



MINUTES

Council Meeting:

Wednesday, 15th of April 2015

2:30pm

MEETING DETAILS

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

ATTACHED DOCUMENTS

1. SSU Council Meeting 18-03-2015 Unconfirmed Minutes
2. Office and Finance Manager Position Description
3. 2015 Student Union Goals and Objectives
4. Office Bearer Reports

MEETING OPEN:

Meeting opened by Brendan Spackman-Williams (The Chair) at 2:37pm. 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.

1. ATTENDANCE:

Present:

PRESIDENT	Brendan Spackman-Williams
EDUCATION OFFICER	Anthony Osborne (<i>Arrived 2:46pm</i>)
GENERAL SECRETARY	Scott Morgan
WELFARE OFFICER	Joshua Briers
HAWTHORN CAMPUS CHAIR	Ben Jackson
WOMEN'S REPRESENTATIVE	Tori Pearce
CLUBS & ACTIVITIES OFFICER	Tohiora Kuru
EDUCATION – PUBLIC AFFAIRS OFFICER	Tanja Schindler
ENVIRONMENT/SUSTAINABILITY OFFICER	Cliff Warren
POSTGRADUATE REPRESENTATIVE	Caitlin Bruty

Vacancies:

WANTIRNA CAMPUS CHAIR
CROYDON CAMPUS CHAIR
INDIGENOUS REPRESENTATIVE
INTERNATIONAL REPRESENTATIVE
GENERAL REPRESENTATIVE
GENERAL REPRESENTATIVE
GENERAL REPRESENTATIVE

Apologies:

EDUCATION – ACADEMIC AFFAIRS OFFICER	Suzanne Byron
DISABILITY REPRESENTATIVE	Michael Samarin
QUEER REPRESENTATIVE	Lee Taube

Absent without apology:

TAFE/APPRENTICESHIP REPRESENTATIVE	Angus Langford
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Observers:

EXECUTIVE OFFICER	James Searle
HAWTHORN CAMPUS COMMITTEE	Karuna Santosa

2. ACCEPTANCE OF APOLOGIES:

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

- Mover: *Briers*
- Secunder: *Warren*

Carried (2 abstentions)

3. ACCEPTANCE OF AGENDA:

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

- Mover: *Morgan*
- Secunder: *Kuru*

Carried Unanimously

4. ACCEPTANCE OF PREVIOUS MINUTES:

The recorded minutes of the Council meeting held 18th March 2015 are a true and accurate reflection of the meeting and should be published on the Union's website.

- Mover: *Morgan*
- Secunder: *Jackson*

Carried (1 abstention)

5. DISCUSSION OF REPORTS:

Written reports received from the following:

Executive Officer
President
Education Officer
Hawthorn Campus Chair

Health & Disability Officer
Clubs Officer
Women's Representative
Queer Representative

Postgraduate Representative
Environment & Sustainability
Officer

- The Executive Officer requested that council members take the opportunity to provide feedback on his report, as to the content provided and for general guidance.

6. ACCEPTANCE OF REPORTS:

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

- Mover – *Osborne*
- Seconder – *Bruty*

Carried Unanimously

7. GENERAL BUSINESS:

- Resignation
Joshua Fernandez has resigned from his position as General Representative
Angus Langford has been absent without apology for three meetings as of 3:07pm. The TAFE/APPRENTICESHIP representative position has automatically become vacant.
- Swinburne Bookshop Collective
Anthony will be the key contact for bookshop matters with the University.
- Sponsorship
The Education Officer and Executive Officer are actively pursuing sponsorship with a number of local businesses and councils.
Sponsorship sought by the Union as a whole will be intended for specific services or activities. Collectives and portfolios are encouraged to apply for grants and seek additional sponsorship.
- Bar Shift Supervisor
Expressions of interest put out as volunteer position. Tahlia (volunteer) has been appointed to the position, as supervisor she has overarching control whilst a bar event is running.
- Union Membership Update
Current membership numbers are around 1250, which is the strongest we know of to date.
- Winter Ball
To be organised further.
- Liquor License
Significant progress has been made on the license application.
- 2015 Goals

8. NOTICES OF MOTION:

1. Notice of Motion No. 1 Representative Hours

Motion lapsed due to no mover.

- Mover –
- Secunder –

Preamble:

10 hours is an unreasonable amount of hours for representatives to do the work they are assigned in their portfolios. While the union is currently unable to fund extra hours if sponsorships are sought and obtained it could be funded. For 18 representatives, that becomes an additional amount of \$24,804 per annum if representatives work their entire allotment of hours at the current rate of honorarium.

Motion:

Remunerated hours be increased to at least 15 hours a week for all non-executive representatives.

Carried / Lost

2. Notice of Motion No. 2 Union Finances

Motion lapsed due to no mover.

- Mover –
- Secunder –

Preamble:

New committee members need to be better educated on how the budget works and why their departments are funded the way they are. The budget section of the orientation was a mere 15 minutes. This is not enough explanation for those that don't have prior experience with budgeting for companies and organisations.

Representatives are expected to ask questions when they don't understand things, but when someone is completely uneducated on a topic they don't always know what they have misunderstood. A reasonable sounding budget that actually harms the Union could easily go over their head. Abstaining on the budget motion would make no difference because then the vote of the uneducated person is lost and it does not prevent disruptive interests from influencing the budget.

Motion:

The new budget for each year may not be rushed through to a vote. It needs to be distributed to all committee members a minimum of two weeks before the meeting in which it is to be voted on.

Motion:

As part of the induction/orientation of new council members there must be a minimum of 30 minutes spent educating new committee members on the union's budget and finances, covering both the overall budget for the union as well as budget management for individual departments.

Carried / Lost

Procedural (Morgan): That motion two be heard again, due to the late arrival of Taube.

Withdrawn

3. Notice of Motion No. 3 **Autonomous Budgets**

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

Preamble:

Multiple Departments received changes to funding in the 2015 budget, and the changes were made without consultation to the representatives of those departments prior to the budget being proposed. Several committee members misunderstood the motivation behind the restructuring of funds as there was some miscommunication. This misunderstanding prevented some members of the committee from being able to articulate informed opinions in the meeting.

Amendment (Bruty): The wording of the motion be changed to replace 'department' with 'portfolio'.

Amenable to Mover and Seconder

Motion:

If a budget is to change the funding for any portfolio, the relevant representative must be consulted prior to the budget being distributed to the committee so the representative involved has a solid understanding of why their portfolio's funding is changing and they have the option to object or suggest more appropriate changes prior to the budget being finalised to the point that it is deemed ready to be voted on.

Carried (1 against, 1 abstention)

4. Notice of Motion No. 4 **Office and Finance Manager Position Description**

- Mover – *Spackman-Williams*
- Seconder – *Bruty*

Preamble:

The Executive Officer has rewritten the position description for the Office and Finance Manager (previously Reception, Administration and Finance Officer). The new PD more accurately reflects the role that Xavier conducts and was produced in consultation with Xavier.

Motion:

That Council approves the updated Office and Finance Manager position description, noting that a) this results in a job title change for Xavier Plummer and b) there is no change to the job classification or pay scale.

Carried (1 abstention)

5. Notice of Motion No. 5 **Education Board Appointments**

- Mover – *Osborne*
- Secunder – *Schindler*

Preamble:

At the previous Council meeting, Council endorsed a process of selecting applicants to be faculty representatives on the SSU Education Board. After an extended period of nomination, the panel interviewed all candidates and have recommended the following below to be endorsed as the faculty representatives.

Note: The names of individuals to be appointed will be provided at the Council meeting.

Motion:

That the following people be appointed to the 2015 Education Board in the following roles:

- Faculty of Business and Law: Katrina Davis
- Faculty of Health, Arts and Design: David Brodtmann
- Faculty of Science, Engineering and Technology: Daniel Brick
- Department of Foundation and Pathways: Kanika Srun
- Department of Design, Media and ICT: William Farnsworth
- Department of Business and Finance: Shivan Khetarpal
- Department of Health, Science, Education and Social Sciences: Bronwyn Evans
- Department of Trades and Engineering Technology: Callum Kraal
- National Institute of Circus Arts: Vacant
- Swinburne Online: Leonie North
- Universities Australia – Swinburne: Ashleigh Rowe

Carried Unanimously

6. Notice of Motion No. 6 **2015 Goals**

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

Preamble:

Early this year Council representatives met to discuss the plans and goals for the year. Following this discussion and planning session the attached 2015 Goals have been compiled in order to guide the Union, its office bearers and its staff throughout the year.

Motion:

That Council adopt the 2015 Goals and tasks the Executive Officer and President for seeing them executed and achieved.

Carried (1 abstention)

7. Notice of Motion No. 7 **Election Regulation Changes**

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

Preamble:

Currently the Election Regulations subclause 32 (a) ii. states:

Nominees must have been enrolled at Swinburne University of Technology for at least one contiguous semester within the previous two semesters.

This is an old and out-dated policy which is undemocratic and exclusionary. The lengths of Swinburne courses and certificates vary greatly and to some students who many not be here as long as others this greatly reduces their ability if not makes it impossible for them to run for positions.

Amendment (Morgan): That the motion not apply to executive positions, by instead amending subclause 32 (a) ii to only apply to the portfolio of President, Education Officer, Welfare Officer, and General Secretary.

Amenable to mover and seconder

Motion:

That subclause 32 (a) ii be amended to only apply to the portfolios of President, Education Officer, Welfare Officer, and General Secretary

Carried (1 against, 1 abstention)

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

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

Preamble:

As a result of the last Council meeting, a number of positions have become vacant, additionally there are multiple other vacancies still remaining on various committees.

Motion:

That all vacant positions on Council and any Union standing committees are held for election.

Vacant positions currently include:

- Wantirna Campus Chair
- Croydon Campus Chair
- Indigenous Representative
- International Representative
- General Representatives (three)
- TAFE/Apprenticeships Representative
- Hawthorn Campus Committee (two)
- SISA (four)
- SUPA (five)

Any other vacancies that arise before Monday 20th April 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 20th April.

Nominations open on Monday 27th April

Nominations close on Friday 8th May

Position Descriptions for the General Committee representatives on standing committees will be written up by the President and Executive Officer.

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

- Polling shall begin on Monday 11th May and end on Wednesday 13th May, unless there is no poll required at the external campuses in which case it will finish on Tuesday 12th May.
- If a poll is required at an external campus that poll shall take place on Wednesday 13th May
- 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

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

- 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 24th April 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.

Carried (1 abstention)

9. Notice of Motion No. 9 **Annual General Meeting**

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

Preamble:

The Student Union's Annual General Meeting must be held every year between March and May in order to present and report on the previous year's finances and operations to its members.

Motion:

That the Annual General Meeting be held on Wednesday 27th May at 3:00 PM in a classroom on the Hawthorn campus capable of sitting at least 30 individuals.

That the President and General Secretary are responsible for organising the AGM.

Carried Unanimously

10. Notice of Motion No. 10 **Term Deposit**

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

Preamble:

SSU now receives its University funding on a quarterly basis, in advance. This means that now we have significantly higher cash on hand. Placing a portion of this in a term deposit would allow us to earn interest on this to supplement our funding. NAB currently has a special rate where their 90-day term deposit has the same interest rate as the 6-month term deposit (2.55%). The 12-month rate is only marginally better (2.65%). A deposit of \$80,000 would pay approximately \$500 every 90 days.

Amendment (Morgan): To include director names in the motion.

Amenable to mover.

Amendment (Spackman-Williams): To reword phrase to "up to 90-day term".

Amenable to seconder.

Motion:

That Council authorise the President Brendan Spackman-Williams, the General Secretary Scott Morgan, and the Executive Officer James Searle to open an up to 90-day term deposit facility of up to \$80,000 (depending on cash flow forecasts and when the April – June SSAF instalment is received), to be reviewed upon maturity in July.

Carried Unanimously

9. OTHER BUSINESS

Notice of Motion**Remuneration Panel****Motion:**

That the Postgraduate Representative Caitlin Bruty be appointed as the rotating Council member on the Remuneration Panel until the next Council meeting.

Carried (1 abstention)

Notice of Motion**Next Council meeting**

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

Motion:

That the next Council meeting be held at 2:30pm, Wednesday 13th May at the Hawthorn Campus.

Carried / Lost

Council holds a Minute of Silence in solidarity with our colleagues in Kenya, at the request of the Welfare Officer.

10. MEETING CLOSED:

Meeting closed by Brendan Spackman-Williams (The Chair) at 4:35pm.