

Student-led organisation representative

Application form

Applications are open 12 am Monday 7 September to 11.59 pm Monday 21 September 2026.

This form is for eligible Higher Education students seeking to apply for Federation University Australia's student-led organisation for the term of ending at the end of Semester 2, 2027 (Semester Code - 2720). To complete the form, you will need two students to co-sign indicating their support for your application.

We recommend you download and open this form in Adobe Reader or equivalent, not in your browser.

Applicant – The applicant must sign below to validate the nomination				
Full name:			Student ID:	
Address:				
Email:			Phone:	
Degree:		Year:		Campus:

Consent to application

I am aware that, if elected, I am expected to attend up to four two-hour meetings per year by video conference. Additionally, there will be pre-reading required for each meeting and I will be expected to engage with the broader student body.

I confirm that:

- I am currently enrolled in a Higher Education course of study with Federation University Australia within the meaning of the *Higher Education Support Act 2003* (Cth) at the time of nomination.
- I must remain enrolled in a Higher Education course of study with Federation University Australia within the meaning of the *Higher Education Support Act 2003* (Cth) while holding office, unless otherwise permitted by the student-led organisation constitution.
- I am reasonably able to perform the role and responsibilities of a Committee of Management member of the student-led organisation during the relevant term, including attending meetings, participating in funding and service-delivery decisions, managing conflicts of interest, undertaking required training, and complying with the student-led organisation constitution, policies, financial controls, reporting requirements and applicable legal obligations.
- If elected, I agree to undertake any induction, governance, financial management, conflicts of interest, privacy, procurement or compliance training reasonably required for members of the student-led organisation Committee of Management.
- I am 18 years or over at the time of nomination.
- If elected, I acknowledge that I will be required, before taking office, to sign an acceptance of office and governance deed in favour of the student-led organisation and, for SSAF compliance and accountability purposes, Federation University Australia. I acknowledge that failure to sign or comply with that document may affect my ability to take or continue in office in accordance with the student-led organisation constitution.
- I am not employed by Federation University Australia at 0.5 FTE or more at the time of nomination.
- I am not currently serving a custodial sentence or subject to any legal restriction that would materially prevent me from performing the duties of the role;
- I am not currently suspended, excluded or expelled from Federation University Australia;
- I am not subject to any current University direction, condition, restriction or sanction that would materially prevent me from performing the duties of the role;
- I have not been removed from office as a member of the Student Senate, or an equivalent University student representative body, for neglect of duties, disruptive conduct, breach of confidentiality, unmanaged conflict of interest, misuse of position or breach of applicable rules;
- I have not been the subject of a final finding of, or current investigation by Federation University Australia into, student misconduct that is reasonably relevant to the role and responsibilities of a Committee of Management member of the student-led organisation.

- I have provided true, accurate and complete information in my nomination form;
- If successful in attaining a role on the Committee of Management, I agree to comply with the student-led organisation constitution, election rules, policies, procedures, code of conduct, confidentiality requirements and conflict of interest requirements, including by using information obtained through the role only for proper student-led organisation purposes and disclosing and managing any actual, potential or perceived conflicts of interest.
- If elected, I acknowledge that I must act in good faith in the interests of the student-led organisation, exercise independent judgment and not act under the direction of any external organisation, group or individual.
- If I am currently a member of the Federation University Australia Student Senate and I am elected to the student-led organisation Committee of Management, I must resign from my Student Senate role before taking office as a member of the student-led organisation Committee of Management.
- I agree to promptly notify Federation University Australia if any information related to my nomination changes, or if any matter arises before or during my term that may affect my eligibility or ability to perform the role.
- I agree to comply with the student-led organisation election rules and any reasonable direction of Federation University Australia concerning campaign conduct, candidate statements, use of University systems and election integrity.
- I declare that any candidate statement, campaign material or information I provide for publication in connection with the election will be true, accurate and not misleading.
- I consent to Federation University Australia publishing my name, candidate statement and other election-related information reasonably required to conduct the student-led organisation election.
- I acknowledge that, if elected, I may receive a meeting attendance stipend or similar payment as part of my role, and that I am responsible for ensuring I am lawfully able to receive that payment, including under any visa, tax or other personal requirements.
- I acknowledge and agree that, before my nomination may be accepted, Federation University Australia may undertake eligibility and probity screening to assess whether I satisfy the published nomination criteria and transitional election rules for membership of the student-led organisation Committee of Management.
- I agree to provide:
 - proof of identity;
 - a current national criminal history check; and
 - any other information reasonably required by Federation University Australia to assess my eligibility.
- I acknowledge that a criminal history will not automatically disqualify me from candidature. Federation University Australia will consider only matters materially relevant to the governance, financial stewardship or compliance responsibilities of the role, having regard to the nature, seriousness, circumstances and time elapsed since the matter occurred.
- I declare that, as at the date of this nomination:
 - I am not bankrupt or subject to any personal insolvency arrangement;
 - I am not disqualified from managing corporations, incorporated associations, charities or other entities;
 - I am not subject to any order or legal restriction that would materially prevent me from performing the role; and
 - I have not been removed from a governance, fiduciary, financial management or representative position for fraud, dishonesty, misconduct, misuse of position, unmanaged conflict of interest or breach of applicable rules.
- I consent to Federation University Australia using the information in this nomination and any relevant information held by Federation to verify my enrolment, Federation University Australia employment status, relevant disciplinary status, bankruptcy or insolvency status and disqualification status, including through relevant public registers.
- I acknowledge that Federation University Australia may decline to accept my nomination, to the extent permitted by law, where screening establishes that I do not satisfy the published nomination criteria or transitional election rules, or identifies a matter that materially prevents me from performing the role in accordance with regulatory requirements.
- If the duties assigned to my role constitute child-related work, I acknowledge that I may be required to obtain and maintain any legally required Working with Children Check before undertaking those duties.
- I acknowledge that this is a transitional establishment election and that the student-led organisation's final constitution and governance documents have not been finalised at the time of election. I will not take office unless I review and formally accept those documents. If I decline or fail to accept office by

the specified date, the position may be treated as vacant and filled in accordance with the transitional election rules.

I have checked the criteria and am eligible to nominate for the position.

Signature: _____

Nominators

Two enrolled students of Federation University Australia must sign the following section to nominate you.

Nominator 1 – The nominator must sign below to validate the nomination

Full name:		Student ID:	
Address:			
Email:		Phone:	
Degree:		Year:	Campus:
Signature:			

Nominator 2 – The nominator must sign below to validate the nomination

Full name:		Student ID:	
Address:			
Email:		Phone:	
Degree:		Year:	Campus:
Signature:			

Submitting your application

- your completed application form,
- your video statement or written statement,
- a photo of yourself (JPEG format, cropped square, have background & good lighting)

Submit to: slo@federation.edu

Your statement to the student voters

Along with this form, you are required to submit either:

- a video statement (3 minutes max), transcript of the statement, and photo of yourself OR
- a written statement (300 words max) and photo of yourself.

In your statement we suggest you introduce yourself, identify relevant skills and experiences, and identify changes, issues, or ideas you wish to take up with the University during your term.

The audience for your statement will be the student voters. These video or written statements and your photo will accompany the voting form sent to all students, should your application proceed to an election. Statements and photos may additionally be published on the Federation website, University-affiliated social media, and on noticeboards around campus to promote the election and help students decide how to vote.

If you fail to submit a statement and photo, your application will be deemed invalid and will not be counted.

Video statement guidelines

We suggest you try to speak naturally, imagining you are speaking to a real audience, and not read your statement from a page or screen. Your video should be no longer than three minutes. MP4 format video is preferred, but others will be accepted.

The message is more important than the quality, and you are welcome to record on your phone or whatever device is easiest for you. If you find the video is too big to attach to an email, you may provide a link. A service like www.wetransfer.com will allow you to easily share a large video file. The transcript is a written version of what you say in your video. We will make this available alongside the video for accessibility. The transcript should match closely with what you say in your video.

By submitting this form, you agree that: Federation University Australia ('the University') may publish and use your video and transcript or statement for the purpose of the student-led organisation, including but not limited to, the election, promotion, marketing and information. You will not retain any rights, including copyright, or interest. You will receive no payment for the use or recording of my image, voice, or other information by the University. You agree to release and indemnify the University from any loss, damage, cost, expenses, or claim arising from the use of your image, voice, or other information about you including action from defamation, libelous material, breach of privacy, or copyright.

Privacy collection notice

Federation University Australia collects your personal information, including identity information, enrolment details, employment status, relevant disciplinary information, criminal history check information, bankruptcy/insolvency information and disqualification status, to assess whether you satisfy the published eligibility and probity requirements for nomination to the student-led organisation Committee of Management and to support Federation's compliance with its SSAF obligations.

Federation University Australia may use information provided by you, together with relevant information already held by Federation, to conduct internal eligibility checks and searches of relevant public registers. Federation may disclose relevant information to Federation staff and external government regulators where reasonably necessary for eligibility assessment, election administration, audit, investigation or legal and regulatory compliance.

If you do not provide the requested information or consent to the required checks, Federation University Australia may be unable to accept your nomination. Federation will handle your personal information in accordance with applicable privacy laws and Federation's Information Privacy Procedure. You may request access to, or correction of, your personal information by contacting Federation's Privacy Officer at privacyofficer@federation.edu.au