for Fairtrade
- b) Organise Fairtrade Fortnight
- c) Send students as delegates to conferences such as Fairly Educated
- d) NEW: FT Steering Committee to report findings to the Sustainability Executive (D. Rostan-Herbert sit on the Sustainability Executive)

### 5. Results for 2015

**D. Rostan-Herbert**

#### *Results from 2015*

Coffee & tea: 11% Fairtrade, 26% RA/UTZ, 63% None

- i) 50% target of FT tea and coffee not being met

#### *Prioritise steps moving forward*

Influence purchasing decisions of the university; transforming the university to becoming the ethical leader it should be

- ii) Set up a meeting with Paul Holland from Procurement
  - Frame the issue from a reputational risk perspective
- iii) Use the momentum of the Charter & Plan
  - Push hard for 50% FT Tea & Coffee

(a) Sending letters to business managers: “We need you to step up”

#### *Stationery contract*

- iv) Less of a premium
- v) Transparency of criteria from Lyreco/other companies involved in negotiations

### *Clothing*

- vi) RMIT & Latrobe's hoodies are produced by Etiko
- Same price as University of Melbourne's hoodies
  - How can this be changed from our end?

### *Student Involvement*

- vii) Ben is running a subject where students' major assignment will be collecting data and writing a report centred around the Sustainability Plan consultation process
- viii) More active student group to facilitate a lot of the on-ground work
- Use student clubs to come together under the UN Aspire layer of the UN Academic Impact Umbrella
  - Similar to MPH collective

### *Chair of the Fair Trade Steering Committee*

- ix) "I propose Ben Neville to be chair of the Fairtrade Steering Committee." Motioned by P.Batterham, seconded D. Rostan-Herbert
- Ben accepts proposal – vote CWD

## 6. Action Points

All

- 6.1 Danielle to recruit Jill Brunell from GSA
- 6.2 Ben, Phil & Danielle to set up meeting with Paul Holland from Procurement
- 6.3 Thomas to facilitate meeting with Oaktree, Oxfam, vGen + other groups on campus

## 7. Other Business

None

## 8. Proposed meeting dates for 2016

Date	Time
Monday 15 February	3.30pm – 4.30pm
Monday 11 April	3.30pm – 4.30pm
Monday 8 August	3.30pm – 4.30pm
Monday 7 November	3.30pm – 4.30pm

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

## Current Membership

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