



AGENDA

Council Meeting:

Monday, 20th of January 2014

2:00pm

MEETING DETAILS

Venue:	Union Meeting Room Hawthorn (UN413)
Chair:	Joshua Fernandez (President)
Minute-taker	Brendan Spackman-Williams (General Secretary)

ATTACHED DOCUMENTS

- 2014 Proposed Budget
- 2014 Interim Budget
- 2014 SSAF Proposal
- 2014 SSAF Agreement
- 2014 SSAF Amendment
- Code of Conduct
- Remuneration Policy – Current
- Remuneration Policy – New
- Unconfirmed Minutes of Meeting 8th November
- Council Member Reports

1. MEETING OPEN:

Meeting opened by Joshua Fernandez (The Chair) at 14:10.

Contemplation:

Council will observed 1 minute of silence for contemplation.

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.

2. ATTENDANCE:

Present:

PRESIDENT	Joshua Fernandez
EDUCATION OFFICER	Joshua Briers
GENERAL SECRETARY	Brendan Spackman-Williams
HAWTHORN CAMPUS CHAIR	Caitlin Bruty
QUEER REPRESENTATIVE	Lee Taube
WOMEN'S REPRESENTATIVE	Linda Kenyon
TAFE/APPRENTICESHIP REPRESENTATIVE	Michael Stuart
CLUBS & ACTIVITIES OFFICER	Salman Arif

Vacancies:

WANTIRNA CAMPUS CHAIR
INDIGENOUS REPRESENTATIVE
DISABILITY REPRESENTATIVE
POSTGRADUATE REPRESENTATIVE

Apologies:

UNDERGRADUATE REPRESENTATIVE	Sumbula Ahmad
ENVIRONMENT/SUSTAINABILITY OFFICER	Lauren Kehoe
CROYDON CAMPUS CHAIR	Sahar Ashoor
MATURE-AGED REPRESENTATIVE	Simon Moore
PART-TIME REPRESENTATIVE	Scott Morgan

Absent without apology:

WELFARE OFFICER	Amie Watson (Arrived at 2:54 PM)
INTERNATIONAL REPRESENTATIVE	Fahad Bokhari

Observers:

3. ACCEPTANCE OF APOLOGIES:

That Council accepts the apologies of the Undergraduate Representative, Environment/Sustainability Officer, Croydon Campus Chair, Mature-Aged Representative and the Part-Time Representative. All other Council members not present will be marked as absent.

- Mover: *Spackman-Williams*
- Secunder: *Bruty*

Carried Unanimously

4. ACCEPTANCE OF AGENDA:

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

The General Secretary has included a Remuneration Policy motion to coincide with the 2014 Honoraria motion and the attached documents that were circulated.

- Mover: *Spackman-Williams*
- Secunder: *Bruty*

Carried Unanimously

5. ACCEPTANCE OF PREVIOUS MINUTES:

The recorded minutes of the Council meeting held 8th November 2013 are a true and accurate reflection of the meeting and should be published on the Union's website.

- Mover: *Spackman-Williams*
- Secunder: *Fernandez*

Carried (1 Abstention)

6. REPORTS:

Written Report Received

President – Joshua Fernandez

Education Officer – Joshua Briers

- Small apology that a draft education policy is not currently available as waiting on communication from other institutions
- Hoping for an Education Board meeting but waiting on further communication to confirm and set a date

General Secretary – Brendan Spackman-Williams

Welfare Officer – Amie Watson

Hawthorn Campus Chair – Caitlin Bruty

No Report, But Verbal Report Given

TAFE – Michael Stuart

- TAFE Orientation – Floor time to present SSU to students at Orientation, ongoing discussions with relevant staff

No Report

Womens – Linda Kenyon

Queer – Lee Taube

Clubs – Salman Arif

Notice of Motion:

Acceptance of office-bearer reports

- Mover– *Briers*
- Secunder – *Bruty*

Motion:

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

Carried Unanimously

7. GENERAL BUSINESS

- Communication
 - Email is the key form of professional communication
 - Text and phone calls are the best way to stay in touch and build solid relationships
 - Generic housekeeping reminder to focus on responding to emails when requested
 - Idea of facebook for communication, perhaps too social and easily to get distracted from purpose of group, mixed views on this
- Professionalism
 - Fantastic to see punctuality and prompt communication
 - Hope to see this level of maturity continue throughout 2014
- Social Spaces
 - Level 3 UN Lounge not a Bar, stigma attached to the bar and falsely illustrates its purpose
 - Change the atmosphere and create a student focused space
 - Simultaneously running a campaign (most likely petition) in order to have Level 3 UN under the SSU license agreement.
 - Michael added evidently a Union Lounge in TAFE Building
- Goals/Strategies
 - Planning session for setting goals, direction and strategy for 2014 to add to the brainstorm in SSU Induction
 - To be held... TBA next week
- Administration – Emails, Business Cards etc
 - @ssu.org.au emails all set up and forwarding to relevant accounts
 - We can now use business cards, please let Xavier or the General Secretary know if you want/do not want a mobile listed on the business card
- Pride March
 - March for queer community for equal rights
 - The Education Officer signed up as SSU as per the Queer Representative's approval
 - The Queer Representative caught up with the National Queer Officer and discussed to march with VCCQN (Vic Cross Campus Queer Network) in solidarity
 - Sunday Feb 2nd

8. NOTICES OF MOTION:

1. Notice of Motion No. 1

SSAF Agreement

- Mover – *Spackman-Williams*
- Secunder – *Fernandez*

Preamble:

The Student Services & Amenities Fee (SSAF) is a compulsory fee paid by nearly all students for the pure purpose of support student services on campuses. As a service provider the Swinburne Student Union is entitled to this and should rightfully receive the majority of it however this is not yet the case.

In 2013 SSU put forward a proposal to the University for an allocation of SSAF of \$642,778.42 and they have since returned a funding agreement with a total of \$294,053. Council then sent through an amendment offer of \$383,771.

The negotiations are still taking place, the 2013 Secretary/Treasurer and 2013 Education/Vice-President (as Acting President) were the key negotiators for the funding agreement in 2013 and it would be considered best practice to maintain this until the agreement is signed.

Furthermore, Council needs to approve the funding agreement and in order for it to be passed as soon as possible (this will also allow for a finalised SSU Budget) it is best to have it passed through motion via e-mail.

Procedural Motion (Briers): That the motion be put.

Carried (1 Against)

Motion:

Council delegates the 2014 President and 2014 General Secretary to continue the 2014 SSAF funding agreements on behalf of the Union and for the finalised agreement to be put through motion via e-mail requiring an absolute majority of Council as soon as it is received.

Carried Unanimously

2. Notice of Motion No. 2

2014 Membership Prices

- Mover – *Bruty*
- Secunder – *Stuart*

Preamble:

In 2013 the SSU had fewer members than 2012. With the uncertain future for the SSU, growing membership must be a high priority for 2014. To achieve this, membership needs to be more accessible to students.

Motion:

In 2014, the Swinburne Student Union adopts a new structure for memberships. This is to include three separate types of membership.

The Party and Discount Memberships would be \$10 each and the Full Memberships to be \$15.

The membership titles to be decided at a later date..

Benefit:	Party	Discount	Full
Free Entry to parties	Yes		Yes
Free Printing			Yes
Where to Enjoy		Yes	Yes
Weekly BBQ	Yes	Yes	Yes
Show bag			Yes
Local Discounts		Yes	Yes
Discount Locker Hire			Yes
Billiards Equipment Hire	Yes	Yes	Yes
Meeting Room Booking			Yes
COST:	\$10	\$10	\$15

Carried Unanimously

3. Notice of Motion No. 3

Lockers

- Mover – *Bruty*
- Seconder – *Watson*

Preamble:

Renting out lockers is an important source of income for the SSU. For this reason the rental price should increase slightly for 2014.

Motion:

That for 2014 locker rental prices be as listed below.

Size & Yearly Period	Small Full	Medium Full	Large Full	Small Half	Medium Half	Large Half
Members	\$60	\$70	\$80	\$40	\$50	\$60
Non-Members	\$80	\$90	\$100	\$60	\$70	\$80

Carried Unanimously

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Fernandez ruled from the Chair that due to the relationship of Motions 4 & 5 they be moved en bloc.

Procedural Motion (Fernandez): That speaking times be limited to 1 minute.

Carried Unanimously

4. Notice of Motion No. 4 **2014 Honoraria**

- Mover – *Spackman-Williams*
- Secunder – *Bruty*

Preamble:

As the 2014 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.

This is the same funding arrangement as 2013 with the one exception that President has been slightly increased as previously it had not been calculated and scaled properly.

Motion:

That honoraria is paid to representatives as follows:

\$12,160 – 38 Hours a Week

- President

\$8,000 – 25 Hours a Week

- Education Officer, General Secretary, Welfare Officer

\$6,000 – 20 Hours a Week

- Croydon, Hawthorn & Wantirna Campus Chairs

\$2,600 – 10 Hours a Week

- All other representatives including Media Committee but not including general representatives on other committees

These honoraria amounts run in conjunction with the Remuneration Policy and in order to claim honoraria all representatives eligible must submit Remuneration Reports with the appropriate information.

Carried (1 Abstention)

5. Notice of Motion No. 5 **Remuneration Policy**

- Mover – *Spackman-Williams*
- Secunder – *Briers*

Preamble:

The current Remuneration Policy is set in such a way that a large amount of Honoraria is unclaimed every year due to the requirement that all representatives need to work their entire hours every fortnight of the year. This is inappropriate given the University timeline as there are significant peak periods and down-times throughout the year where representatives will be either working for more than their allotted hours or significantly less.

Motion:

That the attached Remuneration Policy is accepted to replace the old one.

Carried Unanimously

6. Notice of Motion No. 6 **Interim Budget**

- Mover – *Spackman-Williams*
- Secunder – *Fernandez*

Preamble:

As is required constitutionally a budget was passed in the final Council meeting in November 2013 for the 2014 SSU Council. Since that point in time the Union has been offered a funding agreement which although not accepted yet needs to be taken into account in the budget. As the funding agreement is still yet to be accepted this will be an interim budget with a final budget to be approved at the Council following a signed funding agreement.

The attached new interim budget also lists a surplus rather than a deficit.

Motion:

Council approves the Interim Budget attached and will pass a final budget for the year as soon as the SSAF funding agreement has been signed.

Carried Unanimously

7. Notice of Motion No. 7 **Executive Officer Recruitment**

- Mover – *Spackman-Williams*
- Secunder – *Fernandez*

Preamble:

The SSAF proposal submitted by the Swinburne Student Union in 2013 had a line for the Executive Officer at a rate at \$103,453 p.a (Part-Time) which the University has agreed to in their funding agreement that they offered the Student Union. Although this has not been finalised it is in the interest of the Union to being the recruitment process relating to the Executive Officer as soon as possible in order to have an Executive Officer as soon as the agreement is signed. The position has already been advertised on both Seek and Ethical Jobs.com.au.

Motion:

Council delegates the power of employing the Executive Officer to the President, Education Officer, General Secretary, Welfare Officer and Hawthorn Campus Chair.

Carried (1 Abstention)

8. Notice of Motion No. 8 **By-Election**

- Mover– *Spackman-Williams*
- Secunder – *Fernandez*

Preamble:

There were a few vacant positions as a result of the 2013 annual election. Additionally there has been a resignation in the Disability Officer position. These positions need to be filled within two months constitutionally and a by-election needs to be held to allow this.

Motion:

The positions to be elected include; Wantirna Campus Chair, Disability Support Representative, Postgraduate Representative, Indigenous Representative and all vacant general representative positions on SISA & SUPA. Additionally any other vacancies that arise before 12 PM Friday 24th January will be up for election.

Nominations open on Monday 27th January at 9 AM.

Nominations close on Wednesday 5th February at 5 PM.

The Returning Officer and Chief Polling Clerk shall be Xavier Plummer.

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

- Polling shall begin on Thursday 13th February and end on Friday 14th of February
- If a poll is required at an external campus that poll shall take place on Thursday 13th February

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- 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
- The polling place at the Wantirna Campus shall be held in the WB 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 Friday 17th February 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 27th January.

The cost for the election shall be \$0 regardless if a poll is required however reimbursements can be made for travel to external campuses.

Carried Unanimously

Procedural Motion (Spackman-Williams): For the Code of Conduct motion to be heard last.

Carried Unanimously

9. Notice of Motion No. 9 **Code of Conduct**

- Mover – *Bruty*
- Secunder – *Briers*

Preamble:

The Student Union is currently reviewing its policies to ensure that the Union remains a modernised and relevant organisation.

After consulting with Council members, this Code of Conduct has been put together to ensure that a proper policy can be looked to and followed by Council members.

Motion:

That Council adopts the attached Code of Conduct.

Carried Unanimously

10. Notice of Motion No. 10**Bank Signatory**

- Mover – *Spackman-Williams*
- Secunder – *Bruty*

Preamble:

In 2013 the President, Education Officer and Secretary/Treasurer were the bank signatories. Currently the 2013 President Caroline Baker is listed as a bank signatory whilst the Education Officer Joshua Briers is not.

Motion:

Council appoints Joshua Briers as bank signatory for SSU and removes Caroline Baker.

Carried (2 abstentions)

The President handed the chair to the Hawthorn Campus Chair

11. Notice of Motion No. 11**Medicare Funding**

- Mover – *Fernandez*
- Secunder – *Watson*

Preamble:

The Abbott Government's lack of commitment to not force patients to pay for GP visits is a concerning turn for Australians. Students are amongst the poorest people in the country, and the placement of a GP visiting fee will severely impact people's ability to seek help when they need it the most.

Motion:

That the Union condemns the federal government for its lack of clarity in the fee-placement of doctor visits.

That the President express this view to the Health Minister, The Hon. Peter Dutton.

Carried Unanimously

The Hawthorn Campus Chair handed the chair to the President

12. Notice of Motion No. 12

National Representative Body Affiliations

- Mover – *Spackman-Williams*
- Secunder – *Stuart*

Preamble:

For many years the Swinburne Student Union has been heavily involved and affiliated with nation-wide student organisations that represent all students and allow for a greater student voice to be heard, particular in media and the Government.

The National Union of Students (NUS) is the peak representative body for undergraduate students in Australia.

The Council of International Students Australia (CISA) is the peak representative body for international students in Australia.

The Council of Australian Postgraduate Associations (CAPA) is the peak representative body for postgraduate students in Australia.

Motion:

The Swinburne Student Union affiliates with NUS.

The Swinburne Student Union through Swinburne International Association (SISA) affiliates with CISA.

The Swinburne Student Union through Swinburne University Postgraduate Association (SUPA) affiliates with CAPA.

Carried Unanimously

9. OTHER BUSINESS

Notice of Motion

Remuneration Panel

- Mover– *Spackman-Williams*

Motion:

That Linda Kenyon as Women's Representative be appointed as the rotating Council member on the Remuneration Panel until the next Council meeting.

Carried (Secretariat +1 abstention)

Notice of Motion

Next Council meeting

- Mover– *Spackman-Williams*

Motion:

That the next Council meeting be held on Monday 17th February at 2:00pm at the Hawthorn Campus.

Carried Unanimously

10. MEETING CLOSED:

Meeting closed by Joshua Fernandez (The Chair) at 16:43.