

CONFIRMED MINUTES

SSU Council Meeting

Thursday 17th February 2016



Meeting Details		Doc? Time
Venue:	UN413	
Chair:	Caitlin Bruty (President)	
Minute-taker:	Brendan Spackman-Williams (General Secretary)	

1* **Welcome & Meeting Open** 15:33
Meeting opened 3:33pm.

2* **Acknowledgement of the Traditional Owners**
The SSU Council respectfully acknowledges the traditional owners 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: Caitlin Bruty (President), Brendan Spackman-Williams (General Secretary), Anthony Osborne (Education Officer), Tori Pearce (Welfare Officer), Will Joseph (Wantirna Campus Chair), Ryan Lixin Chen (Postgraduate Representative), Adnan Islam (International Representative), Ana Tinc (Environment & Sustainability Officer), Christopher Jakobi (Indigenous Representative), Zane Clark (Queer Representative), Abigail Michell (Women's Representative), Asha Khalif (Education – Public Affairs), Daniel Scammell (PAVE Representative), Suzanne Byron (Education – Academic Affairs), Thomas Filippou (Clubs Officer), Jared Berman (General Representative), Joshua Briers (General Representative)

3.2 Attendance: Caitlin Bruty (President), Brendan Spackman-Williams (General Secretary), Anthony Osborne (Education Officer), Ryan Lixin Chen (Postgraduate Representative), Adnan Islam (International Representative), Ana Tinc (Environment & Sustainability Officer), Christopher Jakobi (Indigenous Representative), Zane Clark (Queer Representative), Abigail Michell (Women's Representative), Suzanne Byron (Education – Academic Affairs), Thomas Filippou (Clubs Officer), Jared Berman (General Representative), Joshua Briers (General Representative)

3.3 Observers:

3.4 Apologies: Will Joseph (Wantirna Campus Chair), Tori Pearce (Welfare Officer),

3.5 Absent without apology: Asha Khalif (Education – Public Affairs), Daniel Scammell (PAVE Representative)

3.6 **Acceptance of Apologies**

MOTION (Byron, Clark):
That the apologies listed be accepted

Carried Unanimously

4 **Confirmation of Agenda and Previous Minutes**

4.1 **Ordering and starring of items**

MOTION (Briers, Berman):
That the agenda as distributed be agreed to.

Carried Unanimously

4.2 **Ratification of previous decisions**

MOTION (Clark, Berman):

That the minutes for the Council meeting on 8th February 2016 be accepted as a true and accurate record and published on the Union's website.

Carried (2 abstentions)

5 Reports

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

Chair handed to the Education Officer

5.1 President Report **doc**

MOTION (Byron, Clark)

That the report submitted by the President be accepted and full honoraria for the previous month be paid.

Carried Unanimously

Chair handed to the President

5.2 General Secretary Report **doc**

MOTION (Byron, Clark)

That the report submitted by the General Secretary be accepted and full honoraria for the previous month be paid.

Carried Unanimously

5.3 Education Officer Report **doc**

MOTION (Byron, Clark)

That the report submitted by the Education Officer be accepted and full honoraria for the previous month be paid.

Carried Unanimously

5.4 Welfare Officer Report **doc**

MOTION (Byron, Clark)

That the report submitted by the Welfare Officer be accepted and full honoraria for the previous month be paid.

Carried Unanimously

5.5 Hawthorn Campus Chair Report – VACANT

5.6 Wantirna Campus Chair Report – Not Provided

5.7 Croydon Campus Chair Report - VACANT

5.8 Disability Support Representative Report – VACANT

5.9 Environment & Sustainability Officer Report **doc**

MOTION (Byron, Clark)

That the report submitted by the Environment & Sustainability Officer be accepted and full honoraria for the previous month be paid.

Carried Unanimously

5.10 Indigenous Representative Report **doc**

MOTION (Byron, Tinc)

That the report submitted by the Indigenous Representative be accepted and no honoraria for the previous month be paid.

Carried Unanimously

5.11 Queer Representative Report **doc**

MOTION (Byron, Tinc)

That the report submitted by the Queer Representative be accepted and full honoraria for the previous month be paid.

Carried Unanimously

5.12 **Women's Representative Report** **doc**

MOTION (Byron, Tinc)

That the report submitted by the Womens Representative be accepted and quarter honoraria for the previous month be paid.

Carried Unanimously

5.13 Postgraduate Representative Report – Not Provided

5.14 **International Representative Report** **doc**

MOTION (Byron, Osborne)

That the report submitted by the International Representative be accepted and half honoraria for the previous month be paid.

Carried Unanimously

5.15 Education Officer – Public Affairs Report – Not Provided

5.16 **Education Officer – Academic Affairs Report** **doc**

MOTION (Osborne, Clark)

That the report submitted by the Education Officer – Academic Affairs be accepted and half honoraria for the previous month be paid.

Carried Unanimously

5.17 PAVE Representative Report – Not Provided

5.18 **Clubs Officer Report** **doc**

MOTION (Clark, Michell)

That the report submitted by the Clubs Officer be accepted and full honoraria for the previous month be paid.

Carried Unanimously

5.19 **General Representative – Jared Berman Report** **doc**

MOTION (Briers, Osborne)

That the report submitted by Jared Berman the General Representative be accepted and full honoraria for the previous month be paid.

Carried Unanimously

5.20 **General Representative – Joshua Briers Report** **doc**

MOTION (Clark, Osborne)

That the report submitted by Joshua Briers the General Representative be accepted and half honoraria for the previous month be paid.

Carried Unanimously

5.21 *General Representative – VACANT*

5.22 **Education Board – FSET Representative Report** **doc**

MOTION (Osborne, Tinc)

That the report submitted by the FSET Representative be accepted and full honoraria for the previous month be paid.

Carried Unanimously

5.23 **Media – Editor-in-Chief Report** **doc**

MOTION (Briers, Chen)

That the report submitted by the Editor-in-Chief be accepted and full honoraria for the previous month be paid.

Carried Unanimously

5.24 **Media - Lead Designer Report** **doc**

MOTION (Briers, Osborne)

That the report submitted by the Lead Designer be accepted and full honoraria for the previous month be paid.

Carried Unanimously

5.25 **Education Board = Online Representative** **doc**

MOTION (Byron, Michell)

That the report submitted by the Online Representative be accepted and no honoraria for the previous month be paid.

Carried Unanimously

5.26 **Financial Report & Update** **doc**

6 Business

6.1 David Bloxham Presentation

David Bloxham is the Associate Director of Student Corporations and his team manages the Universities social media, emails, on campus promotions as well as other areas.

- Emails, facebook (inc. SSAA), digital signage, ticker on the George, SMS, posters, letters and some web content
- Swinburne able to and happy to support SSU related promotions, feel free to get in contact. Will avoid some political or controversial topics but representatives should make contact and ask first

6.2 Housekeeping, Office Update

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

- Desks are now able to be claimed
- BBQs and breakfasts need representative support
- Alex leaving for 3 weeks soon, James currently away for 2 weeks, need representatives to step up

6.3 **Croydon Café Future** **doc**

Services Management Board on Thursday 10th March considered the Croydon Café, its growth and its potential future. Currently the café has only had one full month of trade and it is difficult to accurately determine the viability as yet of the café but it is expected to be financially sustainable. As a result the Services Management Board recommended Council to consider a 3-month agreement for the café until the end of July and in July to consider an agreement until the end of the year.

MOTION (Spackman-Williams, Bruty):

Council approves extending the current lease of the Croydon Café on a 3 month lease.

Carried (1 abstention)

6.4 Staff Contract Extensions

Xavier Plummer, Debbie Burke and James Searle all have temporary contracts set to expire in the near future. Due to not having a funding agreement for the entire year at the moment, pending this agreement another temporary extension is proposed.

MOTION (Spackman-Williams, Bruty):

The employment contracts of Xavier Plummer, Debbie Burke and James Searle be extended under their current arrangements until 30th June 2016. Upon Council's approval of a final funding agreement for 2016 the employment contracts should be reconsidered for the remainder of the year.

Carried Unanimously

6.5 Croydon Café Staff Structure

Currently Croydon Café has Debbie Burke as the full time manager as well as a number of casual staff working and supporting her throughout the work. One of them, Bryan Cross has taken up a

leadership, supervisory type role however this has been unofficial. It is the intention of Debbie and also James as Executive Officer to see Bryan's employment conditions formalised and recognised.

MOTION (Spackman-Williams, Bruty):

Bryan Cross be employed at 0.8 FTE at HEW 3.1 on the Higher Education General Staff Award at \$39,936.41 pro rata until 30th June 2016.

Withdrawn

6.6 Missed Remuneration Report

doc

Due to administrative errors a report of the Education Officer – Academic Affairs was missed for the final Remuneration Panel meetings in 2015. As this panel no longer meets Council needs to approve the report. It was for two separate fortnights, that of 23/11/15 – 6/12/15 and 7/12/15 - 20/12/15.

MOTION (Spackman-Williams, Bruty):

That the attached report of the Education Officer – Academic Affairs be approved for 48 hours completed in late 2015.

Carried Unanimously

6.7 Budget Amendments

Although SSU's budget is currently still temporary a few amendments need to be made to accurately reflect income and expenditure. The show bags for members were slightly more than expected and additionally Orientation Week stalls were not factored in as a revenue.

MOTION (Spackman-Williams, Bruty):

The Orientation Budget line increase by \$2,000 from \$5,000 to \$7,000.
An Orientation Stall Holder revenue line of \$2,000 be created.

Carried Unanimously

6.8 By-Election

Due to either resignation or positions not being filled during the main 2015 election there are a number of positions that are currently vacant.

MOTION (Osborne, Byron):

That all vacant positions on Council and any Union standing committees are held for election.

Vacant positions currently include:

- Council
 - Croydon Campus Chair
 - Hawthorn Campus Chair
 - Disability Representative
 - General Representative
- Education Board:
 - Faculty of Business and Law
 - Department of Foundation and Pathways
 - Department of Design, Media, and ICT
 - Department of Business and Finance
 - Department of Health, Science, Education, and Social Services
 - Department of Trade and Engineering Technology
 - National Institute of Circus Arts (NICA)
- Campus Committee:
 - Croydon Campus Committee x5
 - Hawthorn Campus Committee x5
 - Wantirna Campus Committee x5
- Swinburne University Postgraduate Association
 - General Representative x5
- PAVE Committee
 - Vice-President
 - General Secretary
 - Events Officer

- General Representative x2

Amendment (Spackman-Williams):

The sentence 'Should any vacancies arise before the nomination period, they will be included in the election.' be replaced with 'Should any vacancies arise before midday on Friday 8th April, they will be included in the election.'

Amenable to mover and seconder

Should any vacancies arise before midday on Friday 8th April, they will be included in the election.

Notice for the below dates and details shall be given via the Union's web presence, an email to members and notices placed on each campus by Thursday 7th April.

Nominations open on Monday 11th April.

Nominations close Friday 15th April.

If a poll is required, it will be conducted under the following arrangements:

- Polling at the Hawthorn campus shall begin on Tuesday 26th April and end on Wednesday 27th April.
- If a poll is required at Croydon and/or Wantirna campus, it shall take place on Thursday 28th April or both Thursday 28th and Friday 29th April if it is required at both campuses.
- For each day polling is open it shall be conducted during the hours of 10:00 to 13:00 and 14:00 to 17:00.
- The polling place for Hawthorn Campus shall be in UN level 4.
- The polling place for Wantirna Campus shall be in the WB building.
- The polling place for Croydon Campus shall be in the CF building.

The cost for the election shall be up to \$960 regardless if a poll is required, however reimbursements can be made for travel to external campuses.

That the SSU Executive Officer James Searle act as the Returning Officer for a by-election.

Carried Unanimously

6.9 2016 Provisional Funding Agreement

doc*

The President is awaiting circulation of a temporary funding agreement to see SSU until the middle of the year pending a redistribution of funds. This agreement will be circulated as soon as it is received and will be considered by Council.

MOTION (Spackman-Williams, Bruty):

Council approves the temporary funding agreement with the terms attached.

Carried Unanimously

6.10 Conference Budget

The SSU currently has a \$10,000 budget for conferences but how this is split between various conferences and/or has not been set. There is no real set precedent for how this is decided. Council should discuss how it wishes to disperse this money.

- Options put forward include:
 - Committee to discuss distribution – Preferred option after straw poll
 - General Secretary to make the call as in 2015
 - \$10,000 budget line moved into other departments and each one can decide if it would be used for a conference or not
- **Action:** To be organised by the Education Officer.

7 Other Business

7.1 **Future meetings**

It will be noted that the following items, deferred or arising from previous meetings, will be added to a future Council meeting agenda:

The meeting Calendar for SSU will be as follows

- Monday 18th April at 12:30 AM
 - Thursday 19th May at 3:30 PM
 - Monday 20th June at 12:30 AM
 - Thursday 14th July at 3:30 PM
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8 **Closing Business**

8.1 Meeting closed.

18:00
