



## **UNCONFIRMED MINUTES**

### **Council Meeting:**

Friday, 13th of February 2015

10:00am

#### **MEETING DETAILS**

**Venue:** Union Meeting Room Hawthorn (UN413)  
**Chair:** Brendan Spackman-Williams (President)  
**Minute-taker** Scott Morgan (General Secretary)

#### **ATTACHED DOCUMENTS**

SSU Council Meeting 15-08-2014 Unconfirmed Minutes  
SSU Council Meeting 12-01-2015 Unconfirmed Minutes  
[2015 Redraft] Remuneration Policy  
Swinburne Student Union and Rewardle Partnership Agreement  
SSAF Agreement SSU Proposal

## 1. MEETING OPEN:

*Meeting opened by Brendan Spackman-Williams (The Chair) at 10:15am. The meeting is quorate.*

### **Contemplation:**

Council will observe 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	Brendan Spackman-Williams
EDUCATION OFFICER	Anthony Osborne
GENERAL SECRETARY	Scott Morgan
WELFARE OFFICER	Joshua Briers
WOMEN'S REPRESENTATIVE	Tori Pearce
CLUBS & ACTIVITIES OFFICER	Tohiora Kuru
DISABILITY REPRESENTATIVE	Michael Samarin
QUEER REPRESENTATIVE	Lee Taube

### **Vacancies:**

WANTIRNA CAMPUS CHAIR  
CROYDON CAMPUS CHAIR  
INDIGENOUS REPRESENTATIVE  
EDUCATION – PUBLIC AFFAIRS OFFICER  
HAWTHORN CAMPUS CHAIR  
POSTGRADUATE REPRESENTATIVE

### **Apologies:**

EDUCATION – ACADEMIC AFFAIRS OFFICER	Suzanne Byron
GENERAL REPRESENTATIVE	Joshua Fernandez
ENVIRONMENT/SUSTAINABILITY OFFICER	Cliff Warren

### **Absent without apology:**

GENERAL REPRESENTATIVE	Emily Mineo
GENERAL REPRESENTATIVE	Hayley Rudd
INTERNATIONAL REPRESENTATIVE	Pavithra Ramamurthy
TAFE/APPRENTICESHIP REPRESENTATIVE	Angus Langford

### **Observers:**

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

That Council accepts the apologies of the members listed above. All other Council members not present will be marked as absent.

- Mover: *Morgan*
- Secunder: *Briers*

***Carried Unanimously***

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

That the agenda be accepted in its amended form as amended prior to the meeting by the General Secretary.

- Mover: *Morgan*
- Secunder: *Osborne*

***Carried Unanimously***

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

The recorded minutes of the Council meeting held 15<sup>th</sup> August 2014 are a true and accurate reflection of the meeting and should be published on the Union's website.

- Mover: *Briers*
- Secunder: *Morgan*

***Carried (4 Abstentions)***

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

The recorded minutes of the Council meeting held 12<sup>th</sup> January 2015 are a true and accurate reflection of the meeting and should be published on the Union's website.

- Mover: *Morgan*
- Secunder: *Pearce*

***Carried Unanimously***

## 7. GENERAL BUSINESS:

- Representative Reports

*Seven reports received plus Executive Officer's. Reports will be redistributed with unconfirmed minutes.*

- Orientation Week

*O week is now 1 ½ weeks away, please get involved regardless of your portfolio. Volunteer program will be more cohesive now we have staff to co-ordinate. Massive week for memberships and publicity. Lunch is massive, be there 12pm-2pm. Stall runs all day. Free parties in the evening through SSAA.*

*O-Week Event Program:*

*- Bar running Tuesday, Wednesday, Thursday from ~6pm-11pm*

*- SSU Stall and partners (Rewardle, 350.org) will be staffed all week near the George.*

*Stall also runs 10am-4pm during Welcome Back Week (semester week 1)*

*Louise is co-ordinating Oweek activity so liase with her for space.*

- Public Council Reports

*Idea of making representative reports public through the website once the minutes for that meeting are confirmed. (ie. January report submitted for February meeting, published once confirmed in March.)*

- Staffing Update

*Initial interview process for Information & Volunteer Support Officer did not receive enough candidates to satisfy due diligence, so was re-opened for another week and re-publicised through wider media channels.*

*Interview Panel consisting of President, General Secretary, Executive Officer, Events & Activities Officer, and a member from Swinburne HR interviewed six final round applicants and unanimously agreed to select Joshua Matulich albeit from a very strong field.*

*Joshua has accepted the position and will start Monday 16<sup>th</sup> February.*

*Social Media and Promotions Officer applications close this Sunday and will be interviewed subsequently.*

- EdCon tender

*The president would like to tender for the NUS education conference, which is almost never run in Victoria. We could not afford to pay for it, but we can use Swinburne Facilities and their financial support for the event.*

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

*It would be a good opportunity to show other Universities a different perspective through our environment, and showcase the Student Unionism movement to the Swinburne executive.*

## 8. NOTICES OF MOTION:

*Procedural (Osborne): To proceed to motion 8 and move motions 8, 9, and 10 en bloc.*

***Carried Unanimously***

*Meeting returns to proceed from motion 1.*

### **1. Notice of Motion No. 1**

#### **Introduction of Members**

- Mover – *Taube*
- Seconder – *Briers*

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

The completion of the name, position and pronoun round serves two purposes, one to introduce yourself and get more acquainted with other members of council and two, so that how members of council are addressed and minuted in the correct manner.

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

That SSU Standing Orders be amended to include:

“11.3 Introduction of Members

Before proceeding with committee business the chair will call for all members to state their preferred name, position, and pronouns to the committee when there is a new member present, or upon request.”

***Carried Unanimously***

## **2. Notice of Motion No. 2** **Rewardle Partnership**

- Mover – *Morgan*
- Secunder – *Osborne*

### ***Preamble:***

In recent years SSU has been contracted into partnership with WhereToEnjoy to provide discounts from local and national businesses to our members with their SSU Membership. As of 2015, this contract has now expired.

While this service has partnerships with some large businesses, anecdotal evidence suggests that very few of our members signed up for the account or even knew about the benefits available through WhereToEnjoy. The partnership cost us \$6.48 for each of our membership cards, which amounted to over 1900 cards in 2014.

Believing that a discount program can be significantly valuable to students but not at this cost, we have approached Rewardle as an alternative.

Rewardle operate a more local and personal discount program and have a higher density of partnerships with cafes and other businesses in the Hawthorn area. Their model is higher-engagement than the traditional discount program, with Vendors displaying a tablet at their checkout where members can scan their QR code for points and discounts.

This also enables us to use the Rewardle system for gathering metrics on our own events, promotions, and competitions.

Rewardle will supply generic membership cards for the first half of 2014, while we work out printing our custom design on the front of their card. We will print SSU designed stickers to be attached to the initial membership cards.

### ***Motion:***

That the SSU endorse an initial Partnership Agreement with Rewardle to provide SSU members with exclusive discounts at local businesses for the remainder of 2015, at a cost of \$49/month.

***Carried Unanimously***

*Procedural (Osborne): To hear motions 3, 4, 5, and 6 en bloc.*

***Carried (1 Against)***

### **3. Notice of Motion No. 3** **Remuneration Policy**

- Mover – *Morgan*
- Secunder – *Spackman-Williams*

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

As the SSU further increases the capabilities of their staff and clarifies the relationship between Representative, Administrative, and Staff work, there is now an opportunity to move Remuneration panel away from being a strictly run Representative committee to a lesser role as an administrative function.

This redraft of the current remuneration policy addresses that philosophy and clarifies a number of ambiguities in the existing policy.

#### Key Points:

- Clarified powers and processes of the remuneration panel
- Removed campus chairs from panel and reduced obstacles to calling a meeting
- Changed appeal authority from Council to Executive Officer to be more objective
- Added appeal process to deal with specific objections rather than the entire report
- Clarified how remuneration is calculated and paid
- Clarified reimbursement for travel expenses
- Added ability for representatives to accrue hours where they have worked over their claimable amount

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

That the Swinburne Student Union adopt the attached Remuneration Policy to replace the previous policy.

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

- Mover – *Morgan*
- Secunder – *Spackman-Williams*

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

As the staff member ultimately responsible for staff payments, the Executive Officer should be included as a Signatory to the SSU accounts.

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

That the Executive Officer, James Searle, is appointed as a bank signatory for the SSU for the term of their employment.

## **5. Notice of Motion No. 5** **By-Election**

- Mover – *Morgan*
- Secunder – *Spackman-Williams*

**Amendment (Spackman-Williams):** *To also elect all general positions on standing committees.*

**Amenable to Mover**

### **Preamble:**

There are currently a number of vacant positions following the 2014 Election and subsequent resignations. A by-election needs to be held to allow for filling these positions.

### **Motion:**

The positions to be elected include: Croydon Campus Chair, Hawthorn Campus Chair, Wantirna Campus Chair, Indigenous Representative, Postgraduate Representative, Education – Public Affairs, and all general positions on standing committees.

Any other vacancies that arise before Monday 2<sup>nd</sup> March shall be included in this by-election.

The Returning Officer shall be James Searle.

Notice for the below dates and details shall be given via the Union's web presence, an email to members and notices placed on each campus by Monday 2<sup>nd</sup> March.

Nominations open on Monday 9<sup>th</sup> March

Nominations close on Friday 13<sup>th</sup> March

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

- Polling shall begin on Monday 16<sup>th</sup> March and end on Tuesday 17<sup>th</sup> March
- If a poll is required at an external campus that poll shall take place on Monday 16<sup>th</sup> March
- For each day polling is open it shall be conducted during the hours of 10:00 to 13:00 and 14:00 to 17:00.
- 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 in the WB building.
- The polling place at the Croydon Campus shall be determined by the Returning Officer.
- 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 6<sup>th</sup> March to arrange a postal vote. The email must include their name, student number and postal address.

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



## **6. Notice of Motion No. 6** **Swinburne Funding Agreement**

- Mover – *Spackman-Williams*
- Secunder – *Morgan*

### ***Preamble:***

As mentioned in previous meetings the funding agreement for 2015 is yet to be signed.

With the budget approved in the previous meeting and the total funding amount set, the Union needs to propose an agreement matching the budget to the University with conditions and figures attached to cost lines.

### ***Motion:***

That Council endorse the proposed 2015 funding agreement.

That the President and General Secretary put this proposal to the University.

*Motions 3, 4, 5, and 6 discussed individually and moved en bloc.*

***Carried Unanimously***

## **7. Notice of Motion No. 7** **ESO Proposal**

- Mover – *Briers*
- Secunder – *Pearce*

### ***Preamble:***

It has been shown the reliance on fossil fuels is an unsustainable practice; although the issue is complex, and a solution to meet our energy and environmental needs has not yet been found, the organisation 350.org believes that a positive first step is to 'vote with our wallets', and choose to divest from fossil fuel companies. Although the University currently only invests 1% of its capital in fossil fuels, it is more about the message than the money.

### ***Motion:***

In partnership with Garrity Hill, a Swinburne PhD in social and environmental science, and with the support available through the 350.org network, the SSU will endorse a campaign run by the Environment and Sustainability Officer encouraging student support and education, including a petition and an information night, with the aim to convince the University to divest from fossil fuel companies.

***Carried Unanimously***

## **8. Notice of Motion No. 8**

### **Swinburne Education Action Network (SEAN)**

- Mover – Osborne
- Seconder – Briers

*Amendment (Spackman-Williams): That Motion points 1 & 2 are removed from motion 8 as Proposal and Term of Reference documents were not circulated.*

***Amenable to Mover and Seconder***

*Amendment (Osborne): To add a motion point to motion 8 that "The SSU Council endorse the creation of the Swinburne Education Action Network"*

***Amenable to Mover and Seconder***

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

Education Action Groups and Networks operate at other universities to facilitate discussion around education issues. EAG's and Networks also organise student union participation in education rallies and protests, they also tie in with the Victorian Education Action Network.

The Swinburne Education Action Network will operate as a committee under the SSU Council.

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

The SSU Council endorse the creation of the Swinburne Education Action Network

That a Facebook group be set up for the Swinburne Education Action Network managed by the Education Officer and Education – Public Affairs.

## **9. Notice of Motion No. 9**

### **SSU Education Facebook Page**

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

Currently the SSU has a Facebook page for SSU Welfare; it would also be of benefit to have a Facebook page for the Education directive so that students can find specific information about education issues and how they can get in contact with their education representatives.

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

That the Education Officer sets up a Facebook "like" page for SSU Education.

**10. Notice of Motion No. 10**  
**National Day of Action Endorsement**

***Preamble:***

The current Federal Government has a range of proposals to change higher education, and not for the better. The key to these changes is fee deregulation, which will lead to higher fees for most students, and in some cases closures to some universities.

NUS is currently organising a student protest against these changes to take place on March 25. SSU has previously participated in these protests.

***Motion:***

That the SSU endorse the NUS National Day of Action planned for March 25.

***Carried Unanimously***

## 9. OTHER BUSINESS

### Notice of Motion

#### Remuneration Panel

***Motion:***

That the Clubs Officer be appointed as the rotating Council member on the Remuneration Panel until the next Council meeting.

***Carried Unanimously***

### Notice of Motion

#### Next Council meeting

- Mover – *Morgan*
- Seconder – *Briers*

***Motion:***

That the next Council meeting be determined by the General Secretary next week, to be held at the Hawthorn Campus.

***Carried Unanimously***

#### Further Discussion

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## 10. MEETING CLOSED:

*Meeting closed by Brendan Spackman-Williams (The Chair) at 11:26pm.*