



MINUTES

Council Meeting:

Monday, 11th of February 2013

2:00pm

MEETING DETAILS

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

ATTACHED DOCUMENTS

- Minutes of January Council meeting
- SSU Election 2012 Returning Officer's Report
- SSU Election 2013 By-Election Returning Officer's Report
- SSU Remuneration Policy
- Where To Enjoy Membership Information
- January Balance Statement
- January Profit/Loss Statement
- Media Committee Minutes
- Media Committee's Welcome Back Week Booklet
- SSU Booklet and Pamphlet

1. MEETING OPEN:

Meeting opened by Caroline Baker (The Chair) at 14:14. The Chair will determine whether the meeting is 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.

2. ATTENDANCE:

Present:

PRESIDENT	Caroline Baker
EDUCATION/VICE PRESIDENT	Brendan Spackman-Williams
SECRETARY/TREASURER	Joshua Fernandez
ACCESS & EQUITY OFFICER	Caitlin Bruty
PRAHRAN CAMPUS CHAIR	Alice Mutton
WANTIRNA CAMPUS CHAIR	Peter Coates
QUEER REPRESENTATIVE	Andrew Morison
WOMEN'S REPRESENTATIVE	Memphis Calzoni (Until 15:20)
UNDERGRADUATE REPRESENTATIVE	Jacqui Kleiner
PART-TIME REPRESENTATIVE	Andrew Newton
TAFE/APPRENTICESHIP REPRESENTATIVE	Fraser Blair
INTERNATIONAL REPRESENTATIVE	Salman Sheikh
LILYDALE CAMPUS CHAIR	Amie Watson (From 14:19)
CROYDON CAMPUS CHAIR	Kara Hargrave (From 14:50)

Vacancies:

HAWTHORN CAMPUS CHAIR

Apologies:

DISABILITY SUPPORT REPRESENTATIVE	Karuna Santosa
ENVIRONMENT/SUSTAINABILITY OFFICER	Lauren Kehoe
POSTGRADUATE REPRESENTATIVE	Valentine LeBrun
CLUBS & ACTIVITIES OFFICER	Courtney Barber
INDIGENOUS REPRESENTATIVE	Megan Kelleher
MATURE-AGED REPRESENTATIVE	Ash Thornton

Absent without apology:

Observers:

Steven Jingga
Matthew Latham

James Searle
Langley Tay

3. ACCEPTANCE OF APOLOGIES:

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

- Mover: *Fernandez*
- Seconder: *Mutton*

Carried (Bruty, Spackman-Williams abstain)

4. ACCEPTANCE OF AGENDA:

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

- Mover: *Fernandez*
- Seconder: *Morison*

Procedural (Newton): Would like to move motion 12 to be the first motion to be dealt with.

Carried Unanimously

Procedural (Spackman-Williams): That motions 13, 14 and 18 to follow motion 7.

Carried Unanimously

Carried (Coates against)

5. ACCEPTANCE OF PREVIOUS MINUTES:

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

- Mover: *Spackman-Williams*
- Seconder: *Blair*

Carried Unanimously

6. REPORTS:

Written Report Received

PART TIME REPRESENTATIVE

Andrew Newton

- Part time students are the “forgotten students”
- Parking is an issue
- Social media will be heavily used

Procedural (Bruty): That council members speak for two minutes for both reports and motions.

Carried (Coates, Newton against)

EDUCATION/VICE PRESIDENT

Brendan Spackman-Williams

- Work with Gilly Salmon for Learning Transformations
- NUS President's Summit

WOMEN'S REPRESENTATIVE

Memphis Calzoni

- Work with NUS women's representative
- First collective – still learning the ropes but getting help

UNDERGRADUATE REPRESENTATIVE

Jacqui Kleiner

- Attended panel training
- Planning on holding

LILYDALE CAMPUS CHAIR

Amie Watson

- Plan on having a stall at Correnderrk festival to raise awareness

DISABILITY SUPPORT OFFICER

Karuna Santosa

- Written report

INTERNATIONAL OFFICER

Salman Sheikh

- SISA event – March 15
- Planning for O-Week

PRESIDENT

Caroline Baker

- Had discussion with NUS representatives

SECRETARY/TREASURER

Joshua Fernandez

ACCESS/EQUITY OFFICER (Verbal, cannot find report)

- Ordered merchandise for O-Week/Welcome back week
- Helped students with academic issues

QUEER OFFICER

Andrew Morison

- Researching into lifts for easier access to queer and women's room
- Building new queer committee
- Same-sex marriage campaign

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

No Report, But Verbal Report Given

PRAHRAN CAMPUS CHAIR

Alice Mutton

- Welcome new members to Council, SISA and SUPA
- Excited for events after attending planning day
- Meetings and forums about saving Prahran

WANTIRNA CAMPUS CHAIR

Peter Coates

No Report

ENVIRONMENT/SUSTAINABILITY OFFICER

Lauren Kehoe

POSTGRADUATE REPRESENTATIVE

Valentine LeBrun

CLUBS & ACTIVITIES OFFICER

Courtney Barber

INDIGENOUS REPRESENTATIVE

Megan Kelleher

MATURE-AGED REPRESENTATIVE

Ash Thornton

Notice of Motion:**Acceptance of office-bearer reports**

- Mover– *Fernandez*
- Seconder – *Kleiner*

Motion:

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

Carried Unanimously

Procedural (Newton): That motion 12 be heard immediately

Carried Unanimously

7. CONFERENCE REPORTS:

NUS President's Summit**Written reports received**

EDUCATION/VICE-PRESIDENT

Brendan Spackman-Williams

Notice of Motion:**Acceptance of conference report**

- Mover– *Fernandez*
- Secunder – *Calzoni*

Motion:

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

Carried Unanimously

8. GENERAL BUSINESS

- Communication (Emails, attendance, punctuality)
- Budget – SSAF Update
- NUS/Victorian University Liaison

9. NOTICES OF MOTION:

1. Notice of Motion No. 1 Remuneration Policy

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

Preamble:

The Remuneration Policy currently lists specific information regarding to the year 2012 and needs to be more fluid and relevant to the current situation rather than a particular point in time.

Additionally the quorum for Remuneration Panel has been incredibly hard to achieve of late and it has been felt that the size of the panel is far too large for the task required of it.

Lastly there were many smaller edits required to be made to the document to ensure it was up to date, relevant and fair.

Amendment (Baker, Morison): That:

1. The Remuneration Panel consists of the Executive Officer, President, Education/Vice-President, Secretary/Treasurer, Access & Equity Officer and another member of the Students' Council. The seat for the member of Council shall be decided for each Remuneration Panel at the preceding Council meeting by all non-Remuneration Panel members.

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

Be amended to

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

Amendment is unacceptable to the mover

Amendment is Carried (4 for, 3 against, 5 abstentions)

Motion:

That Council replaces the old Remuneration Policy with the new attached Remuneration Policy and enacts it immediately

***Carried in Council (Bruty against, Coates, Newton, Mutton abstain)
Motion failed due to constitutional policy on implementation of Union Policy by Council***

Procedural (Morison): That Council have a 5 minute break.

Carried

Meeting reconvened 15:49

2. Notice of Motions No. 2 & 3 Campaigns

- Mover – *Brendan Spackman-Williams*
- Secunder – *Blair*

Preamble:

Following the motion at the previous Council to run an Advocacy Campaign the campaign team met up to discuss the how, what, who, where and why.

Consequently it was discussed that through further discussion that Advocacy should not be the key campaign this year as it is more important to be relevant to students.

Other campaign options were since discussed and a poll put online to gauge students interest.

Parking has been proven to be the number one issue for Swinburne students whilst not having a bar on campus makes Swinburne the only University in Victoria without one, this is evident in its lack of culture.

Amendment (Newton, Coates): That the parking campaign also include the Prahran campus.

Amendment not acceptable to the mover

Amendment withdrawn

Amendment (Newton, Coates): That the parking campaign be Swinburne-wide.

Amendment not acceptable to the mover

Amendment Carried (4 against, 3 abstentions)

Motion 2:

That the Student Union run a parking campaign with the target for more parking being available on all campuses.

The campaign will target students, staff, local businesses, the community and local Councils.

The campaign will involve petitions, stalls, lobbying, social media awareness, media and other methods and actions deemed appropriate by the campaign team.

The first campaign meeting to plan the year's events surrounding the parking campaign will be advised on by the Education Officer/Vice-President.

Carried (Hargrave abstain)

Motion 3 (Spackman-Williams, Coates seconded):

That the Student Union run a campaign to re-open the space on Level 3 of the UN as a bar.

The campaign will target students and staff.

The campaign will involve video petitions, written quotes, stalls, social media awareness and other methods and actions deemed appropriate by the campaign team.

The first campaign meeting to plan the year's events surrounding the bar campaign will be advised on by the Education Officer/Vice-President.

Carried Unanimously

**4. Notice of Motion No. 4
Where To Enjoy**

- Mover– *Fernandez*
- Seconder – *Morison*

Preamble:

The price rise in regards to student union membership was a significant sum of money for students. To compensate this; one of the best way to provide students with better value for money for their memberships is to combine it with a nation-wide discounts scheme.

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

Where To Enjoy is an Australia-wide discount program which has negotiated deals with institutions such as restaurants, hotels, theme parks and others to allow its members to receive generous discounts.

This deal allows for students to receive discounts not only with businesses that the Union has negotiated with, but also with several stores around the country. This is incredibly useful for students on a daily basis, whether they are either at home or on holiday.

Successful examples of this being implemented can be seen with the La Trobe Student Union who has had this deal over the past years.

Currently the Union is unable to print membership cards due to a faulty machine. The upkeep and repair of this is financially unfeasible, and the implementation of this card system can allow for a SSU-branded card to be distributed to members; one printed by an external company which can then be used at institutions around the country.

Motion:

That SSU commits to a two-year deal with Where To Enjoy to employ their membership card system, with \$10,000 to be allocated in the budget, and 1,000 cards will be initially purchased at a cost of \$6.48 each.

Carried Unanimously

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

- Mover– *Fernandez*
- Seconder – *Blair*

Preamble:

Since the January Council meeting, there has been a resignation from the Hawthorn Campus Chair.

Constitutionally this position must be filled within one month.

Amendment (Spackman-Williams): That all vacant committee members (SISA, SUPA and campus committees) be opened for election along with the HCC.

Acceptable to the mover

Motion:

The position to be elected is the Hawthorn Campus Chair and other vacancies if they so arise.

Nominations open on Tuesday 12th February at 9 AM.

Nominations close on Monday 4th March at 5 PM.

The Returning Officer shall be Noni Sproule. The Assistant Returning Officer and Chief Polling Clerk shall be the Reception, Administration and Finance Officer.

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

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

- Polling shall begin on Monday 18th March and end on Friday 22nd of March
- 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 Wednesday 6th March 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 Tuesday 12th February.

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

**6. Notice of Motion No. 6
Arcade Machine Leasing Agreement**

Motion withdrawn

**7. Notice of Motion No. 7
SSU Booklet & Pamphlet**

- Mover– *Bruty*
- Secunder –

Preamble:

The SSU has no good information/ guide as to what it is, what it does and what services it offers. The SSU needs a document that can be presented to staff and to students, which thoroughly explains the Swinburne Student Union.

Motion:

That the attached SSU booklet and pamphlet be accepted by Council and sent to print as soon as possible.

Deferred to Secretariat

Procedural (Newton): To move motion 21 to Secretariat and motion 20 to the next Council meeting.

Carried Unanimously

**8. Notice of Motion No. 8
Committee Reshuffle**

- Mover– *Fernandez*
- Seconder – *Bruty*

Motion:

That the SSU Council formerly removes Yasmen Bakri from the position of 'Secretary-Treasurer of the Media Committee' as seen with her resignation.

Carried (Hargrave abstention)

**9. Notice of Motion No. 9
Media Committee Honorarium Change**

- Mover– *Fernandez*
- Seconder – *Coates*

Preamble:

The SSU Media Committee runs on a different time frame to the SSU Council, therefore requires a more flexible and efficient honorarium delivery.

Motion:

That the SSU Council permit the Honorarium payments of the SSU Media Committee to stack during peak publication weeks during semester to make the committee function more effective.

The structure of payment will be as follows during semester:

EXCEPTIONAL WEEKS	HRS REQUIRED per week	PAYMENT per Week*
28/01 – 3/02	10	\$50
4/02 – 10/02	10	\$50
11/02 – 17/02	20	\$100
18/02 – 24/02	10	\$50
O-Week	30	\$150
-----	-----	-----
Week 1	20	\$100
Week 2	30	\$150
Week 3	20	\$100
Week 4	20	\$100
Week 5	20	\$100
Week 6	30	\$150
Week 7	20	\$100
Week 8	10	\$50
Week 9	0	\$0
Week 10	0	\$0

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

Week 11	0	\$0
Week 12	0	\$0
	26 weeks' worth per semester	\$1,300 per semester period

*Any honoraria already accrued by members of the SSU Media Committee will be ignored unless already paid out, if an amount has been paid, it will come out of the second semester amount. All Media Committee Payments for Semester One will be paid in this way to ensure maximisation of time and allow the SSUMC to engage in activity in the most efficient way possible

Carried Unanimously

**10. Notice of Motion No. 10
Publication Of "The New Student Guide" 2013**

Motion Withdrawn

Procedural (Baker): That the SSU booklet be emailed and approved by Council members over email by COB Tuesday 12/2.

Carried Unanimously

**11. Notice of Motion No. 11
2012 SSU Election Returning Officer's Report**

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

Preamble:

Above Quota were hired to run the Student Union's elections in 2012 and during this period Haydn Steel was the Returning Officer.

Haydn has since compiled his Returning Officer's Report of the election and submitted it to the Student Union.

Procedural (Bruty): that the motion be put

Carried (Coates, Spackman Williams against)

Motion:

The Student Union accepts the Returning Officer's Report by Haydn Steel for the 2012 SSU Election to be true and accurate in its recording of the facts and events during the election with the recommendations noted.

Carried (Coates abstention)

12. Notice of Motion No. 12**2013 SSU By-Election Returning Officer's Report**

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

Preamble:

Recently SSU held a by-election for the positions of Secretary/Treasurer, Access & Equity Officer, Part Time Representative, Disability Representative in addition to various positions on its sub-committees.

Michael Tulip was the Returning Officer during this election and has since submitted his Returning Officer's Report to the Student Union.

Motion:

The Student Union accepts the Returning Officer's Report by Michael Tulip for the 2013 SSU By-Election to be true and accurate in its recording of the facts and events during the election with the recommendations noted.

Carried (Coates abstention)

13. Notice of Motion No. 13**Staff Membership**

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

Preamble:

Many other Universities charge Staff Memberships for various reasons, additional revenue, staff under the Student Union cause, if they join once, they will probably join every year and it makes it easier to connect with the staff network.

For example La Trobe in fact charges more for its Staff than it does for its members.

Amendment (Fernandez, Bruty): That the staff member price be \$60.

Amendment is not acceptable to the mover

Amendment Lost

Amendment (Bruty): That the staff member price be \$50.

Amendment is acceptable to the mover

Amendment (Morison): That the Union investigate ways in which staff memberships receive staff specialty discounts

Amendment withdrawn

Motion:

That a Staff Membership is created to the price of \$50 and a staff membership pack and information is compiled to be spread throughout the University.

Carried Unanimously

**14. Notice of Motion No. 14
NUS Education Is Not For Profit Campaign**

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

Preamble:

The National Union of Student (NUS) has a National Day of Action (NDA) every year and this year it will be held on March 27th involving a rally and march in the city.

The campaign is "Education Is Not For Profit" and relates to course cuts, fee increases and fee deregulation.

All campuses have the opportunity in getting involved on not only a national or state level but also a local level through running a campus specific campaign.

Motion:

That the Student Union support the NUS "Education Is Not For Profit" campaign through its own on campus initiatives and working with NUS, their education officers including state education officer Conrad Corry who is also the Editor In Chief of the Swine.

Council puts it to Education Board to run and co-ordinate the "Education Is Not For Profit" campaign for Swinburne.

Carried Unanimously

**15. Notice of Motion No. 15
Investigation into misappropriated monies**

16:45

- Mover– *Coates*
- Seconder – *Newton*

Motion:

That Council representatives will bring to the attention of Council and Secretariat at the first available opportunity any knowledge and /or evidence of assets and/or monies being misappropriated or used or spent without the approval of council, past or present. And that council once aware of any misappropriation or unapproved expenditure of union assets and/or monies will seek to recover losses from those peoples responsible to the full extent of the law.

Procedural (Bruty): That the council continue to suspend standing orders to allow the meeting to extend for an hour maximum.

Motion lost

Motion Withdrawn

16. **Notice of Motion No. 16 & 17**
Special General Meeting

Motion Withdrawn

18. **Notice of Motion No. 18**
Sustainability Collective – Alternative Student Diary Cover

- Mover– *Morison*
- Seconder – *Newton*

Preamble:

The Swinburne Sustainability Collective is concerned with the content of the design of the SSAA student diary for 2013. The Collective believes that the cover illustration whilst reflecting one aspect of student life, is irresponsible in its promotion of unhealthy images, consumer culture and socially irresponsible brands. The Collective believes the cover should reflect the other half of student life - our aspirations and attempts to find a balance between stimulants and fast food, and health, wellbeing and sustainable study practices.

The Sustainability Collective would like to work with the original artist to produce the new design, which would provide students with an option and encourage them to think about these two sides of life as a student and make a choice for themselves. This is not intended to be an action against SSAA, we're not in opposition, just an alternative.

Procedural (Spackman-Williams): That the motion be put.

Carried Unanimously

Motion:

The Sustainability Collective will investigate to produce and print a sticker alternative for the cover of the SSAA student diary to hand out to students in O-week and throughout the year.

Carried (Blair against)

19. **Notice of Motion No. 19**
University Council

Motion Withdrawn

20. Notice of Motion No. 20
Team Swinburne Sponsorship

Deferred to Council

21. Notice of Motion No. 21
Save The Tarkine

17:15

Deferred to Secretariat

22. Notice of Motion No. 22
Involve International Clubs & Societies

17:20

Motion Withdrawn

23. Notice of Motion No. 23
Promote SISA & SSU

Motion Withdrawn

24. Notice of Motion No. 24
Separate Space for SISA

Motion withdrawn

25. Notice of Motion No. 25 & 26
Swinburne Drinking Society

- Mover–
- Seconder –

Motions withdrawn

10. OTHER BUSINESS

Notice of Motion

Remuneration Panel

- Mover– *Fernandez*
- Secunder –

Motion:

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

Carried/Lost

Notice of Motion

Remuneration Panel

- Mover– *Fernandez*
- Secunder –

Motion:

That the Remuneration Panel for 2013 be held on Wednesday 13th February at 11:00am at the Hawthorn Campus and every fortnight henceforth.

Carried/Lost

Notice of Motion

Next Council meeting

17:30

- Mover– *Fernandez*
- Secunder –

Motion:

That the next Council meeting be held on Thursday 14th March at 2:00pm at the Hawthorn Campus.

Carried/Lost

11. MEETING CLOSED:

Meeting closed by Caroline Baker (The Chair) at 17:16.