

CONFIRMED MINUTES

SSU Council Meeting

Monday 18th April 2016



Meeting Details

Venue: UN413
Chair: Caitlin Bruty (President)
Minute-taker: Brendan Spackman-Williams (General Secretary)

Doc? Time

1* **Welcome & Meeting Open** 12:37
Meeting open 12:30pm. Council will observe one minute's silence for contemplation.

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), Daniel Scammell (PAVE Representative), Suzanne Byron (Education – Academic Affairs), Jared Berman (General Representative), Joshua Briers (General Representative)

3.2 Required attendees: Caitlin Bruty (President), Brendan Spackman-Williams (General Secretary), Anthony Osborne (Education Officer), Tori Pearce (Welfare Officer), Adnan Islam (International Representative), Ana Tinc (Environment & Sustainability Officer), Christopher Jakobi (Indigenous Representative), Suzanne Byron (Education – Academic Affairs), Jared Berman (General Representative), Joshua Briers (General Representative)

3.3 Observers: James Searle (Executive Officer)

3.4 Apologies: Will Joseph (Wantirna Campus Chair), Zane Clark (Queer Representative), Abigail Michell (Women's Representative),

3.5 Absent without apology: Ryan Lixin Chen (Postgraduate Representative), Daniel Scammell (PAVE Representative),

3.6 Acceptance of Apologies – To be voted on separately

MOTION (Briers, Tinc):

That the apology of William Joseph be accepted.

Carried (2 against, 2 abstentions)

MOTION (Osborne, Pearce):

That the apology of Zane Clark be accepted.

Lost (1 for, 8 against, 1 abstention)

MOTION (Briers, Tinc):

That the apology of Abigail Michell be accepted.

Lost (1 For, 5 against, 4 abstentions)

4 Confirmation of Agenda and Previous Minutes

4.1 **Ordering and starring of items**

MOTION (Pearce, Osborne):
That the agenda as distributed be agreed to.

Carried Unanimously

4.2 **Ratification of previous decisions**

MOTION (Berman, Pearce):
That the minutes for the Council meeting on 17th March 2016 be accepted as a true and accurate record and published on the Union's website.

Carried Unanimously

5 **Reports**

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

Chair handed over to Education Officer

5.1 **President Report**

doc

MOTION (Byron, Osborne):
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 (Briers, Jakobi):
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 (Pearce, Tinc):
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

Amendment (Byron, Jakobi): That half honoraria be applied for the previous month.

Lost (2 For, 3 Against, 4 Abstentions)

MOTION (Spackman-Williams, Briers):
That the report submitted by the Welfare Officer be accepted and full honoraria for the previous month be paid.

Carried (2 against)

5.5 *Hawthorn Campus Chair Report - VACANT*

5.6 *Wantirna Campus Chair Report – Not Submitted*

5.7 *Croydon Campus Chair Report - VACANT*

5.8 *Disability Support Representative Report – VACANT*

5.9 **Environment & Sustainability Officer** **doc**

MOTION (Osborne, Berman):

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 (Osborne, Briers):

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

Carried Unanimously

5.11 **Queer Representative Report** **doc**

MOTION (Osborne, Berman):

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 – Not Submitted

5.13 Postgraduate Representative Report – Not Submitted

5.14 International Representative Report – Submitted Late

5.15 *Education Officer – Public Affairs Report – VACANT*

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

MOTION (Pearce, Osborne):

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

Carried/Lost

5.17 PAVE Representative Report – Not Submitted

5.18 *Clubs Officer Report - VACANT*

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

MOTION (Briers, Osborne):

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

Carried (1 against)

5.20 General Representative – Joshua Briers Report – Not Submitted

5.21 *General Representative – VACANT*

5.22 **FSET Representative Report** **doc**

MOTION (Jakobi, Bruty):

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

Carried (1 against, 1 abstention)

5.23 **OUA Representative Report** **doc**

MOTION (Jakobi, Tinc):

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

Amendment (Osborne, Byron): That half honoraria be applied for the previous month.

Amenable to both mover and seconder

Carried (1 abstention)

5.24 **Editor-in-Chief Report** **doc**

MOTION (Tinc, Berman):

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

Carried Unanimously

5.25 **Managing Editor Report** **doc**

MOTION (Jakobi, Pearce):

That the report submitted by the Managing Editor be accepted and half honoraria for the previous month be paid.

Carried Unanimously

5.26 **Promotions & Distribution Officer Report – Past Council Meeting** **doc**

MOTION (Jakobi, Tinc):

That the report submitted by the Promotions & Distribution Officer be accepted and full honoraria for a previous month be paid.

Carried (1 abstention)

5.27 **Promotions & Distribution Officer Report** **doc**

MOTION (Osborne, Jakobi):

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

Carried Unanimously

5.28 **Lead Designer** **doc**

MOTION (Osborne, Briers):

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

Carried Unanimously

5.29 **Financial Report & Update** **doc**

- Croydon almost broke even on operational costs for the March period
- Membership is up and diary sales are down but collectively balance out
- Staffing and honoraria are on target
- Welfare and Education need to budget and spend over the year
- Consider closing NAB accounts at following Council meeting

6 **Business**

6.1 **Housekeeping, Office Update**

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

- Representatives need to be on top of their emails
- Café is going really well, organised to have an outdoor table and seating area
- Representative desks should be claimed, still a number that haven't been
- Website, contact temporarily MIA, nation builder account temporarily re-opened
- Office cleanliness important including kitchen
- Kitchen hot water heater broke and is being replaced including the sink
- Lift out as of next week, disruption is bound to take place
- By-Election, polling begins next Tuesday, 30 nominations

6.2 **2016 AGM**

The Student Union's Annual General Meeting must be held every year between March and May in order to present and report on the previous year's finances and operations to its members.

MOTION (Spackman-Williams, Bruty):

That the Annual General Meeting be held on Thursday 26th May at 12:30 PM on the Hawthorn campus in a room capable of seating at least 30 individuals.

Straw Poll (Bruty):

Wednesday 25th at 3 PM - 3

Thursday 26th at 12:30 PM – 7 (Majority)

That the President and General Secretary are responsible for organising the AGM.

Carried Unanimously

6.3 **Honoraria & Council Report Due Dates**

Currently all agenda items and points for Council meetings are due 5 working days in advance of the meeting however the reports of office bearers are due 3 days in advance. It does not make sense for there to be two circulations of documentation for the meeting as it just creates extra work and potential confusion on due dates for items. All items for a meeting should be due at the same time.

MOTION (Spackman-Williams, Bruty):

Clause 15 of the Honoraria Policy be changed from 'three (3) days' to 'five (5) working days'.

Carried (1 abstention)

6.4 **Education Board Explainer and Mature Age Student Representative**

doc

This motion and discussion has been referred to Council from the Education Board as the motion is outside the scope of the powers of Education Board.

The explainer document has been put together so that there is a central document that combines all the relevant documents and policy relating to Education Board. It does help explain Education Board to University staff and academics when discussing the board.

There has been an ongoing discussion about changing some of the representative positions on the Board. From the Board, it was preferred to merge the representative role of National Institute of Circus Arts (NICA) representative into the Faculty of Health, Arts, and Design Representative to reflect that the University has moved NICA into FHAD; and creating the role of Mature Age Student Representative to reflect special needs and disadvantages that mature age students face.

For definition context, the following universities define their mature age representative as:

- Monash Student Association: undergraduate student 23 and over
- La Trobe Mature Age Student Organisation: all students who commence their first course at the age of 21 years or older
- Deakin Mature Age Student Club: students aged 21 and over
- Monash Berwick: the role is merged with Mature Age, Postgraduate, and Part Time Student.

Amendment (Tinc, Briers): Split the NICA aspect (1) of the motion up from the rest (2 & 3).

Amenable to mover and seconder

MOTION (Osborne, Byron):

1. That the role of National Institute of Circus Arts (NICA) Representative be merged in to the Faculty of Health, Arts, and Design Representative.

Lost (4 for, 3 against, 3 abstentions)

2. That the role of Mature Age Student Representative be created for Education Board as defined below with the role to be elected during the annual Union election.
Mature Age Student Representative: a student who has started studying at Swinburne 21 years and over with an absence from study of two years.
3. That the Education Board explainer be adopted by the Union and updated with the above approved changes.

Carried Unanimously

6.5 Update of Pathways and Vocational Education Collective Terms of Reference doc

For the past few months the terms of reference have been reviewed by the Education Officer and members of the Pathways and Vocational Education Collective to improve the terms of reference. What has come before Council has been what has been approved by representatives of the collective.

Changes include separating Council's Pathways and Vocational Education Representative from the role of collective President, but maintaining the representative involvement for the development of campaigns etc. This is primarily as the Pathways and Vocational Education Representative can be from any Swinburne campus while the role of the collective is to fill a niche at the Hawthorn campus.

The other major change was to simplify the committee election process so that there is more flexibility with the election.

MOTION (Osborne, Spackman-Williams):

That the Union adopts the updated Terms of Reference for the Pathways and Vocational Education Collective.

Carried Unanimously

6.6 May 11th National Day of Action Endorsement

The National Union of Students is organising a National Day of Action (public protest) in response to the Federal Government Budget that will be released on May 2nd.

The official demands of the protest haven't been released yet and the full demands won't be available until after the budget has been released, but based on the last NDA demands we can assume the following:

1. No to staff and course cuts
2. No to 100k Degrees (Fee Deregulation)
3. To say YES to fully funded free higher education.

We've already heard from the Government that they will be moving forward with fee deregulation for Higher Education degrees and Vocational Education degrees – the modelling has shown that this isn't in the best interest of students or the nation, in fact the modelling shows that through fee deregulation that the HECS system will balloon out to \$11.1 billion within 10 years (from the current \$1.7 billion!) [Source: Parliamentary Budget Office report on the future cost of the Higher Education Loans Program] This also includes a 20% funding cut to Universities.

Please note, the date hasn't been approved yet by NUS – so it may shift, but the National Education Officer has said May 11th is the ideal day.

MOTION (Osborne, Berman):

That Council endorses the upcoming National Day of Action proposed for May 11th in response to the Federal Budget.

- Promoting the rally by sending member emails, posters around campus – including Union office and lounges, through all committees and collectives, all union social media channels – including creating an event on the main union Facebook page and changing

the Facebook banner to the NUS social media banner for the event from May 3rd till after the rally.

- Organising a contingent made up of Swinburne students with all available union reps, committee's, collectives, and available students.

The Education Officer, Education Officer Public Affairs are responsible for ensuring this is done.

Carried (2 abstentions)

6.7 Education Conference Subsidy Motion

The National Union of Students holds an annual conference in July called Education Conference. This conference covers a number of workshops and panels around the education movement and student unionism in general.

In the past we've sent a number of students to the conference, however, there hasn't been a clear and transparent selection process for who the Union subsidises to attend the conference.

The other important bit is the reporting back to the Union so that knowledge gained from the conference is recorded and justified.

MOTION (Osborne, Briers):

That \$2,000 from the Conference budget line be allocated for the purposes of subsidies to be given to students attending the NUS Education Conference, and to empower a panel comprising the Education Officer, Education Academic Affairs, and Education Public Affairs, or in the event that one of the panel members is ineligible (see below) the General Secretary or a nominee thereof, to allocate conference subsidies on the following criteria:

Preference will be given to:

- i) First time attendees
 - ii) Those intending to run workshops
 - iii) Applicants whose attendance is contingent upon financial support
 - iv) Education representatives
- a) Applicants must
 - a. Demonstrate legitimate and serious financial need as part of their application
 - b. If successful, agree to provide a written report to the Education Board upon returning from the Conference, including: details of the skills and experiences gained from the conference, as well as how they intend to apply those skills to improve students' experiences at Swinburne University of Technology. This report must be submitted within four weeks of the closing date of the Education Conference. Failure to submit this report will result in individual(s) being excluded from consideration for further subsidies, and potentially facing further repercussions such as SSU seeking to recover the subsidy funds given to them. These requirements will be communicated to applicants at the time of application.
 - b) Subsidies will have
 - a. A lower limit of \$120 to cover the cost of registration
 - b. An upper limit of \$500 to cover the cost of registration, accommodation, and flights

Applications for subsidies will be received via a Google Form which will be distributed via social media and through the Swinburne Education Action Network mailing list.

Applications will be accepted for a period of at least two weeks, with opening and closing dates for applications to be made public alongside the Google Form.

In the event that one or more Education Officers wishes to apply for subsidy themselves, they will be deemed ineligible to sit on the panel which consider applications. They will be replaced on this panel by the SSU General Secretary or a nominee thereof.

Amendment (Bruty, Briers): The following sentence be removed:

'Where possible, accommodation at the conference shall be in non-factional accommodation area.'

Lost (2 for, 3 against, 3 abstentions)

Where possible, accommodation at the conference shall be in non-factional accommodation area. In the case that the conference is not providing accommodation, the Education Officer can organise for group accommodation for those interested.

This policy only applies to money allocated from the conference budget for Education Conference.

Carried Unanimously

6.8 **Conference Budget**

The SSU currently has a \$10,000 budget for conferences, following a conference group meeting up to discuss the dispersion of this amount it is proposed that the amount is split between representative departments as follows and is to only be used on conference related expenditure.

- National Conference - \$3,500
- President Summit - \$350
- Education Conference - \$2,000
- Women's - \$1,250
- International - \$750
- Postgraduate - \$750
- Indigenous - \$750
- Enviro/Sustainability - \$750

This amount totals \$10,100 but it is expected that overall expenditure will inevitably be less than \$10,000.

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

- Thursday 12th May at 3:30 PM
- Monday 13th June at 12:30 AM
- Thursday 14th July at 3:30 PM

8 **Closing Business**

8.1 Meeting closed.

14:49
