



## **MINUTES**

### **Council Meeting:**

Tuesday, 8th of January 2013

2:00pm

#### **MEETING DETAILS**

**Venue:** Union Meeting Room Hawthorn (UN413)  
**Chair:** Caroline Baker (President)  
**Minute-taker** Joshua Fernandez

#### **ATTACHED DOCUMENTS**

- Minutes of November Council meeting
- 2013 Budget
- SSU 2013 Strategic Goals

## 1. MEETING OPEN:

**Meeting opened by Caroline Baker (The Chair) at 14:06. The Chair will determined the meeting as quorate.**

### **Acknowledgement of Country:**

*The SSU Council respectfully acknowledges the traditional owners of this land, the Wurundjeri people of the Kulin Nation. Council honours their elders past and present and recognises that this always was and always will be Aboriginal land.*

### **Contemplation:**

*Council will observe 1 minute of silence for contemplation.*

**Procedural (Baker):** That Joshua Fernandez be appointed as minute-taker.

**Carried Unanimously**

## 2. ATTENDANCE:

### **Present:**

PRESIDENT	Caroline Baker
EDUCATION/VICE PRESIDENT	Brendan Spackman-Williams
CROYDON CAMPUS CHAIR	Kara Hargrave
LILYDALE CAMPUS CHAIR	Amie Watson (Until 16:35)
PRAHRAN CAMPUS CHAIR	Alice Mutton (Until 4:28)
WANTIRNA CAMPUS CHAIR	Peter Coates
QUEER REPRESENTATIVE	Andrew Morison
WOMEN'S REPRESENTATIVE	Memphis Calzoni
MATURE-AGED REPRESENTATIVE	Ash Thornton
UNDERGRADUATE REPRESENTATIVE	Jacqui Kleiner
ENVIRONMENT/SUSTAINABILITY OFFICER	Lauren Kehoe

### **Vacancies:**

SECRETARY/TREASURER  
ACCESS & EQUITY OFFICER  
PART-TIME REPRESENTATIVE  
DISABILITY SUPPORT REPRESENTATIVE

### **Apologies:**

TAFE/APPRENTICESHIP REPRESENTATIVE	Fraser Blair
INTERNATIONAL REPRESENTATIVE	Salman Sheikh
CLUBS & ACTIVITIES OFFICER	Courtney Barber
INDIGENOUS REPRESENTATIVE	Megan Kelleher
HAWTHORN CAMPUS CHAIR	Abdul Noor
POSTGRADUATE REPRESENTATIVE	Valentine LeBrun

### **Absent without apology:**

**Observers:**

James Searle  
Kayla Jiang (Until 15:30)  
Matthew Latham  
Jack Hill (Until 16:27)  
Caitlin Bruty  
Joshua Fernandez  
Andrew Newton (From 15:06-15:41)  
Keith Warburton (From 15:53)

### **3. ACCEPTANCE OF APOLOGIES:**

That Council accepts the apologies of:

TAFE/APPRENTICESHIP REPRESENTATIVE	Fraser Blair
INTERNATIONAL REPRESENTATIVE	Salman Sheikh
CLUBS & ACTIVITIES OFFICER	Courtney Barber
INDIGENOUS REPRESENTATIVE	Megan Kelleher
HAWTHORN CAMPUS CHAIR	Abdul Noor
POSTGRADUATE REPRESENTATIVE	Valentine LeBrun

All other Council members not present will be marked as absent.

- Mover: *Spackman-Williams*
- Secunder: *Morison*

***Carried Unanimously***

### **4. ACCEPTANCE OF AGENDA:**

That the agenda be accepted in its current form. Any amendments to its layout should be suggested here.

- Mover: *Spackman-Williams*
- Secunder: *Morison*

***Carried Unanimously***

### **5. ACCEPTANCE OF PREVIOUS MINUTES:**

The recorded minutes of the Council meeting held 22<sup>nd</sup> November 2012 are a true and accurate reflection of the meeting and should be published on the Union's website.

- Mover: *Spackman-Williams*
- Secunder: *Watson*

***Carried (Coates abstention)***

## 6. REPORTS:

*2:16 – Baker hands the chair to Spackman-Williams*

PRESIDENT Caroline Baker

- Strategic goals

*2:17 – Spackman-Williams hands the chair to Baker*

EDUCATION/VICE PRESIDENT Brendan Spackman-Williams

CROYDON CAMPUS CHAIR Kara Hargrave

- Sign campus members up to the Union

LILYDALE CAMPUS CHAIR Amie Watson

- Organise the campus closure fight
- Organise end of semester party
- Ensure a smooth transition for students changing to the Hawthorn campus

PRAHRAN CAMPUS CHAIR Alice Mutton

- O-week event and other events through the 1<sup>st</sup> semester
- Ensure a smooth transition for students moving to Hawthorn

WANTIRNA CAMPUS CHAIR Peter Coates

- Raise awareness of student union on campus
- Promote memberships

QUEER REPRESENTATIVE Andrew Morison

- Expand the Queer Department to Prahran
- Raise awareness of GLBTIQ
- Officially create Queer Committee department

WOMEN'S REPRESENTATIVE Memphis Calzoni

- Create Women's Collective
- Run several women's issue campaigns

MATURE-AGED REPRESENTATIVE Ash Thornton

- Work in conjunction with other mature-age student organisations
- Create mature-age student network, especially at O-Week

UNDERGRADUATE REPRESENTATIVE Jacqui Kleiner

- Raise awareness of Union
- Raise mental health awareness and services on campus

ENVIRONMENT/SUSTAINABILITY OFFICER Lauren Kehoe

- Collaborate and plan events with a sustainability collective monthly

**Notice of Motion:**

**Acceptance of office-bearer reports**

- Mover– *Spackman-Williams*
- Secunder – *Calzoni*

***Motion:***

That Council accept the reports of office-bearers who provided reports.

***Carried Unanimously***

## **7. GENERAL BUSINESS**

- 2013 Union transition
  - Induction in December, re-induction for those not present
  - Movement in the office
- Plans to remove student representation from University Councils
  - Other universities are keeping student representatives despite changes to legislation
  - Swinburne staying silent on removal of student and staff representatives
- 2013 Student Union Manual
  - Caitlin Bruty working on Union Manual to explain Union's purposes and aims around university
  - Bruty also working on O-Week brochure, draft to be brought to O-Week planning day
  - Kehoe interested in pushing Union awareness programs
- Bookkeeping/Finance
  - Secretary/Treasurer position is vacant, President and Vice-President/Education taking on role
  - Financial year runs on a calendar year, November & December SSAF payments have not been received in same accounting period
  - Searle could not finalise accounts for 2012 due to SSAF payment, 2012 deficit is approximately \$14,000. New bookkeeper should be looked into after current receptionist leaves
  - Coates advocating for an independent bookkeeper, inquired about 2012 deficit
- Housekeeping
  - Generic email addresses @ssu.org.au
  - Contact and Logon Form
  - Network Accounts

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*Swinburne's only 100% student run representation, welfare and events service*

- Union Community – Openness
  - Spackman-Williams encourages Council members to find ways to have all Swinburne students involved in Union activities and to join in campus events/activities, leave the office
  - Coates and Thornton asking about Union volunteering programs

## 8. NOTICES OF MOTION:

*2:57 – Baker hands the chair to Spackman-Williams*

### 1. Notice of Motion No. 1 **2013 Strategic Plan**

- Mover– *Caroline Baker*
- Secunder – *Spackman-Williams*

***Preamble:***

During the Induction camp for 2013 the 2013 Council set up a preliminary list of goals it wanted to achieve in the year. From this initial list, the President and Education/Vice-President have written a prioritised list of goals.

***Motion:***

That the attached strategic plan be accepted by Council and immediately enacted.

***Carried (Kleiner, Coates, Kehoe abstain)***

### 2. Notice of Motion No. 2 **Public Officer**

- Mover– *Caroline Baker*
- Secunder – *Morison*

***Preamble:***

The current Public Officer for the Student Union is James Searle.

As James is no longer involved in the Student Union as he once was it is no longer viable for him to remain as the Public Officer

Constitutionally the Executive Officer is the Public Officer however as there is no Executive Officer at present the President is most suitable.

***Motion:***

Council appoints Caroline Baker as the Swinburne Student Union Public Officer.

***Carried Unanimously***

### **3. Notice of Motion No. 3 By-Election**

- Mover– *Caroline Baker*
- Secunder – *Spackman-Williams*

#### ***Preamble:***

Since the elections for the 2013 Students' Council, four resignations have been received for the positions of Secretary/Treasurer, Access & Equity, Part-Time Representative and the Disability Support Representative.

Constitutionally we need to fill these positions within one month.

#### ***Motion:***

The positions to be elected are: Secretary/Treasurer, Access & Equity, Part-Time Representative and the Disability Support Representative and any other positions to become vacant prior to the opening of nominations.

Nominations open on Monday 14<sup>th</sup> January at 9 AM.

Nominations close on Friday 18<sup>th</sup> January at 5 PM.

The Returning Officer shall be Michael Tulip. The Assistant Returning Officer and Chief Polling Clerk shall be Danielle Beechey.

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

- Polling shall begin on Monday 21<sup>st</sup> January and end on Friday 25<sup>th</sup> January
- For each day polling is open it shall be conducted between 10 am to 1 pm and 2 pm to 5 pm
- The polling place shall be the Student Union office at Hawthorn on Level 4 of the UN Building
- Students from campuses other than Hawthorn wishing to vote but who do not wish to travel to Hawthorn must contact the Returning Officer via email before 5 pm on Monday 21<sup>st</sup> January to arrange a postal vote. The email must include their name, student number and postal address

Notice for the above dates and details shall be given via the Union's web presence, an email to members and notices placed on each campus by Monday 14<sup>th</sup> January.

The cost for the election shall be \$500 if a poll is required and \$0 if no poll is required. This cost includes a fee for the returning officer as well as support for candidates and printing of ballot papers.

***Carried Unanimously***

#### 4. Notice of Motion No. 4 **Bank Signatories**

- Mover– *Caroline Baker*
- Secunder – *Spackman-Williams*

**Preamble:**

Previously Mark Briers and James Searle as President and Secretary/Treasurer were the Bank Signatories however as they no longer hold these positions this is no longer appropriate.

**Motion:**

Council appoints Caroline Baker the President and Brendan Spackman-Williams the Education/Vice-President as the Bank Signatories for the Swinburne Student Union.

***Carried Unanimously***

3:29 - *Spackman-Williams hands the chair to Baker*

**Procedural (*Spackman-Williams*)** – To have a break until 3:40

***Carried Unanimously***

*Meeting resumed 15:43*

#### 5. Notice of Motion No. 5 **Locker Hire**

- Mover– *Spackman-Williams*
- Secunder – *Kleiner*

**Preamble:**

In 2012 the lockers were sold at \$20 for the entire year and hence sold out basically by the end of Orientation week.

To ensure they don't sell out so quickly and to give all a fair chance to attain them a price increase is necessary.

**Motion:**

That lockers be sold at \$60 for the entire year and \$40 for the semester.

***Carried (Morison against)***



## 6. Notice of Motion No. 6 **Business Cards**

- Mover– *Spackman-Williams*
- Secunder – *Morison*

### ***Preamble:***

In previous years the Student Union has purchased business cards for its representatives. Once again in 2013 all representatives should have the opportunity to use business cards to connect and network with students and staff.

### ***Motion:***

The Union will purchase business cards for all Council Members as well as the Editor in Chief who request them by Monday 14<sup>th</sup> January. Requests should be made to the Education/Vice-President and should include why they believe they will need the cards.

Additionally the Media Committee, SISA, SUPA and Campus Committees can request a generic business card also by Monday 14<sup>th</sup> January.

***Carried Unanimously***

## 7. Notice of Motion No. 7 **SSU 2013 Membership**

- Mover– *Spackman-Williams*
- Secunder – *Mutton*

### ***Preamble:***

For the previous 2 years the Student Union has charged \$30 for its yearly membership, \$20 for early bird and half year and a discounted price for outer campuses. This year as there is a larger more active Council and more services and benefits planning to be offered the price of membership should be increased.

### ***Motion:***

That membership prices for 2013 be:

Passionate - \$60+

Full Year - \$40

Early Bird (Orientation/Welcome Back Week) - \$30

Half Year - \$30

Prahran/Lilydale - \$20

Croydon/Wantirna - \$10

*Procedural (Spackman-Williams)* – To put the motion to a vote

***Carried Unanimously***

***Carried (Thornton, Morison, Coates against, Kehoe abstention)***

## 8. Notice of Motion No. 8 **SSU 2013 Honoraria**

- Mover– *Spackman-Williams*
- Secunder – *Baker*

### **Preamble:**

As the 2013 funding agreement is yet to be signed the actual amount for honoraria is unknown to a certain extent. The final honoraria amounts to be paid throughout the entire year hence cannot be finalised at the moment however a temporary payment system needs to be set up.

### **Motion:**

That honoraria is paid to representatives as follows:

\$10,000 - President

\$8,000 – Education/Vice-President – Secretary/Treasurer - Access & Equity Officer

\$6,000 - Campus Chairs

\$2,600 - All other Office Bearers including the media committee but not including general representatives on other committees

All representatives will be paid proportionately every fortnight. For example, President will be paid \$385 each fortnight for 26 fortnights.

The Remuneration Policy still applies and all representatives need to fill out reports illustrating how much work has been done and what they did.

Once a funding agreement is signed the honoraria payment amounts will be looked in to again.

**Procedural (Morison):** That the motion to be put (***Carried, Coates against***)

***Carried (Coates against, Kehoe abstain)***

***16:21 – Baker hands the chair to Spackman-Williams***

## 9. Notice of Motion No. 9 **2013 Interim Budget**

- Mover– *Caroline Baker*
- Secunder – *Spackman-Williams*

### **Preamble:**

According to section 61(1) of the Constitution, Council must set the budget by no later than 30<sup>th</sup> November for the following year. As our funding agreement for 2013 has not yet been finalised and SSU still needs to run an interim budget has been set up until the funding agreement is properly signed and hence a proper budget is made and approved by Council.

**Motion:**

That Council accepts the attached 2013 Interim Budget.

***Carried (Coates abstention)***

**10. Notice of Motion No. 10  
Advocacy Conditions**

- Mover – *Spackman-Williams*
- Seconder – *Morison*

***Preamble:***

Before VSU and the foundation of SSAA the SSU ran a large proportion of the Student Services at SUT including Advocacy. At this time they were called Student Rights Officers and had a larger scope and were able to do more in their role for the students. Since 2011 the SSU has been discussing and campaigning to get Advocacy returned to SSU as it should be run by an independent student organisation. In early 2013 there will be a student services review into this particular delivery model and there is potential for this to occur.

Should this happen SSU should ensure that the current opportunities and entitlements of the advocates currently employed by SSAA will be retained by SSU.

***Motion:***

Should there be any transfer of services from SSAA to SSU at a future time, SSU will work with SUT, SSAA and NTEU to ensure that:

Existing employee conditions and entitlements are preserved, and if possible, improved;  
Existing SSAA employees shall receive first priority consideration for positions vacant;  
Existing career path and secondment opportunities are maintained.

***Carried (Kehoe, Coates abstain)***

## 11. Notice of Motion No. 11 **Independent Advocacy Campaign**

- Mover– *Spackman-Williams*
- Secunder – *Watson*

### ***Preamble:***

Since 2011, the Student Union has been fighting for and been in discussions about returning the advocacy service back under its control so that it can be once again run by an independent student body as is commonplace throughout Victoria and Australia.

In the first semester for 2013 a Student Services Review will be conducted independently by Ernst & Young taking place to analyse the services run mainly by SSU and SSAA and to determine if this is the best model for the future. As such this is the perfect

### ***Motion:***

- The Swinburne Student Union launch and run the “Set Advocacy Free” campaign
- The Swinburne Student Union will run a petition throughout Semester 1 with the intention to present the results to the Ernst & Young Review team.
- To petition to Stephen Beall and Andrew Macfarland that the advocacy service be returned to the Swinburne Student Union by January 1<sup>st</sup> 2014.
- That a campaign team be set up by Council to co-ordinate the campaign.
- That a report be submitted by the President through co-ordinating with the campaign team on behalf of the Swinburne Student Union to the Ernst & Young Review team and Stephen Beall & Andrew Macfarland.

*Carried (Kehoe, Coates abstention)*

## 12. Notice of Motion No. 12 **Review into student service delivery (SSAA)**

- Mover– *Spackman-Williams*
- Secunder – *Thornton*

### ***Preamble:***

In 2012, the Union and the University agreed that a review would be conducted into how student services and amenities are delivered at this University, given that we are now under a SSAF funding environment.

Prior to 2006, Swinburne Student Union delivered all services currently delivered by SSAA, with funding from the General Service Fee (GSF), and delivered a higher quantity and better quality of service (see attached student organisation costings).

This motion has been previously passed in the final council meeting for 2012.

**Motion:**

That the Union's position is that Swinburne Student Union Inc. is the most appropriate body to be delivering activities, student rights & advocacy, clubs and student media at Swinburne University of Technology.

All Union representatives involved in the review process in 2012 and 2013 will uphold this position at all times.

**Carried (Coates abstain)**

**Procedural (Morison):** That speaking time be limited to 2 minutes per speaker

**Carried, Coates against**

**13. Notice of Motion No. 13  
2013 Events Planning/Merchandise Day**

- Mover– *Spackman-Williams*
- Secunder – *Baker*

**Preamble:**

The Student Union needs to plan out all its events for the year, too often events have been planned near last minute causing extra stress, extra work not to mention basic mistakes have been made due to poor preparation.

Additionally the SSAA and the SSU now have a forum to communicate properly with one another and as per an agreement made we need to hand over our event schedule as they have with theirs.

Lastly SSU needs to purchase and organise a large amount of merchandise in particular for its orientation and welcome back week periods but also for the year ahead.

**Motion:**

That an event planning day for the year including merchandise with a focus on Semester 1 be set for Tuesday 15<sup>th</sup> January from 9 AM until 5 PM.

**Amendment (Coates):** That the people who wish to include themselves in the events planning/merchandising to create a committee responsible to Council.

**Acceptable to the mover**

**Carried (Calzoni abstention)**

#### 14. Notice of Motion No. 14 **Returning Officer's Report**

- Mover– *Spackman-Williams*
- Secunder –

***Preamble:***

The 2012 Returning Officer was Haydn Steele from Above Quota Elections. Since the elections he has submitted a report for the Union to illustrate the overall outcome, facts and figures for the election including additional comments and recommendations.

***Motion:***

The 2012 SSU Council takes the 2012 Returning Officer Haydn Steele's Returning Officer's Report to be correct and valid for its findings with recommendations to be looked at in the future.

***Motion withdrawn***

**Procedural (Spackman-Williams):** To do other business before motions 15 and 16 are discussed

***Carried Unanimously***

#### 15. Notice of Motion No. 15 **Remuneration Panel Amendment**

- Mover– *Spackman-Williams*
- Secunder – *Baker*

***Preamble:***

The Remuneration Panel was introduced to SSU in 2012 when a funding agreement had been arranged. Since then it has been a very effective tool to ensure that appropriate honoraria is given to those who do their prescribed hours and work.

Currently the Panel consists of Secretariat, an Executive Officer if there is one and a rotating member of Council. The rotating member of Council previously has caused confusion and has been unclear.

***Motion:***

That Remuneration policy Section 1 be changed from:

The Remuneration Panel consists of members of the Secretariat, the Executive Officer and one other member of Council. The seat for the member of Council shall be allocated on a rotating basis each fortnight, in the order which the positions appeared on the previous year's Returning Officer's report.

To:

The Remuneration Panel consists of members of the Secretariat, the Executive Officer and one other member of Council. **The seat for the member of Council shall be decided for each Remuneration Panel at the preceding Council meeting by all non-Secretariat Council members.**

***Carried (Coates abstain)***

**16. Notice of Motion No. 16  
NUS/Victorian Uni Liaising**

- Mover– *Spackman-Williams*
- Seconder –

***Preamble:***

In 2012 the Student Union's close connections with the National Union of Students (NUS) was incredibly beneficial.

The 2013 NUS office bearers in addition to the Student Unions of other Victorian Universities have extra resources and knowledge that SSU can utilise. Additionally as in 2012 the Student Union will need to work with other representatives and office bearers and starting these relationships and connections early on will be essential to ensuring they can be used properly throughout the year.

***Motion:***

That the SSU office bearers for 2013 will arrange to meet up or communicate with their relevant counterparts, foremost in NUS but additionally in other Universities throughout Victoria. (Queer Representative with Queer Officers, President with Presidents for example).

***Withdrawn***

## **9. OTHER BUSINESS**

**Notice of Motion**

**Secretariat meeting**

- Mover– *Spackman-Williams*
- Seconder – *Baker*

***Motion:***

That the first Secretariat meeting for 2013 be held on Friday 18<sup>th</sup> January at 2:00pm at the Wantirna Campus.

***Carried (Thornton abstention)***

### **Notice of Motion**

## **Remuneration Panel**

- Mover– *Spackman-Williams*
- Secunder – *Baker*

### ***Motion:***

That the Remuneration Panel for 2013 be held on Monday 14<sup>st</sup> January at 11:00am at the Hawthorn Campus and every fortnight henceforth.

***Carried (Thornton, Coates against)***

### **Notice of Motion**

## **Remuneration Panel Council Member**

- Mover– *Spackman-Williams*
- Secunder – *Baker*

### ***Motion:***

That Memphis Calzoni becomes the non-Secretariat Council member to represent council on the remuneration panel until the next Council meeting.

***Carried (Hargrave, Baker, Spackman-Williams, Coates abstain)***

### **Notice of Motion**

## **Next Council meeting**

- Mover– *Spackman-Williams*
- Secunder – *Kehoe*

### ***Motion:***

That the next Council meeting be held on Monday 11<sup>th</sup> February at 2:00pm at the Hawthorn Campus.

***Carried (Thornton abstention)***

# **11. MEETING CLOSED:**

***Meeting closed by Caroline Baker (The Chair) at 17:00.***