

# AGENDA

## SSU Council Meeting

### June 2017



Item	Meeting Details	Doc?	Time
	Venue: UN413 Chair: Ana Tinc (President) Minute-taker: Sam Roberts (General Secretary)		
1	<b>Welcome &amp; Meeting Open</b> Meeting open 12:31pm. Council will observe one minute's silence for contemplation.		12.31
2	<b>Acknowledgement of the Traditional Owners</b> The SSU Council respectfully acknowledges the traditional custodians of this land, the Wurundjeri people of the Kulin Nation. We acknowledge that we meet on stolen land and that the sovereignty of this land was never ceded. Council honours their elders past and present and recognises that this always was and always will be Aboriginal land.		
3	<b>Attendance</b>		
3.1	Required attendees: Ana Tinc (President), Sam Roberts (General Secretary), Starr Guzman (Education Officer), Alex Mcgilvray (Welfare Officer), Nikki Nievaart (Hawthorn Campus Chair), Swathi Shiva (Postgraduate Representative), Zaheer Qazi (International Representative), Will Joseph (PAVE Representative), Joshua Briers (Queer Representative), Amy Gilderdale (Health & Disability Representative), Joaquina Miller Cooper (Environment & Sustainability Representative), Steven Blacker (Residence Representative), Harry Wall (General Representative), Joe Cullinan (General Representative), Akbar Syed (Education Public Affairs), Letisia Cherian (General Representative), Neane Carter (Indigenous Representative), Tarek El Maghraby (People of Colour Representative),		
3.2	Attendance: Ana Tinc (President), Sam Roberts (General Secretary), Starr Guzman (Education Officer), Alex Mcgilvray (Welfare Officer), Swathi Shiva (Postgraduate Representative), Joshua Briers (Queer Representative), Brenna Dempsey (Women's Officer), Amy Gilderdale (Health & Disability Representative), Steven Blacker (Residence Representative), Joe Cullinan (General Representative), Letisia Cherian (General Representative), Zaheer Qazi (International Representative) (Entered at 12:37), Harry Wall (General Representative) (Arrived at 1:00),		
3.3	Observers: Felix McPhie (Media Committee)		
3.4	Apologies: Nikki Nievaart (Hawthorn Campus Chair), Joaquina Miller Cooper (Environment & Sustainability Representative), James Searle (Executive Officer), Akbar Syed (Education Public Affairs),		
3.5	Absent without apology: Will Joseph (PAVE Representative), Neane Carter (Indigenous Representative), Tarek El Maghraby (People of Colour Representative),		
3.6	<b>Acceptance of Apologies</b> <b>MOTION (Briers, Shiva):</b> That the apologies listed be accepted		
			<b>Carrier Unanimously</b>
4	<b>Confirmation of Agenda and Previous Minutes</b>		
4.1	<b>Ordering and starring of items</b>  <b>MOTION (Dempsey, Cullinan):</b> That the agenda as distributed be agreed to.		
			<b>Carried Unanimously</b>
4.2	<b>Ratification of previous decisions</b>  <b>MOTION (McGilvray, Dempsey):</b>		

**Carried (3 Abstentions)**

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**5 Committee Reports**

Written reports submitted by committee and board convenors to Council.

Written reports provided by committees/convenors will be published and available publicly online.

- 5.1 Secretariat Report
- 5.2 Services Management Board Report
- 5.3 Education Board Report
- 5.4 Welfare Board Report
- 5.5 Hawthorn Campus Committee Report
- 5.6 Croydon Campus Committee Report
- 5.7 Wantirna Campus Committee Report
- 5.8 Swinburne University Postgraduate Association Committee Report
- 5.9 Swinburne International Student Association Report
- 5.10 Pathways and Vocational Education Committee Report

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**6 Finance Reports**

**doc**

**7 Business**

**7.1 Housekeeping, Office Update**

The President will provide representatives with an update on office activities and other points of note.

**7.2 Budget Changes**

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**Motion (Roberts, McGilvray):**

That the attached 2017 budget update be endorsed.

**Amendment(Roberts):**

Office Supplies: \$5000

Legal Services: \$2000

**Carried Unanimously**

**7.3 Honoraria Amendment**

In line with several other comparable student organisations across Australia, including RMIT University Student Union, and the Swinburne Student Unions ideal of fair pay for fair work, this motion proposes we alter our honoraria schedule to base honoraria on the minimum wage.

**Motion (Roberts, Guzman):**

That Council adopt the tabled schedule for levels of honoraria for all student representatives to be based on the Australian minimum wage.

Proportion of minimum wage	Position
0.6	President
0.5	General Secretary, Education Officer, Welfare Officer
0.3	Campus Chairs
0.2	58A, Women's, Queer, Indigenous, Disability, Postgraduate, International, PAVE
0.15	Media Committee
\$2000 – not tied to min wage	General Representatives

**Carried Unanimously**

**7.4 Honoraria Regulation Amendment**

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**Motion (Roberts, McGilvray):**

That council adopt the attached amended version of the Honoraria Regulation.

**Carried Unanimously**

**7.5 Travel Allowance & Reimbursement Regulation**

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**Motion (Roberts, McGilvray):**

That the attached Travel & Reimbursement Regulation be adopted.

**Carried Unanimously**

**7.6 Election Regulation Amendments**

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Following an analysis of the previous 5 years of election regulation change recommendations and discussions amongst student representatives and the Executive Officer, the below regulation amendments are presented to Council for consideration.

Recommendation 1 contains the relatively non-controversial amendments, which include formalisation of the election timeline, stipulation of voting procedures for online student representatives, requirement for another SSU member to nominate candidates, procedures for dealing with a tie, ticket registration arrangements and miscellaneous administration changes. These changes have been incorporated in the attached marked up document.

Recommendations 2 & 3 are the more controversial changes, which need to be debated by Council. They have not been incorporated into a marked up document, but rather have the wording changes described in this agenda.

**Motion – Omnibus Changes (Roberts, Briers):**

That the attached 2017 Regulation 1 – Elections document be endorsed.

**Carried Unanimously**

**Motion – Spending (Roberts, Dempsey):**

That section 70(a) & 71 in Regulation 1 - Elections be removed, having the effect of removing the spending cap imposed on candidates.

**Carried Unanimously**

**Motion - Third party paying for nominee's SSU membership (Roberts, Briers):**

That a new 70(n) be inserted in Regulation 1 – Elections (under Electoral Conduct) “[No person shall in connection with any election] complete a membership form (either electronic or physical) on behalf of any other person for the purposes of satisfying the requirement for them to be a financial member of the SSU to nominate for election”

**Amendment (Guzman):**

Re-word title: Third party registering nominee for SSU membership.

**Carried  
Carried Unanimously**

**7.7 Election Timeline**

SSU must set a timeline for its Annual Elections by 30th July each year.

**MOTION (Roberts, McGilvray):**

That:

1. Notice of election shall be published by 14<sup>th</sup> August 2017;
2. Nominations and ticket registration shall open on Monday 21<sup>st</sup> August 2017 at 10:00am;
3. Nominations shall close at 12 noon on Wednesday 13<sup>th</sup> September 2017;
4. Ticket registration shall close at 12 noon on Wednesday 20<sup>th</sup> September 2017;
5. Candidate statements and photographs (if used) shall be due at 12 noon on Wednesday 27<sup>th</sup> September 2017;
6. Polling shall be conducted from Monday 9<sup>th</sup> October 2017 to 13<sup>th</sup> October 2017 (this is Week 10 of the Higher Education Semester and the first week after the two week PAVE break)
7. Quotes be sought for conducting the poll from Above Quota Elections, Gavin Ryan, Argent Elections, the Australian Election Company and the Australian Electoral Commission; and
8. Council recommends that polling times for each campus be conducted according to Figure 1.

**Figure 1**

	<b>Monday 9/10</b>	<b>Tuesday 10/10</b>	<b>Wednesday 11/10</b>	<b>Thursday 12/10</b>	<b>Friday 13/10</b>
<b>Hawthorn (Atrium)</b>	10am – 4pm	10am – 4pm	12pm – 6pm	10am – 4pm	10am – 4pm
<b>Croydon (Cafeteria)</b>	10am – 4pm		10am – 4pm		10am – 4pm
<b>Wantirna (Cafeteria)</b>		10am – 4pm		10am – 4pm	

**Carried Unanimously**

**7.8 Deferment of Election Decisions to July Council**

**MOTION (Roberts, Guzman):**

That the July Council meeting shall determine:

1. The appointment of a Returning Officer;
2. The Other Officers to be elected under Section 58A of the Constitution;
3. The structure of Standing Committees (other than those described in the Constitution); and
4. The expected time commitment and honoraria for each elected position.

**Carried Unanimously**

**Procedural(Briers):**

Move to vote on 7.9 en block.

**Carried**

7.9 **Bank**

Bendigo Bank requires meeting minutes to show the full legal names of bank signatories. The May meeting did not do this for the purposes of opening up bank accounts for SEC and the Queer Collective.

**Motion (Roberts, Briers):**

That a bank account be opened with Bendigo Bank with the following details:

1. The account name shall be Swinburne Environmental Collective;
2. The operation of the account shall be two-to-sign;
3. The following people shall be created as signatories on the account and granted full access including Pay Anyone and internet banking:
  - Xavier Thomas Plummer
  - James Leslie Searle
  - Ana Teona Tinc
  - Samuel Lloyd Roberts
  - Joaquina Miller Cooper
  - Riley Anderson Willcox

**Motion (Roberts, Briers):**

That a bank account be opened with Bendigo Bank with the following details:

1. The account name shall be Swinburne Queer Collective;
2. The operation of the account shall be two-to-sign;
3. The following people shall be created as signatories on the account and granted full access including Pay Anyone and internet banking:
  - Xavier Thomas Plummer
  - James Leslie Searle
  - Ana Teona Tinc
  - Samuel Lloyd Roberts
  - Joshua John Briers
  - Ysabella Catherine Blankley

**Carried Unanimously**

7.10 **Document Formatting Regulation**

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**MOTION (Roberts, Guzman):**

That council adopt the attached Style Guide relating to all formal SSU documents, noting that it is not a comprehensive regulation and may require additions in the future.

**Carried Unanimously**

7.11 **HCC Budget**

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The campus committee is an underutilised resource of the union, with over 700 people showing interest in it when signing up as a financial member of the union. If we were given a budget, we'd be able to create a bit more engagement with the students on campus and would be able to hold surveys and meetings with Hawthorn students to get feedback on how we're doing but also areas of improvement and opportunities that we are currently missing. We'd also be able to collaborate with the collectives on events and would be able to more actively participate in union-run activities.

**MOTION (Tinc, Cullinan):**

Total=\$500 \$300=food and refreshments for surveys and forums held at the Hawthorn campus \$100=prizes/incentives for people to complete said surveys \$100=to assist in the purchase of supplies for events and campaigns run at the Hawthorn campus

**Carried Unanimously**

7.12 **Women's Budget**

The current Women's budget pertains a line for merchandise at \$600 which will be better utilised for other initiatives such as improving the women's space.

**MOTION (Tinc, Dempsey):**

That the budget line for 'merchandise' be amended to 'women's space improvements' to allow better utility of funding.

WOMENS BUDGET 2017 - \$2,500

Promotions - \$500

Events - \$600

Merchandise - \$600

Conferences/Initiatives - \$600

Miscellaneous - \$200

**Carried Unanimously**

7.13 **CISA**

CISA (Council of International Students Australia) holds an annual conference for international students to workshop, develop ideas and student focused initiatives, and provides a great networking tool. This year, the conference will be held in Canberra and would be essential for the Swinburne Student Union to have a presence.

**MOTION (Tinc, Roberts):**

That the Swinburne Student Union affiliate and send a delegate to the CISA conference covered under the Conference budget line.

**Carried Unanimously**

7.14 **100% Pay at 18**

Around 55% of University students are aged 22 or below, and one of the largest factors impacting on student welfare is lack of financial security. Given that in most industries workers are not paid the full wage until 22 years of age, properly paying all adults for the work they do will improve the welfare of a huge amount of students. 18 year olds being paid less than 22 year olds encourages employers to reduce the hours and employment of older workers with 18 year olds, so in addition to improving the welfare of younger workers, lowering the age of full minimum wage will improve the job security of mature age students.

**Motion (Roberts, Cherian):**

The Swinburne Student Union believes in the principle of equal pay for equal work, which should be applied to the minimum wage of all working adults. The Swinburne Student Union supports lowering the age to receive the full minimum wage to 18, and any campaigns aimed at achieving a full minimum wage for all workers aged 18 and above.

**Carried Unanimously**

7.15 **Workers joining their relevant union**

Trade Union membership rates are at an all time low. Amongst Australia's youth this rate is even lower at about 8%. On top of dwindling membership rates, trade unions are facing an endless series of attacks from the business sector, media and various political parties who would see trade union membership divided for political gain.

In an era where the basic rights of workers, gained by the unions, are coming under attack, it is more important than ever that we stand in solidarity with the trade unions responsible for the welfare of millions of working Australians.

**Motion (Roberts, Briers):**

**Platform**

That the Swinburne Student Union supports the Australian Trade Union movement and the work of all Australian Trade Unions in protecting the rights of workers.

That the Swinburne Student Union believes all students should be a member of their relevant Trade Union.

**Action**

The Swinburne Student Union will promote awareness and membership of students to their relevant Trade Union.

That the Executive Officer, Café Manager, and any other staff involved in inducting new staff members for employment in the Swinburne Student Union will inform all staff, new and existing, of their relevant union, and provide them with the resources and information needed to join, should they choose to do so.

**Carried Unanimously**

7.16 **Partnership with Convenience Advertising Australia**

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The attached is a proposal from Convenience Advertising Australia to install advertising units in the toilets in the Hammer & Swine and place coasters in the bar. The kind of advertising they do is predominantly health based (sexual health, mental health). We would receive 30% of the advertising revenue. We would also be able to place advertisements in the units ourselves when there is no paid advertising there.

**Motion (Roberts, Tinc)**

That Council authorises the Executive Officer & President to do all things necessary to enter into an Agreement for Bathroom Advertising with Convenience Advertising Australia.

**Carried Unanimously**

7.17 **Appointment of OUA Representative**

**Motion (Roberts, Tinc)**

That Nadia Montalto be appointed as Open Universities Australia Representative on Education Board for the remainder of 2017.

**Carried Unanimously**

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**8 Reports**

Written reports provided by representatives will be published and available publicly online.

8.1	President Report	<b>doc</b>
8.2	General Secretary Report	<b>doc</b>
8.3	Education Officer Report	<b>doc</b>
8.4	Welfare Officer Report	<b>doc</b>
8.5	Hawthorn Campus Chair Report	<b>doc</b>
8.6	<i>Wantirna Campus Chair Report – VACANT</i>	
8.7	<i>Croydon Campus Chair Report – VACANT</i>	
8.8	Postgraduate Representative Report	<b>doc</b>
	Previous	<b>doc</b>
8.9	International Representative Report	
8.10	PAVE Representative Report	
8.11	Education Public Affairs	
8.12	Women's Representative Report	<b>doc</b>
8.13	Disability Support Representative Report	

8.14	Environment & Sustainability Officer Report	<b>doc</b>
8.15	Queer Representative Report	<b>doc</b>
8.16	Residence Representative Report	<b>doc</b>
8.17	Indigenous Representative Report	
8.18	People of Colour Representative Report	
8.19	General Representative – Harry Wall Report	
8.20	General Representative – Joe Cullinan Report	<b>doc</b>
8.21	General Representative - Letisia Cherian	
8.22	Media Committee – Sarah Sordelli Report	<b>doc</b>
8.23	Media Committee – Ryan Carolan Report	
8.24	Media Committee – Imogen Bailey Report	<b>doc</b>
8.25	Media Committee – Felix McPhie	
8.26	<b>Approval of Office Bearer Reports</b>	

**MOTION (Roberts, Guzman):**

That the reports submitted and tabled above be accepted for full honoraria unless stated otherwise

**Carried Unanimously**

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8.27 **Executive Officer Report**

9 **Other Business**

9.1 **Union Communications**

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- Professional development sessions will be provided for representative team over the next few months
- Winter term ongoing rep-operations meetings – will happen weekly until O-Week
- Working group will be set up from rep/ops group to streamline comms

**Clubs**

9.2 For Discussion – See Attached

- Clubs meeting to be arranged

9.3

**Future Meetings**

**Motion (Roberts, Guzman):**

That council adopts the attached schedule for the remaining meetings of 2017.

**Carried Unanimously**

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10 **Closing Business**

10.1 Meeting closed.

2:15

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