



AGENDA

Council Meeting:

Friday, 15th of August 2014
11:00 AM

MEETING DETAILS

Venue: Union Meeting Room Hawthorn (UN413)
Chair: Joshua Fernandez (President)
Minute-taker Caitlin Bruty (Welfare Officer)

ATTACHED DOCUMENTS

By-Election Returning Officer's Report
By-Election Appeal Committee's Report
2013 Audit
2015 Draft SSAF Proposal
2015 Council Position Descriptions
Council 2nd June Unconfirmed Minutes
Council 25th July Unconfirmed Minutes
Office Bearer Reports

1. MEETING OPEN:

Meeting opened by Joshua Fernandez (The Chair) at 11:07 AM.

Contemplation:

Council will observe 1 minute of silence for contemplation.

Acknowledgement of Country:

The SSU Council respectfully acknowledges the traditional owners of this land, the Wurundjeri people of the Kulin Nation. Council honours their elders past and present and recognises that this always was and always will be Aboriginal land.

2. ATTENDANCE:

Present:

PRESIDENT	Joshua Fernandez
EDUCATION OFFICER	Joshua Briers
WELFARE OFFICER	Caitlin Bruty
ENVIRONMENT & SUSTAINABILITY OFFICER	Michael Klomp
WOMEN'S REPRESENTATIVE	Linda Kenyon
PART-TIME REPRESENTATIVE	Scott Morgan
DISABILITY REPRESENTATIVE	Pavithra Ramamurthy
MATURE-AGED REPRESENTATIVE	Andrew Morison (11:14)
GENERAL SECRETARY	Brendan Spackman-Williams (11:23)

Vacancies:

HAWTHORN CAMPUS CHAIR
CROYDON CAMPUS CHAIR
WANTIRNA CAMPUS CHAIR
INDIGENOUS REPRESENTATIVE
TAFE/APPRENTICESHIP REPRESENTATIVE
POSTGRADUATE REPRESENTATIVE

Absent without apology:

UNDERGRADUATE REPRESENTATIVE	Sumbula Ahmad
CLUBS & ACTIVITIES OFFICER	Salman Arif
INTERNATIONAL REPRESENTATIVE	Arsalan Shaikh
QUEER REPRESENTATIVE	Lee Taube

3. ACCEPTANCE OF AGENDA:

That the agenda be accepted in its current form. Any amendments to its layout should be suggested here.

- Mover: *Briers*
- Seconder: *Fernandez*

Carried Unanimously

4. ACCEPTANCE OF PREVIOUS MINUTES:

The recorded minutes of the Council meeting held *2nd June 2014* and *25th July 2014* are a true and accurate reflection of the meeting and should be published on the Union's website.

- Mover: *Briers*
- Seconder: *Fernandez*

Carried Unanimously

Procedural (Bruty): That actions from previous minutes be moved to the end of the meeting

Carried Unanimously

5. ACTIONS FROM PREVIOUS MEETINGS:

- By-Election
 - General Secretary
 - Above Quota Elections (AQE) recommended that elections must be held when most students are on campus even though it meant the position would be unfilled for more than 2 months.
 - We can now appoint as it is within 2 months of the annual elections
- Constitutional Rewrite
 - General Secretary
 - See general business
- Sponsorship
 - President
 - Working in conjunction with student casuals next week
 - Partnership somewhat established with Beer Deluxe – nothing in writing

6. REPORTS:

Written Report Received

President – Joshua Fernandez

General Secretary – Brendan Spackman-Williams

Education Officer – Joshua Briers

- Did not speak at memorial service

Welfare Officer – Caitlin Bruty

- Written report only

Mature Age Representative – Andrew Morison

- Queer collective is now down to 2 committee members and so will hopefully be having a by election soon

Part-Time Representative – Scott Morgan

- Can everybody please read the first page of Scott's written report

Disability Representative – Pavithra Ramamurthy

Queer Representative – Lee Taube

Verbal Report:

Linda Kenyon

- 2 weeks in Perth at NOWSA and EdCon
- Will be writing report on EdCon
- Developed and launched campaign – Don't put me in a Box
- Held Women's meetings
- Dealing with women's issues through Union and personal contact
- On the panel for student casual interviews

Michael Klomp

- Banning of 1 use water bottles on campus
- Will submit motion to next council meeting

Notice of Motion:

Acceptance of office-bearer reports

- Mover – Briers
- Secunder – Morison

Motion:

That Council accept the reports of office-bearers who provided reports.

Carried Unanimously

7. GENERAL BUSINESS

- Position Descriptions – Brendan Spackman-Williams
 - Have been circulated
 - New positions descriptions created for new positions
 - Old position descriptions updated with honoraria and responsibilities
 - Looking for further input from others
 - Brendan to coordinate a deadline for submission of comments/ ammendments
- Constitutional Re-Write – Brendan Spackman-Williams
 - Currently underway
 - Will be holind an SGM to change constitution
 - To get involved contact Brendan
- Student Casuals – Brendan Spackman-Williams
 - Interviews have been conducted
 - Received many applications
 - Successful candidates will be contacted after this meeting
 - Will commence next week
- 2015 SSAF Proposal – Brendan Spackman-Williams
 - Underway
 - Preliminary draft has been circulated
 - Contributions wanted
- EBA Negotiation – Brendan Spackman-Williams
 - Current EBA expired in 2006
 - Working with NTEU to establish new EBA
- Strategic Goals
 - Meeting tentatively set for next Thursday at 11am

Procedural (Morgan): That Actions from previous meetings be heard

Carried Unanimously

8. NOTICES OF MOTION:

1. Notice of Motion

By-Election Returning Officer and Appeal Committee Reports

- Mover – *Spackman-Williams*
- Secunder – *Fernandez*

Preamble:

Ade Adeniyi was the Returning Officer for the recent Welfare By-Election. The outcome of this election was then brought to an appeals committee as a result of an objection.

Both Ade Adeniyi as Returning Officer and the Appeal Committee have provided reports on the By-Election.

Motion:

The SSU Council accepts the Returning Officer's report for the recent Welfare Officer By-Election as a true and accurate reflection of what took place during the by-election.

Carried (1 abstention)

The Part-Time Representative acknowledges the work of committee members James Searle, Brad Green and Jason Ngam.

Motion:

The SSU Council accepts the Appeal Committee's report for the recent Welfare Officer By-Election as a true and accurate reflection of what took place during the appeals process.

Carried (1 abstention)

2. Notice of Motion

Student Casual Funding

- Mover – *Spackman-Williams*
- Secunder – *Briers*

Preamble:

Over recent months the Student Union has been working to receive funding to fund 3 Student Casuals.

- Activities and Event Support Officer
- Information and Volunteer Support Officer
- Promotions and Media Support Officer

Each position will be hired as a Casual and 1 day a week with the estimated total cost at \$11,915.23.

Only Swinburne students are able to apply for the rules however Student Representatives are not.

We have received confirmation that we can use alternate SSAF funding sources to pay for this and given our expenditure over the first Semester of the year we have areas where through financial projection we will have unused resources. For example we can use:

- Equipment & Office Needs - \$3,000
 - o Currently used less than \$1,000 of a \$5,000 budget
- Student Representation & Leadership - \$3,000
 - o Expected expenditure at \$39,000 of a \$45,000 budget
- Welfare - \$6,000
 - o Initially we would be using \$6-8,000 for the Orientation Guide which has now received separate funding from the University so this has become available.

Motion:

That Council agrees to utilise different funding sources from our funding agreement in order to fund the Student Casuals, the General Secretary will administer this.

Any remaining funds once the contracts for the Student Casuals has concluded will then be returned to the Welfare allocation.

Carried Unanimously

3. Notice of Motion **Annual Audit**

- Mover – *Spackman-Williams*
- Secunder – *Fernandez*

Preamble:

Recently the Annual Audit for the 2013 calendar for the Student Union was passed at our Annual General Meeting.

As all Council members were unable to attend, it is appropriate that Council be presented with the Audit for their consideration and knowledge.

Motion:

The audit documentation gives a true and fair overview of the financial position of the Union during and at the end of its 2013 financial year.

Carried Unanimously

4. Notice of Motion **Election Dates**

- Mover– *Briers*
- Secunder – *Bruty*

Preamble:

A Request for Tender has been sent out to potential vendors for the 2014 Annual Election Service however replies will be received very shortly and sent out early during the week.

The positions to be elected in the 2014 elections will differ slightly to that of 2013 as the new constitution will now be fully in effect and there are different mandated positions including general representatives.

Motion:

The SSU annual election for 2014 be held in the week of 22/9 to 26/9, with nominations opening 29/8 and closing 9/9.

All constitutionally mandated positions and the following section 58A positions opened for election to Council:

- Clubs Officer
- Environment & Sustainability Officer
- Education Officer – Academic Affairs
- Education Officer – Public Affairs

The attached Position Descriptions will be used to promote the positions to be elected.

That the following positions on committees be opened for election, with the committees themselves to decide on portfolios of Vice-President, General Secretary, Education Officer, Welfare Officer & Activities Officer after election:

- **Swinburne International Students Association**
 - 5 general representatives (the International Representative on Council is the Chair and President)
- **Swinburne University Postgraduate Association**
 - 5 general representatives (the Postgraduate Representative on Council is the Chair and President)
- **Campus Committees for Hawthorn, Croydon and Wantirna**
 - 5 general representatives each (the Campus Chair is the Chair and President of their respective committee)
- **Student Media Committee**
 - Editor-in-Chief
 - Managing Editor
 - General Secretary
 - Advertising Editor
 - Promotions & Distributions Officer
 - Lead Designer

:
Quorum for each of the committees listed above shall be 50%.

The Returning Officer shall have discretion as to which of Wantirna or Croydon shall have three days of elections with the other having two.

The Returning Officer for the 2015 Swinburne Student Union Annual Elections shall be provided by Above Quota Elections.

Carried Unanimously

Procedural (Fernandez): That motion 4 be voted on after motion 6

Carried Unanimously

Chair handed to the Education Officer at 11:59am

5. Notice of Motion **2015 Draft Funding Proposal**

- Mover – *Fernandez*
- Seconder – *Morgan*

Preamble:

Near the end of each Calendar year the Student Union needs to set the budget for the coming year.

Additionally to this in recent years the Union has begun each year unclear as to its funding which has caused issues in knowing what events to run and how to use its finances. This has been due to the Student Union Funding Agreement still having not been finalised once the year has begun.

In order to avoid this for 2015, it is recommended to begin the negotiations as early as possible so that they can be resolved and finalised come December.

As the SSAF Proposal is a complex process a draft copy has been submitted to Council for a preliminary approval.

It is highly recommended that all Council members read through this proposal and contribute to it.

Motion:

That Council provisionally approves the 2015 Draft Funding Proposal and delegates Secretariat with the power to approve the final Funding Proposal.

Council also delegates the President, General Secretary and Executive Officer amongst others where appropriate to negotiate the funding proposal on behalf of the Swinburne Student Union and to report and consult regularly with Council on progress.

The final Funding Agreement must be approved by Council before being signed off on.

Carried Unanimously

Chair returned to President 12:09pm

6. Notice of Motion

EBA Negotiations

- Mover – *Spackman-Williams*
- Seconder – *Fernandez*

Preamble:

An EBA or Enterprise Bargaining Agreement is an agreement between an employer and its employees. This agreement is negotiated between the two parties or representatives of the parties and can include terms about the relationship, wages and who is covered in the agreement.

Swinburne Student Union's current Enterprise Bargaining Agreement expired on the 31st August 2006 and has long needed to be re-negotiated. Unfortunately due to a number of reasons including the introduction of VSU and the loss or lack of staff this has not taken place as of yet.

The Swinburne Student Union now with two staff members and student casuals shortly coming on board is perfectly placed to begin negotiations and once again have an EBA.

Having an EBA will greatly improve the Union's ability to employ staff and will make the Union much more appealing to future employees but also to the University in terms of its willingness to transfer services or provide funding for staff.

Previously and as is the common case nationally the National Tertiary Education Union (NTEU) represents staff at a University and represents and supports the staff of the Student Union during negotiations

Motion:

That the Swinburne Student Union agree to begin negotiations with the Swinburne Student Union staff and NTEU in order to come to a new agreement.

Council appoints the President and General Secretary as the key negotiators and representatives of the Swinburne Student Union throughout this process.

The final EBA must be approved by Council before being signed off on.

Carried unanimously

9. OTHER BUSINESS

Notice of Motion

Remuneration Panel

Motion:

That Scott Morgan be appointed as the rotating Council member on the Remuneration Panel until the next Council meeting.

Carried (5 Abstentions)

Notice of Motion

Office Bearer Appointments

- Mover – Spackman-Williams
- Seconder – *Briers*

Preamble:

As the election is within a two-month period Constitutionally the Union is able to appoint individuals to office bearer portfolios.

Motion:

That Council appoints Adrian Grossi to the position of Hawthorn Campus Chair for the remainder of 2014.

Carried (1 abstention)

Notice of Motion

Next Council meeting

- Mover– *Spackman-Williams*
- Seconder - *Briers*

Motion:

That the next Council meeting be held on Friday 12th September at 11:37 AM in the Union Meeting Room.bb

Carried Unanimously

10. MEETING CLOSED:

Meeting closed by Joshua Fernandez (The Chair) at 12:34 PM.