

# CONFIRMED MINUTES

## SSU Council Meeting

### Thursday 25<sup>th</sup> August 2016



		Doc?	Time
	<b>Meeting Details</b>		
	Venue: UN413		
	Chair: Caitlin Bruty (President)		
	Minute-taker: Brendan Spackman-Williams (General Secretary)		
1*	<b>Welcome &amp; Meeting Open</b>		12.32
	Meeting open 12:32pm. Council will observe one minute's silence for contemplation.		
2*	<b>Acknowledgement of the Traditional Owners</b>		
	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	<b>Attendance</b>		
3.1	Required attendees: Caitlin Bruty (President), Brendan Spackman-Williams (General Secretary), Anthony Osborne (Education Officer), Tori Pearce (Welfare Officer), Sam Roberts (Hawthorn Campus Chair), Ana Tinc (Environment & Sustainability Officer), Abigail Michell (Women's Representative), Christopher Jakobi (Indigenous Representative), Callum Borthwick (Disability Representative), Xzavier Kelly (Education – Public Affairs), Suzanne Byron (Education – Academic Affairs), Swathi Shiva (Postgraduate Representative), 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), Sam Roberts (Hawthorn Campus Chair), Ana Tinc (Environment & Sustainability Officer), Abigail Michell (Women's Representative), Jared Berman (General Representative), Joshua Briers (General Representative), Joe Cullinan (General Representative), Xzavier Kelly (Education – Public Affairs)		
3.3	Observers: James Searle (Executive Officer), Alex Hume (Activities Officer)		
3.4	Apologies: Suzanne Byron (Education – Academic Affairs), Swathi Shiva (Postgraduate Representative),		
3.5	Absent without apology: Christopher Jakobi (Indigenous Representative), Callum Borthwick (Disability Representative)		
3.6	<b>Acceptance of Apologies</b>		
	<b>MOTION (Roberts, Osborne):</b> That the apologies listed be accepted		
		<b>Carried Unanimously</b>	
4	<b>Confirmation of Agenda and Previous Minutes</b>		
4.1	<b>Ordering and starring of items</b>		
	<b>MOTION (Briers, Roberts):</b> That the agenda as distributed be agreed to.		
		<b>Carried Unanimously</b>	
4.2	<b>Ratification of previous decisions</b>		
	<b>MOTION (Roberts, Tinc):</b> That the minutes for the Council meeting on 21 <sup>st</sup> July 2016 be accepted as a true and accurate record and published on the Union's website.		
		<b>Lost (3 for, 6 against, 2 abstentions)</b>	

5	<b>Reports</b>	Written reports provided by representatives will be published and available publicly online.	
5.1	<b>President Report</b>	Full honoraria but \$200 for event entertainment and \$300 for bar improvement	<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	<b>Hawthorn Campus Chair Report</b>		<b>doc</b>
5.6	<i>Wantirna Campus Chair Report – VACANT</i>		
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>	No Honoraria Claimed	<b>doc</b>
5.10	Indigenous Representative Report – Not Submitted		
5.11	<i>Queer Representative Report – VACANT</i>		
5.12	<b>Women's Representative Reports</b>	25% and 50% honoraria requested respectively	<b>doc</b>
5.13	<b>Postgraduate Representative Report</b>		<b>doc</b>
5.14	<i>International Representative Report – VACANT</i>		
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	<i>Clubs Officer Report – VACANT</i>		
5.19	<b>General Representative – Jared Berman Report</b>		<b>doc</b>
5.20	<b>General Representative – Joshua Briers Report</b>		<b>doc</b>
5.21	<b>General Representative – Joe Cullinan Report</b>		<b>doc</b>
5.22	<b>OUA Representative Report</b>	No Honoraria Claimed	<b>doc</b>
5.23	<b>Editor-in-Chief Reports</b>		<b>doc</b>
5.24	<b>Promotions &amp; Distribution Officer Report</b>		<b>doc</b>
5.25	<b>Lead Designer Report</b>		<b>doc</b>
5.26	<b>FHAD Representative Report</b>		<b>doc</b>
5.27	<b>Executive Officer Report</b>		<b>doc</b>
5.28	<b>Approval of Office Bearer Reports</b>		

**MOTION (Tinc, Briers):**

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

**Carried (Unanimously)**

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5.29	<b>Financial Report &amp; Update</b>		<b>doc</b>
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6 **Business**

6.1 **Housekeeping, Office Update**

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

- Update on responses and answers from Representative quiz

6.2 **Wantirna Representative Appointment**

A student called Megan Ceredig has been in contact with us about the Wantirna Campus Chair position and wondering what the Student Union is doing at Wantirna. She has been at other Universities before and understands the benefits to a well-run student organisation. As the position is currently vacant she has expressed interest in fulfilling this role.

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

Megan Ceredig be appointed Wantirna Campus Chair for the remainder of 2016.

**Withdrawn**

6.3 **International Representative Appointment**

Since the International Representative position has become vacant one of our SISA representatives Zaheer has been very active working on SISA and international representation at Swinburne. Zaheer was also a frontrunner to be the President of CISA, the peak body for international students in Australia, although this unfortunately fell through. Zaheer has expressed interest in fulfilling the SSU's International Representative position.

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

Zaheeruddin Syed be appointed International Representative for the remainder of 2016.

**Carried (2 abstentions)**

6.4 **Queer Representative Appointment**

SSU's General Representative Josh Briers has been working a lot in the Queer Department of late since Zane's resignation from the Queer Representative role. Josh has also been the Vice-President of the Queer Department in the past and is very knowledgeable about it can operate effectively.

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

Joshua Briers be appointed Queer Representative for the remainder of 2016.

**Carried Unanimously**

6.5 **2017 Council Position Descriptions**

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Positions descriptions are written up for all Council positions to give those in these positions better clarity around their role, responsibilities and expectations. Following the previous Council meeting two additional position descriptions needed to be written up to reflect the new positions. Residential students were consulted for the first and the NUS National Ethnocultural Officer in addition to existing Ethnocultural position descriptions across the country were consulted for the other.

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

That the attached 2017 positions description document be accepted and used for the upcoming election to provide further information to candidates, prospective candidates and voters about the various roles.

**Amendment (Kelly):** To edit section 10 of Education Public Affairs Officer to be "is responsible to assist the implementation of Union policy regarding education."

**Acceptable to mover and seconder**

**Amendment (Kelly):** The first instance of "International Representative" in the second paragraph of the Ethnocultural Position Description to be reworded as "ethnically and culturally diverse students at Swinburne University".

Replace all other instances of "International Representative" under the Ethnocultural Position Description with exception for the third instance.

Replace all instances of "ethnic" with "ethnically and culturally diverse".

Replace all instances of "Ethnocultural" with "Ethno-cultural".

**Amenable to mover and seconder**

**Amendment (Spackman-Williams):** That all instances of "Disability Support Officer" be changed to "Health/Disability Officer"

To remove the requirement of having a disability to nominate and vote for the role.

**Amenable to seconder**

**Amendment (Spackman-Williams):** That the nomination and voting requirements to include "identify as".

**Amenable to seconder**

**Amendment (Kelly):** To insert “including issues of overt and structural racism and discrimination.” at the end of the first sentence in the role of Ethno-cultural officer.

**Amenable to mover and seconder**

**Amendment (Kelly, Pearce):** To replace every occurrence of “Ethno-cultural” with “People of Colour”.

**Not amenable to mover and seconder**

**Carried (3 abstentions)**

**Amendment (Kelly, Tinc):** Replace the nomination and voting line with “Only students who identify as having experienced discrimination based on their ethnically and culturally diverse backgrounds may vote and nominate for this position.”

**Not amenable to seconder**

**Carried Unanimously**

**Procedural (Spackman-Williams):** For the People of Colour amendment we have 2 speakers for and 2 against to then take it to a vote, for the amendment about the nomination and voting line we have 1 speaker for and against then take it to a vote and for the position description motion to have 1 speaker for and against before taking it to a vote.

**Carried (5 against)**

**Procedural (Spackman-Williams):** To have the final amendment and motion heard now.

**Carried Unanimously**

**Motion Carried Unanimously**

**Procedural (Kelly):** To hear motion 6.10 to 6.12 to be heard now.

**Carried Unanimously**

**Procedural (Kelly):** To hear motion 6.13 now.

**Carried Unanimously**

**Procedural (Roberts):** To hear motion 6.16

**Carried Unanimously**

## 6.6 Department Budgets

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At the last Council meeting the SSU Council passed the financial delegation policy which will be active at the conclusion of this meeting. This determines which representatives and committees have the authority to make decisions in relation to Union expenditure. One of the implications of this policy is that for representative's departments to use their budgets they need to pass it through Council first. This encourages representatives to plan their year and finances out accordingly to best use them as the year goes on. It also helps provide some direction. A common issue with the departments is that often expenditure is very slow and a large amount is spent in an inefficient manner at the end of each year.

### **Education Budget Motion (Osborne, Roberts):**

That the Education Collective Budget Line of \$4,500 be allocated as follows:

Education Collectives \$4,500 (Governance: Education Officer | Committee: Education Board)

- \$500 to the Pathways and Vocational Education Collective (Governance: PAVE Collective Committee)
  - o \$52.06 Previous Expenditure
  - o \$448 Collective Events
- \$600 to Swinburne Education Action Network (Governance: Education Officer and Education Public Affairs)
  - o \$404.38 Previous Expenditure
  - o \$195.62 NDA/NUS Promotion and activities
- \$1,500 to Campaign Budget (Governance: Education Officer and Education Public Affairs)
  - o \$552.87 Previous expenditure
  - o \$200.00 graphic design
  - o \$150.00 for video
  - o \$150.00 for stickers
  - o \$160.00 for flyers
  - o \$130.00 for Corflute
  - o \$117.53 for miscellaneous/incidental overspend
- \$250 to Mature Age Student Collective (Governance: Education Academic Affairs)
  - o \$49.01 Previous Expenditure
  - o \$150.99 for events
  - o \$50.00 for business cards

- \$500 to Education Board (Governance: Education Officer)
  - o \$296.52 Previous Expenditure
  - o \$37.27 for rep promotion
  - o \$66.21 for morning teas
  - o \$100 for other
- \$495.45 Conferences (Governance: Education Officer, Education Academic Affairs, and Education Public Affairs)
  - o \$495.45 Previous Expenditure
- \$10.60 to Orientation Week (Governance: Education Officer, Education Academic Affairs, and Education Public Affairs)
  - o \$10.60 Previous Expenditure
- \$643.95 to General Expenditure (Discretionary/Miscellaneous) (Governance: Education Officer, Education Academic Affairs, and Education Public Affairs)
  - o \$495.27 Previous Expenditure
  - o \$148.68 for General expenditure/discretionary/miscellaneous

**Carried Unanimously**

**Women's Budget Motion (Michell, Bruty):**

Women's Department Budget Semester 2 2016

Events	\$600.00
Women's Space Supplies	\$200.00
Books & Magazine subscriptions	\$500.00
Miscellaneous	\$315.00

Total \$1,615.00

**Carried Unanimously**

**Queer Budget Motion (Osborne, Cullinan):**

That the Queer Collective Budget be adopted as follows:

- \$1339.68 Previous Expenditure
- \$500 to Trans Day of Remembrance (TDoR)
- \$300 to Queer Events
- \$500 to Queer Gala
- \$350 to Deakin Pride Prom Tickets
- \$10.32 to miscellaneous expenditure
- **\$3000 Total**

**Carried Unanimously**

**Disabilities Budget Motion (Spackman-Williams, Roberts):**

That:

- \$800 go towards RUOK? Day
- \$500 go towards other miscellaneous welfare related events.

**Carried (3 abstentions)**

**Environment & Sustainability Budget Motion (Spackman-Williams, Tinc):**

That:

- \$700 go towards a garden on level 3 of the UN Building.
- \$500 go towards a bike servicing service at the Hawthorn Campus

**Amendment (Tinc):** New budget be as follows

- \$300 for signage and promotions
- \$500 for the bike servicing service
- The rest to go towards the community garden

**Amenable to mover**

**Carried Unanimously**

**Indigenous Budget Motion (Spackman-Williams, Tinc):**

That:

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- \$800 go towards building an indigenous garden.

**Amendment (Roberts, Spackman-Williams):** To increase the amount to \$1000.

**Not amenable to seconder**

**Lost (2 for, 1 abstention)**

**Carried (3 abstentions)**

**International Budget Motion (Spackman-Williams, Roberts):**

That:

- \$200 go towards trialling fruit at breakfast

**Amendment (Osborne, Tinc):** That the entire International Budget go towards events.

**Not amenable to mover**

**Amendment withdrawn**

**Amendment (Osborne):** That \$500 of the international budget go towards events instead of the \$200 for fruit.

**Amenable to mover and seconder**

**Carried Unanimously**

**Welfare Budget Motion (Spackman-Williams, Michell):**

That:

- \$200 go towards trialling fruit at breakfast

**Amendment (Pearce):** That \$800 go towards booklets for students instead of the \$200 for fruit.

**Amenable to mover and seconder**

**Amendment (Bruty):** That \$600 goes towards printing booklets instead of the previous amendment.

**Amenable to mover and seconder**

**Carried Unanimously**

**Postgraduate Budget Motion (Spackman-Williams, Bruty):**

That:

- \$700 go to events
- \$354 go to marketing materials
- \$446 go to conferences
- **\$1500 Total**

**Carried Unanimously**

## 6.7 **Bendigo Bank Signatory**

The SSU Office & Finance Manager was unable to become a signatory for the SSU's Bendigo Bank accounts when they were created due to being on leave. Naturally due to Xavier being the Office and Finance Manager as well as they key staff member dealing with all the Union's finances he needs to be a signatory.

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

That Xavier Plummer be added as a signatory to SSU's Bendigo Bank account and given full access, including pay anyone.

**Carried Unanimously**

## 6.8 **Budget Corrections**

At the previous Council meeting a large number of budget amendments were made, one relating to bar food supplies was missed and the BBQ supplies line was mistakenly boosted instead of the Breakfast supplies line.

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

That:

1. The Breakfast Supplies budget line be increased from \$11,000 to \$16,000;
2. The BBQ Supplies budget line be reduced from \$16,000 to \$8,000; and
3. A new "Bar Food Supplies" budget line be created with an amount of \$1,000

**Carried Unanimously**

**6.9 Funding Negotiation Principles**

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In 2015 the SSU brought principles with them to begin the negotiations with Swinburne. This helped set the framework and provided guidance for the discussions to follow.

**Motion (Spackman-Williams, Roberts):**

That Council:

1. Authorises the President and General Secretary to commence funding negotiations with Swinburne University for the 2017 calendar year;
2. Directs the President and General Secretary to seek SUT's endorsement (prior to actual negotiations commencing) of the funding principles outlined in the supporting document
3. Directs the President and General Secretary to seek the funding outcomes outlined in the supporting document

**Carried Unanimously**

**6.10 Croydon ATM**

There is currently no ATM available at all on the Croydon campus. Additionally, the Croydon café has just introduced a \$5 minimum for EFTPOS transactions. The Executive Officer is currently in the final stages of negotiating terms for an ATM to be placed at the Croydon campus within the CF building next to the café.

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

That Council:

1. Authorises the Executive Officer to enter into a rental agreement with Next Payments to place an ATM at the Croydon Café;
2. Notes that if we make less than 200 transactions per month, there would be a transaction fee of \$1 per transaction made;
3. Notes that if we make more than 201 transactions per month, there would be a transaction rebate of \$1 per transaction made;
4. Notes that a staff member would be required to fill the ATM with cash as required;
5. Notes that transactions diverted from our EFTPOS facility to our ATM will save us money on EFTPOS fees;
6. Creates a new "ATM Revenue" revenue budget line fixed at \$500; and
7. Creates a new "ATM Fees" expense budget line fixed at \$500.

**Carried Unanimously**

**6.11 Website**

For many months if not a year or two the Student Union has been struggling to find an individual able to migrate the SSU website to a self-hosted server. SSU is yet to seek quotes however and has used existing connections and networks in the past which have not been able to complete the task. Fortunately, the budget has a significant amount set aside for this purpose so it must be completed and used this year.

**Motion (Spackman-Williams, Osborne):**

That Council:

1. Notes that \$3,000 remains in the Website Costs budget line;
2. Directs the Executive Officer to seek quotes for contractors to complete the migration of the SSU website to a self-hosted server; and
3. The Executive Officer, Office Manager, President & General Secretary be authorised to select and engage a contractor.

**Carried (1 Abstention)**

**6.12 Printer Service Agreement**

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The company that currently services all of the Unions printers has offered a deal to SSU where all toner and maintenance is free however SSU would instead pay for the total number of pages printed instead. Although this would increase the SSU's cost to printing, it reduces the toner line in addition to covering the cost of replacement parts.

**Motion (Spackman-Williams, Roberts):**

That Council:

1. Authorises the Executive Officer to enter into a service agreement with A1 Copiers to service the new printing room printer;
2. Notes that the total of the current "Printing" and "Toner" expense budget lines equal \$7,000 and that over \$2,000 remains;
3. Notes that the service agreement would cost approximately \$500 per month during semester (\$0.007 per B&W copy and \$0.07 per colour copy);
4. Notes that we would no longer need to purchase toner or replacement parts for the printer;
5. Renames the "Printing" expense budget line to "Printing Service" and increases it from \$2,500 to \$4,500; and
6. Reduces the "Toner" expense budget line from \$4,500 to \$3,000.

**Carried Unanimously**

#### 6.13 **Strategic Plan Framework**

As the Union continues to perform its work advocating for students at Swinburne, it is important that we have a planned outlook on the future.

##### **Motion (Kelly, Pearce):**

That the council request the executive officer, James Searle, to construct an outline on the process of conducting a strategic plan for the Union, which is to be presented at the next council meeting.

**Carried Unanimously**

#### 6.14 **Swinburne Queer Gala**

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Earlier this year, Zane (former Queer Representative) was organising for Swinburne to host its first Queer Ball style event, most of the other University queer groups organise a similar event throughout the year.

The organizing for the event was that funding was being sourced from the University through Jeffrey Smart who is very interested and keen for the event. Human Resources are also interested in helping with the event for the inclusion of staff.

At time of submission no formal agreement has been written, but the unofficial agreement is that Jeffrey Smart is going to provide \$4,000 and HR is going to provide \$1,000.

With this in mind, we have put together a budget for the event based on the proposal that Zane had developed, the costs can be adjusted once we have the formal agreements around funding.

The attached event budget breaks down the costs of the event plus income sources. It is planned that tickets will be sold at \$10 for staff and students, just so that people don't forget about the event! We can offer free tickets to students who request it due to financial disadvantage.

The event is planned to be held on Friday 21<sup>st</sup> of October in AMDC level 3 Foyer and Garden Terrace starting around 7pm.

Zane's event plan and a detailed budget have been attached.

##### **Motion (Osborne, Briers):**

That the Student Union endorses and supports the Queer Collectives proposed plan for a Swinburne Queer Gala on Friday 21<sup>st</sup> October.

**Carried Unanimously**

#### 6.15 **Affiliations**

The SSU is affiliated with three peak representative organisations, each of which has an annual affiliation fee that requires Council approve.

NUS is the National Union of Students. CISA is the Council of International Students Australia. CAPA is the Council of Australian Postgraduate Associations.

The CISA fee is set each year, Caitlin has already organised a discount rate for Swinburne for CAPA and Caitlin and Brendan have spoken to NUS regarding a fee waiver there as well

although this is still subject to a committee's approval. Affiliation is essential if we wish to be able to attend the national conferences of these organisations.

**Motion (Spackman-Williams, Osborne):**

That SSU put in a fee waiver and re-affiliate to NUS for \$2,500 for 2016.

**Carried Unanimously**

**Procedural (Briers):** To move the CAPA and CISA motions en bloc.

**Carried Unanimously**

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

That SSU re-affiliate to CAPA for \$500 for 2016.

That SSU re-affiliate to CISA for \$350 for 2016.

**Carried Unanimously**

**6.16 Staff Inductions**

Many of the staff hired within the last 12 months within SSU haven't had enough knowledge of the organisational structure of the Swinburne Student Union and to an extent their exact role requirements. This motion seeks to amend the current process so that all staff are properly inducted into the Union as is standard practice in most professional organisations.

**Motion (Roberts, Briers):**

1. That the Executive Officer completes an Induction for all new staff of the Swinburne Student Union explaining, organisational structure, position expectations and any other information they deem relevant to that staff position.
2. That the Executive Officer prepare a slide presentation or similar document as they deem appropriate outlining the organisational structure and purpose of the Swinburne Student Union, and a brief introduction to relevant information about Swinburne University and SSAA for the purpose of using it during staff inductions, and for use in future representative inductions as to the role and relationships between staff and representatives in the Union.

**Carried Unanimously**

**6.17 Membership Identifier**

The majority of Unions at Victorian Universities use a system for membership identification of attaching a sticker to the Institutions student card, as opposed to having a separate membership card entirely. This method would hold several benefits for the SSU including being cheaper, being better promotion of the union though the visual aspect of appearing on student cards and removing the Rewardle system which itself no longer provides a real benefit to the Union in terms of incentive for membership sign ups or otherwise.

**Motion (Roberts, Briers):**

That the current system of labelling Rewardle cards with Swinburne Student Union stickers be replaced with using smaller stickers which attach to the front of student cards.

**Amendment (Roberts):** That this motion takes effect in 2017.

**Carried Unanimously**

**6.18 Charger Station – Hammer & Swine**

For Discussion

- Options:
  - o If students pay to use charger machine, SSU gets 20%, locker option
  - o If charger machine is free, SSU should buy upfront, out in the open option
- Concern about security at having an open phone charger station, in the bar at least
- Ideas to have them in other locations such as lounges, SSU office, library, atrium, etc.

**Procedural (Michell):** To hear motion 6.19 immediately.

**Carried Unanimously**

**6.19 SUPA Appointments**

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

That Anvika Gowda, Dinu Varghese and Bharath Venkatrajan are appointed as general representatives on the SUPA committee.

**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.

Next meeting to be mid to late September at a similar time and day of the week expected.

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**8 Closing Business**

8.1 Meeting closed.

15.17

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