

# CONFIRMED MINUTES

## SSU Council Meeting

### Wednesday 1<sup>st</sup> June 2016



#### Meeting Details

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

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1\* **Welcome & Meeting Open** 13:37  
Meeting open 1:37pm. 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), Krishnamurthy Kosalram (Hawthorn Campus Chair), Will Joseph (Wantirna Campus Chair), Adnan Islam (International Representative), Ana Tinc (Environment & Sustainability Officer), Abigail Michell (Women's Representative), Christopher Jakobi (Indigenous Representative), Zane Clark (Queer Representative), Callum Borthwick (Disability Representative), Ryan Chen (Postgraduate Representative), Xzavier Kelly (Education – Public Affairs), Suzanne Byron (Education – Academic Affairs), Ly Muy (Clubs Officer), Jared Berman (General Representative), Joshua Briers (General Representative), Joe Cullinan (General Representative)
- 3.2 Attendance: Caitlin Bruty (President), Brendan Spackman-Williams (General Secretary), Anthony Osborne (Education Officer), Tori Pearce (Welfare Officer), Will Joseph (Wantirna Campus Chair), Adnan Islam (Left 16:30) (International Representative), Ryan Chen (Postgraduate Representative), Abigail Michell (Women's Representative), Ana Tinc (Environment & Sustainability Officer), Christopher Jakobi (Left 16:30) (Indigenous Representative), Callum Borthwick (Left 16:30) (Disability Representative), Suzanne Byron (Left 15:10) (Education – Academic Affairs), Jared Berman (General Representative)
- 3.3 Observers: James Searle (Executive Officer), Alex Hume (Activities & Promotions) (For 6.13, 6.14 & 6.15)
- 3.4 Apologies: Joe Cullinan (General Representative),
- 3.5 Absent without apology: Krishnamurthy Kosalram (Hawthorn Campus Chair), Zane Clark (Queer Representative), Ly Muy (Clubs Officer), Joshua Briers (Arrived 14:09) (General Representative), Joshua Briers (General Representative), Xzavier Kelly (Arrived 14:15) (Education – Public Affairs)
- 3.6 **Acceptance of Apologies**

#### **MOTION (Pearce, Osborne):**

That the apologies listed be accepted

**Carried Unanimously**

#### 4 Confirmation of Agenda and Previous Minutes

##### 4.1 Ordering and starring of items

#### **MOTION (Pearce, Joseph):**

That the agenda as distributed be agreed to.

**Carried Unanimously**

4.2 **Ratification of previous decisions**

**MOTION (Pearce, Osborne):**

That the minutes for the Council meetings on 18<sup>th</sup> April 2016 and 23<sup>rd</sup> May 2016 be accepted as a true and accurate record and published on the Union's website.

**Carried Unanimously**

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5 **Reports**

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

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|------|--|------------|
| 5.1  | <b>President Report</b>  | <b>doc</b> |
| 5.2  | <b>General Secretary Report</b>                                      | <b>doc</b> |
| 5.3  | <b>Education Officer Report</b>                                      | <b>doc</b> |
| 5.4  | <b>Welfare Officer Report</b>  | <b>doc</b> |
| 5.5  | Hawthorn Campus Chair Report – Not submitted                         |            |
| 5.6  | Wantirna Campus Chair Report – Not Submitted                         |            |
| 5.7  | <i>Croydon Campus Chair Report - VACANT</i>                          |            |
| 5.8  | Disability Support Representative Report – Not submitted             |            |
| 5.9  | <b>Environment &amp; Sustainability Officer Report</b>               | <b>doc</b> |
| 5.10 | <b>Indigenous Representative Report</b>                              | <b>doc</b> |
| 5.11 | <b>Queer Representative Report</b>                                   | <b>doc</b> |
| 5.12 | Women's Representative Report – Not Submitted                        |            |
| 5.13 | <b>Postgraduate Representative Report (No Honoraria)</b>             | <b>doc</b> |
| 5.14 | <b>International Representative Report – Past Council Meeting</b>    | <b>doc</b> |
| 5.15 | <b>Education Officer – Public Affairs Report</b>                     | <b>doc</b> |
| 5.16 | <b>Education Officer – Academic Affairs Report</b>                   | <b>doc</b> |
| 5.17 | <i>PAVE Representative Report – VACANT</i>                           |            |
| 5.18 | Clubs Officer Report – Not Submitted                                 |            |
| 5.19 | <b>General Representative – Jared Berman Report (Half Honoraria)</b> | <b>doc</b> |
| 5.20 | General Representative – Joshua Briers Report – Not Submitted        |            |
| 5.21 | General Representative – Joe Cullinan Report – Not Submitted         |            |
| 5.22 | <b>Online Representative Report (No Honoraria)</b>                   | <b>doc</b> |
| 5.23 | <b>OUA Representative Report (No Honoraria)</b>                      | <b>doc</b> |
| 5.24 | <b>Promotions &amp; Distribution Officer Report</b>                  | <b>doc</b> |
| 5.25 | <b>SISA General Representative – Krishna Report</b>                  | <b>doc</b> |
| 5.26 | <b>Approval of Office Bearer Reports</b>                             |            |

**MOTION (Osborne, Tinc):**

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

**Carried (1 abstention)**

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|------|--------------------------------------|------------|
| 5.27 | <b>Financial Report &amp; Update</b> | <b>doc</b> |
|------|--------------------------------------|------------|

6 **Business**

6.1 **Housekeeping, Office Update**

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

- Bar needs proper support from representatives to help it succeed. Hypothetical - If representatives do not get behind the bar and Union operations then why should Council continue to run them?
- Have engaged Swinburne HR to provide HR consultants to SSU and help implement KPI's, policies, procedures etc. As SSU's staff team has grown a lot over the previous year this is quite important to ensure we work together and operate efficiently and effectively.
- Office mess issue continuing to be a problem

6.2 **2016 AGM – Audit Report**

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Following the Council meeting on 18<sup>th</sup> April the President and General Secretary were authorised with co-ordinating the AGM. The Union's traditional auditor (whom SSU had used for a number of years) was unavailable and Collins and Co were chosen to conduct the 2015 financial audit however this still needs to be ratified by Council.

We have since received their financial report as well as a recommendation letter for the Student Union to consider.

**MOTION (Spackman-Williams, Bruty):**

The appointment of Collins & Co to conduct the 2015 financial audit be formally ratified.  
The auditor's financial report for 2015 be ratified following the email motion.  
Council notes the auditor's management recommendation letter and directs the Executive Officer to produce a plan for implementing the auditor's recommendations.

**Carried Unanimously**

6.3 **Croydon Café Future**

At the March 17<sup>th</sup> Council meeting the SSU Council extended the operations of the Café until the end of July pending further performance reports about its financial sustainability. Since opening the Café has consistently made losses however in April a surplus was achieved.

**MOTION (Spackman-Williams, Bruty):**

That the operations of the Croydon Café be extended to 23<sup>rd</sup> December 2016 with Council to consider an ongoing future of the Café at its November meeting.

**Carried Unanimously**

6.4 **Funding Negotiations & Staff Reclassification**

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The President and General Secretary have been in discussions with Swinburne University about the poor funding arrangements and particularly the poor funding and support for staff that the Student Union receives in order to provide its services and run the Hammer & Swine in addition to the Croydon Café.

Specifically, the discussions, led by the President have sought funding for a 1.0 FTE Executive Officer and a reclassification of the Office Manager to better suit the roles that are being and need to be performed.

**MOTION (Spackman-Williams, Bruty):**

That Council accept the funding agreement dated 16<sup>th</sup> May 2016 for \$373,500.

**Carried (1 abstention)**

**MOTION (Spackman-Williams, Bruty):**

1. That the 2016 SSU Budget be amended such that:
  - The University Funding revenue line be increased by \$43,500 (from \$330,000 to \$373,500)
  - The Salary expenditure line be increased by \$32,597 (from \$130,253 to \$162,850)
  - The Office Superannuation expenditure line be increased by \$5,541 (from \$23,124 to \$28,655)
  - The Honoraria expenditure line be increased by \$5,362.
2. That the Office & Finance Manager, Xavier Plummer be reclassified from Level 3.2 (\$56,700.22) to Level 4.2 (\$61,515.67), and offered full-time ongoing employment from 30<sup>th</sup> May 2016.

3. That the Executive Officer, James Searle, be reclassified from Level 8.5 (\$107,539.01) to Level 7.5 (\$93,097.88), and offered full-time ongoing employment from 30<sup>th</sup> May 2016.

**Carried Unanimously**

**6.5 Additional Budget Amendments**

The Student Union is currently at the end of 2015 levels for its membership and has far exceeded expectations, however the diary itself has not proven a popular purchase. Furthermore, the budget has no equipment line nor an adequate amount of funding provided to improve the printing service which is consistently breaking down due to old and faulty printers that are needing to be replaced.

**MOTION (Spackman-Williams, Jakobi):**

That the 2016 SSU Budget be amended such that:

- The Student Memberships revenue line be increased from \$33,800 to \$45,000.
- The Diary Sales revenue line be decreased from \$12,500 to \$2,500.
- The Printing Improvements budget line be increased from \$0 to \$5,000.
- That a new Event Equipment budget line be added, and fixed at \$2,000.
- The Audit budget line be reduced from \$3,500 to \$1,800.

**Carried Unanimously**

**6.6 Closure of NAB Bank Accounts**

Late in 2015, SSU began moving its banking services over from NAB to Bank Australia (Then Bank MECU) due to it being able to provide a better service and being ethically run.

After a number of months, the transfer of services is ready to be completed.

**MOTION (Spackman-Williams, Briers):**

That SSU's NAB bank accounts closed and debit card facilities cancelled.

**Carried Unanimously**

**6.7 Swinburne Queer Department Terms of Reference**

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The motion seeks to give context for governance of the SQD, including limiting direct interference by the SSU Queer Representative (where that interference runs counter to the wishes of those they're representing), and outlining a behavioural conduct for the appointment and removal of committee members, collective members, and the maintaining and use of the physical and electronic spaces administered and used by the SQD and its members.

**MOTION (Osborne, Briers):**

The Swinburne Student Union accept the Swinburne Queer Department Terms of Reference.

**PROCEDURAL (Briers):**

That motion 6.7 be deferred to the subsequent Council meeting.

**Carried (1 against)**

**PROCEDURAL (Bruty):**

To hear motions 6.13, 6.14 & 6.15 and then proceed back to 6.8.

**Carried Unanimously**

**PROCEDURAL (Bruty):**

To extend the meeting time by an hour until 5:30 PM.

**Carried Unanimously**

**6.8 NUS Welfare Campaign**

In the 2016 Federal Budget, the Government decided to change its work for the dole program for an internship program in its welfare system for unemployed young people. The internship program will pay young people \$4 an hour to work in commercial businesses.

The program is designed to get young people into employment on the assumption that young people are unskilled and not ready for work, despite the fact that there are 200,000 job vacancies and 500,000 people on newstart alone.

PaTH is a job drain, as employees who would normally be doing work for the business have to stop their work to supervise and train interns.

This isn't going to help young people, like work for the dole young people will be shoved into businesses or programs where ever the job service provider thinks is best without any regard to what young people want.

**MOTION (Berman, Kelly):**

That the Student Union endorses the NUS Welfare Department's campaign against the Federal Government PaTH program by sharing campaign petition, videos and materials.

**Carried (1 against, 3 abstentions)**

**6.9 Education Conference Subsidies**

At the previous Council meeting a motion was passed laying out a way to process subsidies for the NUS Education Conference within the Student Union. This motion set about how individuals could apply for subsidy, who would sit on the committee and how much money was available.

In subsequent emails there was mixed opinion however, about how other Student Union money should be spent in relation to the Education Conference or if it could at all. This includes representatives that have money tied to their roles (as not all do) being able to pay for themselves or others to attend instead of going through the subsidy process.

**MOTION (Spackman-Williams, Bruty):**

Any and all SSU funds to be used to pay for the attendance of Swinburne representatives and students to the 2016 Education Conference should be allocated by the committee appointed for this purpose at the preceding Council meeting.

If representatives that happen to have funds tied to their portfolios wish to use some of their budget on the NUS Education Conference then they simply need to inform the Education Officer, General Secretary and the Office Manager of this.

**Carried (1 abstention)**

**6.10 Endorsement of a Swinburne University Council Candidate**

For years elected students and staff have sat on University Council. This was removed a number of years ago when the Liberal Government removed the requirement for students and staff to remain members. Some Universities chose to keep students on their University Council. Swinburne was one of the first however to remove them.

Due to legislation passed by the Victorian Labor Government we will once again see an elected student and staff member sitting on the University Council. It is critical that these individuals are not only able to properly speak on behalf of the demographics that they come from and represent them but also that they are able to approach the position with experience, vigour and professionalism in such a way so that Swinburne will learn to value the contributions these type of individuals can make to its strategy, key decisions and future.

**MOTION (,):**

That \_\_\_\_\_ be endorsed as Swinburne Student Union's candidate for the upcoming Swinburne University Council elections.

Other elected Student Union representatives be directed not to contest the University Council elections.

\$500 be allocated from the Campaigns budget line to support a University Council campaign.

**Motion Lapsed**

**General Discussion to take place**

**6.11 By-Election**

The Executive Officer seeks instruction from Council on interpretation of election regulations in the case of a consecutively tied by-election.

**Not Discussed**

**6.12 Finance Delegation Policy**

The Financial Delegation Policy was updated in 2015 but is not comprehensive.

The Executive Officer had drafted a policy to outline the process for approval of payments, and allow SSU staff to approve payments where Representative approval is not required in 2015.

Only an amended version of this was approved at the time, however a full version should now be considered.

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**Chair handed to the Education Officer**

**MOTION (Bruty, Spackman-Williams):**

That the SSU adopt the proposed Financial Delegation Policy.

**Motion Withdrawn  
General Discussion to take place**

**Chair handed to the President**

**PROCEDURAL (Briers):**

The President set up an external meeting to discuss the Financial Delegation Policy.

**Carried Unanimously**

**6.13 Partnership with Lucky Entertainment**

The SSU's Activities Officer has been communicating with Lucky Entertainment about the potential of a partnership deal. In return for promoting their Tuesday Nights (Cheers), The SSU will receive discounted entry, promotional material and prizes for events in the Hammer & Swine.

**MOTION (Tinc, Pearce):**

That the SSU accept the partnership proposal with Lucky Entertainment.

**Straw Poll (Bruty):** Discounted entry for members or for all Swinburne students.

- Members – 12
- Students – 1

**Amendment (Bruty):**

That the discounted offer for SSU members only and that the final details of the partnership be co-ordinated with lucky Entertainment by the Activities & Promotions Officer and the President.

**Acceptable to mover and seconder**

**Amendment (Osborne)**

The partnership will begin 25<sup>th</sup> of July 2016 and continue until the 31<sup>st</sup> of December 2016.

**Acceptable to mover and seconder**

**Carried (2 abstentions)**

**6.14 Partnership with Untz Untz**

The SSU's Activities Officer has been communicating with Untz Untz about the potential of a partnership deal. In return for promoting their Tuesday Nights (Cheers) and Thursday Nights (Animal House), The SSU will receive;

- access to a list for discounted entry,
- remuneration from each person who uses the list,
- free entry and drink cards each Tuesday and Thursday
- promotional materials supplied
- prizes for competitions and events

**Amendment (Bruty):**

That reference to Tuesday Nights (Cheers) be removed.

The partnership will begin 25<sup>th</sup> July 2016 and continue until the 31<sup>st</sup> of December 2016.

The final details of the partnership be co-ordinated with Untz Untz by the Activities & Promotions Officer and the President

**Acceptable to mover and seconder**

**Amendment (Kelly):**

That the guest list opens from 11 PM onwards.

**Not acceptable to Mover.  
Amendment withdrawn**

**MOTION (Tinc, Osborne):**

That the SSU accept the partnership proposal with Untz Untz.

**Carried (4 abstentions)**

**6.15 Partnership with UNiDAYS**

UNiDAYS® is the leading student discount platform in Australia and New Zealand, with a global community of over 6m. UNiDAYS® connects top native and global brands with the students worldwide.

UNiDAYS® would like to work with Swinburne Student Union on a Cost Per Acquisition basis. UNiDAYS will pay between \$2 and \$5 dollars per verified sign-up based on the following model (CPA refers to every successful verified student)

- 0 to 50 > \$0 CPA
- 51 to 100 > \$2 CPA
- 101 to 200 > \$3 CPA
- 201 to 250 > \$4 CPA
- 251+ > \$5 CPA

**Amendment (Bruty):**

The partnership will begin immediately and continue until the 31<sup>st</sup> of December 2016.

The final details of the partnership be co-ordinated with UNiDAYS by the Activities & Promotions Officer and the President

**Acceptable to the seconder**

**MOTION (Bruty, Borthwick):**

That the SSU accept the partnership proposal with UNiDAYS.

**Carried Unanimously**

**7 Other Business**

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**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 20<sup>th</sup> June at 12:30 PM
  - Thursday 14<sup>th</sup> July at 3:30 PM
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**8 Closing Business**

8.1 Meeting closed.

17:07

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