

MINUTES

SSU Council Meeting

January 2017



Item	Meeting Details	Doc?	Time
	Venue: UN413 Chair: Ana Tinc (President) Minute-taker: Sam Roberts (General Secretary)		
1	Welcome & Meeting Open Meeting open 12:13pm. Council will observe one minute's silence for contemplation.		12.13
2	Acknowledgement of the Traditional Owners 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	Attendance		
3.1	Required attendees: Ana Tinc (President), Sam Roberts (General Secretary), Suzanne Walker (Education Officer), Alex McGilvray (Welfare Officer), Nikki Nievaart (Hawthorn Campus Chair), Swathi Shiva (Postgraduate Representative), Zaheer Qazi (International Representative), Will Joseph (PAVE Representative), Xzavier Kelly (Education – Public Affairs), Joshua Briers (Queer Representative), Audrey Nikopolous (Womens Representative), Amy Gilderdale (Health & Disability Representative), Joaquina Miller Cooper (Environment & Sustainability Representative), Chimauche Obi (People of Colour Representative), Christopher Jakobi (Indigenous Representative), Steven Blacker (Residence Representative), Harry Wall (General Representative), Joe Cullinan (General Representative)		
3.2	Attendance: Ana Tinc (President), Sam Roberts (General Secretary), Suzanne Walker (Education Officer), Alex McGilvray (Welfare Officer), Nikki Nievaart (Hawthorn Campus Chair), Audrey Nikopolous (Womens Representative), Amy Gilderdale (Health & Disability Representative), Joaquina Miller Cooper (Environment & Sustainability Representative), Steven Blacker (Residence Representative), Harry Wall (General Representative),		
3.3	Observers: James Searle (Executive Officer), Meaghan Smith (FSET Representative)		
3.4	Apologies: Christopher Jakobi (Indigenous Representative) – Working, Zaheer Qazi (International Representative) – currently in India, Joe Cullinan (General Representative) – on family holiday, Will Joseph (No reason given, submitted after date)		
3.5	Absent without apology: Swathi Shiva (Postgraduate Representative), Chimauche Obi (People of Colour Representative),		
3.6	Acceptance of Apologies MOTION (Walker, Roberts): That the apologies listed be accepted Amendment(Roberts): To accept all apologies other than Will Joseph's		
			Carried Unanimously
4	Confirmation of Agenda and Previous Minutes		
4.1	Ordering and starring of items MOTION (McGilvray, Walker): That the agenda as distributed be agreed to.		
			Carried Unanimously
4.2	Ratification of previous decisions		

MOTION (Roberts, McGilvray):

That the minutes for the Council meeting on 22th December 2016 be accepted as a true and accurate record and published on the Union's website.

Carried (1 Abstention)

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 – Minutes Attached

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Motion (Walker, McGilvray):

That council confirms the minutes of the January 12th Meeting of the Secretariat.

Carried Unanimously

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

6 Finance Reports

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 2017 SSU Budget Change

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A number of changes to the SSU 2017 budget are required. The proposed change accounts for our increase in SSAF allocation, and the change to diary printing: where we will give diaries to all students, resulting in an increased cost and no revenue. A new staff wages line of \$2000 has been added to the budget in the case that the Union requires a short term casual to cover any leave or vacancies during the year. The staff training line has been split to better account for training across our organisation. And finally, \$1,400 has been allocated to the bar garden, as this money was not spent in 2016, but can no longer be accounted for in the 2016 budget. Staff wages and Super have been increased to allow for the current staffing plan. With these changes a \$16,000 surplus is projected.

MOTION (Roberts, Tinc):

That the below budget lines be amended as follows for 2017:

- Remove Diary Sales
 - SSAF Funding at \$472,756
 - Staff Salary \$182,000
 - Superannuation \$32,000
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- Casual Staff Wages at \$2,000
- Staff Training at \$500
- Bar Training at \$500
- Café Training at \$500
- Swinburne Diary at \$23,000
- Bar Garden at \$1,400

Carried Unanimously

7.3 Process for By-Election

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A by election will be required in March to fill all vacancies in Union representative positions. A Timeline and process have been prepared by Executive Officer James Searle on the running of these elections.

Motion (Roberts, Tinc):

That Council sets the date for the by-election as ___ March 2017, and directs the Executive Officer to carry out the election process outlined in the supporting document.

Amendment (Walker): That a point be added to the by-election process that 'any vacancies occurring up until the 24th of February shall be included in the by-election.'

Carried Unanimously

7.4 Appointment of Auditor

In line with the Constitution, the Council must appoint an independent auditor each year to audit our financial report before submission to the AGM for approval.

Motion (Roberts, Tinc):

That the Council appoints Collins & Co to conduct SSU's 2016 annual financial audit.

Carried Unanimously

7.5 Constitution Amendment

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The SSU constitution did not undergo legal proofing in the last instance of its amendment, and furthermore, requires consideration to amendments to improve the functionality of the organisation.

MOTION (Roberts, McGilvray):

1. That Council acknowledges the constitution requires amendment in order to allow organisational change within the union consistent with its overall strategic direction, and to amend errors from past writings of the constitution.
2. That the Council establish a Constitutional Reform Committee (Terms of Reference Attached).
3. That Council directs the Executive Officer to hire a lawyer to proofread the proposed amended constitution as set out by the Constitutional Reform Committee to ensure it complies with the Associations Incorporating Reform Act (2012), and meets all legal requirements.
4. That the proposed amended constitution is presented to Council for the Council to endorse.
5. That the endorsed amendments are presented to the AGM for approval by a quorate general meeting.

Carried Unanimously

7.6 Welfare Board Terms of Reference

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Currently, there exists an Education Board which is the peak education decision making body of the union. As the Welfare Department is of similar importance to the union and the university, a Welfare Board must be established to create policy and maintain the direction of the Welfare Department.

MOTION (McGilvray, Roberts):

That Council establish a Welfare Board as set out in the attached Terms of Reference.

Amendment (Roberts): That Residence and Environmental Representatives be added to the Welfare Board.

Carried Unanimously

- 7.7 **That not-quite-kind-of-committee-thing** **doc**
- Many of the meetings and responsibilities of the Swinburne Student Union are conducted by the President, Gen Sec, Education Officer, and Welfare Officer. These meetings and tasks include meetings with the Vice-Chancellor and University Vice-Presidents, approving contra budget changes, and managing specific Facebook accounts. However, this group of four representatives currently has no formal name, which at the very least, makes regulation involving the group more complex it needs to be.
- This motion aims to form the 'Executive' as a formally recognised group within the Union for this reason.
- MOTION (Roberts, Tinc):**
- That Council establish the 'Executive' as a formal group of representatives whose membership is comprised of the President, General Secretary, Education Officer, and Welfare Officer.
- Carried Unanimously**
- 7.8 **Honoraria Regulation Amendment** **doc**
- Following consideration by the Secretariat, a revised Honoraria Regulation has been drafted by the General Secretary for the Consideration of Council. The change to the regulation means payment is made based on the number of weeks worked, not simply divided into equal 12ths each time honoraria is paid.
- Motion (Roberts, McGilvray):**
- That Council adopts the proposed changes (attached) to its Regulating document on Representative Honoraria Procedure – Regulation 3 Honoraria Regulation.
- Carried Unanimously**
- 7.9 **Financial Delegation Regulation Suspension** **doc**
- The current regulation is a terrible example of regulation and requires immediate amendment. Due to a combination of this and no Council representatives responsible for creating budgets for their departments doing so, aside from the Welfare and Education Officers, none of the collectives would have the ability to spend money until the week before O-week which does not allow for reasonable operation of SSU collectives. Amendment of the regulation in time for this council was not possible, and therefore special provisions must be made in order for the normal operation of the student run collectives to continue.
- Motion (Roberts, McGilvray):**
- That Council, by resolution, suspends the enforcement of clause 7 and schedule 1 of the Financial Delegation Policy.
- Amendment (Roberts):** that the suspension of clauses of this policy occurs until the February Council meeting.
- Carried Unanimously**
- 7.10 **Social Media Regulation** **doc**
- The Swinburne Student Union lacks a social media regulation and accompanying strategy or plan for the management of its social media. The following motion establishes a comprehensive social media regulation for the union and sets out to establish a social media plan for the Unions numerous Facebook page which focuses on growing our reach and promotion potential for the benefit of all the businesses and collectives of the Union.
- Motion (Roberts, McGilvray):**
1. That the Council endorse the attached Regulation 7 – Social Media Regulation as its complete regulation on social media.
 2. That the President and General Secretary work with the Executive Officer and Activities and Promotions Officer work on a Social Media Strategy covering the SSU and Hammer & Swine Pages.
 3. That the President and General Secretary work with the representatives responsible for each collective on establishing and growing a Facebook page and/or group for their collective
- Amendment (Roberts):** That clause 15 be amended to change the word messages to student enquiries. And that a new clause be added under Part 2 – Facebook Pages that 'Replies to promotional and business messages be made by the Activities and Promotions Officer and in their absence the Executive Officer.'
- Carried Unanimously**

7.11 **Welfare Budget (Withdrawn by mover)**

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Under the Union's Financial Delegation Regulation, each collective must pass a budget through council in order to use their funding allocation each year.

Motion (McGilvray, Roberts):

That the attached proposed budget for the Welfare Department be approved for 2017.

Carried/Lost

7.13 **General Representative Position Change**

At a council meeting in 2016, the role of General Representative Position Description was changed from 15 hours a week to 5 hours; and \$4000 honoraria to \$1000.

The extended hours allowed for the introduction of various initiatives which benefitted the Union, such as the Phone Charging Stations and Water Bottles.

The General Representatives, if passed, will be tasked with maintaining previous initiatives, as well as performing other projects, assisting other Collectives in any work and maintaining a constant presence at Union services (O week, BBQ).

Motion (Wall, Nievaart):

The General Representative Position Description be changed from 5 hours and \$1000, to 15 hours and \$4000, as well as update the position to include General Union projects (cooperatively with other Collectives if necessary) as well as its other roles.

Lost (7 Against, 1 Abstention)

Action (Sam): to email Joe with discussion summary of today's meeting relating to motion 7.13.

7.15 **Appointment of Life Membership**

The Council may by resolution grant Life Membership in recognition of outstanding service to the Union. This outstanding service is that which goes above and beyond the basic expectations of someone's role, and service which has a meaningful positive impact on the Union.

Brendan Spackman-Williams, after ending his final representative term as General Secretary in 2016, has served the Swinburne Student Union, and Swinburne Community for 5 continuous years, as Hawthorn Campus Chair, Education Officer, General Secretary, and President. During his time, he helped establish the Union's first EBA in almost a decade, grew our staffing team from none to more than a dozen, and took part in a series of SSAF negotiations which have grown the SSU's revenue at an unmatched rate.

Caitlin Bruty has just ended an extraordinary time as a representative, which saw her serve as Activities Officer, Welfare Officer, Postgraduate Representative and President of the Union. In her time, she established the Union food bank, managed the Uni Bar, helped to restructure the Unions staffing structure into what it is today, and was one of the most successful negotiators in securing SSAF funding for the Union. Over her term as president she grew our total allocation of SSAF from \$199,000 to \$472,600, which has allowed us to hire more staff, grow our welfare and events offerings, and begin the process to expand the bar from one to five days of operations per week.

Motion (Roberts, Tinc):

That the Council grant Life Membership to Brendan Spackman-Williams and Caitlin Bruty.

Carried (1 Abstention)

10.1 Meeting closed.

3:00
