



MINUTES

Council Meeting #3:

Tuesday, 17th of April 2012

MEETING DETAILS

Venue:	Union meeting room (UN413)
Chair:	Mark Briers (President)
Minute-taker	James Searle (Secretary/Treasurer)

1. MEETING OPEN:

Meeting opened by Mark Briers (The Chair) at 15:05. The chair will determine if 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. It is upon their ancestral land that Swinburne University is built. Council honours their elders past and present and recognises that their customs and traditions continue to this day.

Procedural (Landolfo):

To not observe the minute of silence.

Carried (Unanimously)

Contemplation:

Council will observe 1 minute of silence for contemplation.

2. ATTENDANCE:

Present:

PRESIDENT	Mark Briers
EDUCATION/VICE PRESIDENT	Matthew Landolfo
SECRETARY/TREASURER	James Searle
ACCESS & EQUITY OFFICER	Nicole Robinson
HAWTHORN CAMPUS CHAIR	Brendan Spackman Williams
PRAHRAN CAMPUS CHAIR	Brice Chappell
QUEER REPRESENTATIVE	Andrew Morison
DISABILITY SUPPORT REPRESENTATIVE	Oliver Haeusler (left at 3:30pm)
INDIGENOUS REPRESENTATIVE	Megan Kelleher
POSTGRADUATE REPRESENTATIVE	Elizabeth Rowe (entered at 4:05pm)

Apologies:

MEN'S WELFARE OFFICER	Langley Tay
PART TIME REPRESENTATIVE	Aimee McCarten
ENVIRONMENT/SUSTAINABILITY OFFICER	Zoe Glen-Norman
UNDERGRADUATE REPRESENTATIVE	Xiao Tian Lim
INTERNATIONAL REPRESENTATIVE	Meit Shah
LILYDALE CAMPUS CHAIR	Gemma Melville

Absent:

WOMEN'S REPRESENTATIVE	Melanie Orvis
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Observers:

Megan Kelleher
Joshua Fernandez
Zuben Rustomjee
Cliff Warren
Harrison Cleaver
James Murphy
Kara Hargrave

3. ACCEPTANCE OF AGENDA:

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

- Mover: *Searle*
- Seconder: *Briers*

Amendment (Searle):

To defer reports and move directly to motions, starting in the following order: motion's 2, 3, 5, 6, 7, 8 then 4.

Carried (Unanimously)

4. ACCEPTANCE OF PREVIOUS MINUTES:

The recorded minutes of the Council meeting held 8th March 2012 are a true and accurate reflection of the meeting and should be published on the Union's website and distributed to the University's Executive Group.

- Mover: *Searle*
- Seconder: *Robinson*

Carried (Unanimously)

5. NOTICES OF MOTION:

1. Notice of Motion No. 1: **Annual General Meeting**

- Mover – *Searle*
- Secunder – *Spackman*

Preamble:

The Union's Constitution as well as the Associations Act requires the Student Union to conduct an Annual General Meeting of all students to present the previous year's audited financial statements and for office bearers to provide reports.

The annual election and the AGM are the two main ways that the Student Union is accountable to all students. This important framework sets the Union apart from the SSAA.

Motion (recommended by Secretariat):

That the Annual General Meeting be held on Monday the 30th of April at 5:00PM in the Union Bar (Level 3 UN Building Hawthorn) and that notice for the meeting be given via *The Swine*, 3SSR Swinburne Student Radio, the Union's web presence, an email to members and notices placed on all campuses.

Carried (Unanimously)

2. Notice of Motion No. 2: **Student Media Officer Appointment**

- Mover – *Landolfo*
- Secunder – *Robinson*

Preamble:

In accordance with Motion No. 4 'Student Media Officer Vacancy' passed by Council on Thursday 8th of March, the position was advertised via email on Sunday 11th of March to all Union members who had indicated an interested in Student Media on their 2012 Membership form.

Applications closed at midnight on Friday the 15th of March. Three applications were received for the role.

A special meeting of the Swinburne Student Union Media Committee was held on Monday the 26th of March. One applicant withdrew, and two friendly and highly capable applicants were interviewed.

The Committee voted unanimously to recommend to Council that the Union appoint James Murphy to the role of Student Media Officer/Editor-in-Chief.

Motion:

The Council respects the Media Committee's preference and appoints James Murphy to the role of Student Media Officer/Editor-in-Chief of the Swinburne Student Union's Media Committee.

The Union looks forward to establishing The Swine and Swinburne Student Radio as Australia's premier Student Media outlets.

Carried (Unanimously)

**3. Notice of Motion No. 3:
Prahran Campus Committee**

- Mover – *Searle*
- Secunder – *Chappell*

Preamble:

Recently an active and motivated team of students from Prahran have joined the Student Union and are helping the Student Union expand its operations in Prahran, running BBQ's, free breakfast, free printing and providing welfare advice.

In years past entire campus committees were elected at the annual elections. In 2011 only the Campus Chairs were elected. Council can appoint students to positions on campus committees.

In these roles they will be of great support to the Prahran Campus Chair.

Motion:

That Council appoint Brenton-Nicholas Kovarik as Prahran Campus Committee Deputy Chair.

That Council appoint Julia Lillian Chrisfield as Prahran Campus Committee Secretary.

That Council appoint Alice Louise Mutton as Prahran Campus Committee Treasurer.

That Council appoint Amanda Elizabeth Kapusta as General Representative on Prahran Campus Committee.

Carried (Unanimously)

4. **Notice of Motion No. 4:**
Union Ball

- Mover – *Spackman*
- Secunder – *Landolfo*

Preamble:

SSU has not held a ball in over 5 years. A ball is a great opportunity for students to socialise together on a non-academic platform and boosts University culture and improves moral. The Clubs and Activities Officer Matthew Latham has conducted research and made a preliminary plan which was presented to a ball working group created during the last Secretariat Meeting which has come up with the figures below.

Motion:

That the Secretariat endorses a Winter Ball to be held at 'Leonda by the Yarra' on the Friday of the second week of Semester 2 (17th August) from 7PM - 12AM and for a \$3000 deposit to be paid. Tickets cost the Union \$88, members will be charged \$70 and non-members \$80. The venue requires a minimum of 150 attendants and can take a maximum of 200. An additional \$3,600 will need to be set aside to pay the subsidies due to the retail/cost price differential. A three course meal in addition to alcohol will be provided.

Carried (6 for, Searle & Robinson abstention)

5. **Notice of Motion No. 5:**
Union regulations concerning by-elections

- Mover – *Searle*
- Secunder – *Spackman*

Preamble:

Under the current election regulations, holding a by-election for vacant positions would be prohibitively costly.

The cost can be reduced by taking the following actions:

- Alter the regulations for by-elections to allow the appointment of an SSU staff member as Assistant Returning Officer and Chief Polling Clerk (but not an SSU representative or any other student)
- Exempt part of clause 58 in the election regulations (for by-elections only). 58 currently states that ballot boxes cannot be accessible to SSU staff. As an SSU staff member will be the Assistant Returning Officer it is not reasonable to expect that they will not have access to the ballot boxes. However the ballot boxes should still not be accessible to Swinburne students or SSU reps at any time.

If these conditions are agreed to, Council can then appoint a Returning Officer and set dates and times for nominations and polling periods.

Some small typographical errors in the regulations have also been amended. These do not change the effect of any regulations.

Motion (recommended by Secretariat):

That Council approved the attached amended election regulations.

Carried (Unanimously)

**6. Notice of Motion No. 6:
Union By-Election**

- Mover – *Searle*
- Secunder – *Spackman*

Preamble:

A number of vacancies have arisen on the Council. The Union's constitution requires a by-election to be held to fill these positions.

With recent regulation changes coming into effect, the Union can run a by-election at minimal cost.

Motion:

That the Union conduct a by-election according to the election regulations with the following particulars;

The positions to be elected are; Mature Age Representative, TAFE & Apprenticeship Representative, Croydon Campus Chair, Wantirna Campus Chair, and any other positions that become vacant prior to the opening of nominations.

The Returning Officer shall be Michael Tulip. The Assistant Returning Officer and Chief Polling Clerk shall be the SSU Receptionist.

Nominations shall open on Monday 23rd April at 10:00am.

Nominations shall close on Friday 27th April at 5:00pm.

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

- Polling shall begin on Monday 7th May and conclude on Thursday 10th May.
- Polling shall be conducted from 10:00am to 1:00pm and then 2:00pm to 5:00pm each day.
- 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 5:00pm on Monday 7th May 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 in *The Swine* (if printing constraints allow), as well as via the Union's web presence, an email to members and notices placed on each campus by Thursday 19th April.

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)

7. **Notice of Motion No. 7:**
Indigenous Representative Position

- Mover – *Robinson*
- Seconder – *Landolfo*

Preamble:

At the 2011 annual elections, there were no nominations for the position of Indigenous Representative. The position has unfortunately gone un-filled for a number of years however it has remained a statutory position on the Council due to the importance of the role.

Recently Megan Kelleher actively commenced the formation of a Swinburne Indigenous Student Network in consultation with the Student Union.

The SSU Constitution is silent on the procedure for filling positions that attracted no nomination.

Procedural (Searle):

That Council defer any motions that Council does not consider in this meeting to be considered by Secretariat.

Carried (Unanimously)

Motion:

That Council appoints Megan Kelleher as Indigenous Representative on Council for the remainder of 2012.

Carried (Unanimously)

Procedural (Searle):

That Council break for 30 minutes. Reports will be held in the break.

Carried (Unanimously)

6. REPORTS:

PRESIDENT

Mark Briers

- Funding negotiations
 - Letter from Uni on Thursday detailing what the Union will receive
 - Early indications they will cover event costs
- WTF? Swinburne
 - Quiet until Thursday
- Sponsorship negotiations
 - Earning promotion commission rather than sponsorship fee

EDUCATION/VICE PRESIDENT

Matthew Landolfo

- Street Team and Volunteering
 - Good turnout at volunteer signup event on Monday 16/4 (35 – 40 forms filled in)
- Student Media: The Swine and Radio
 - 2nd edition of the Swine being printed this week
 - 3rd edition content deadline is 30th April
- Education Board
 - Discuss WTF in Ed Board
 - Hold meeting soon (check availability with Doodle calendar)

SECRETARY/TREASURER

James Searle

- Current financial situation and budget
 - 51k in term deposit, 26k in ops account
- Facilities/license agreement
 - Got UN412a back
- NUS
 - NX meeting on Thurs
 - TAFE representation meeting on Weds
- Member's email – Thursday 19th

ACCESS & EQUITY OFFICER

Nicole Robinson

- Some students accounts still blocked
- University telling students it's too late to defer SSA-Fee (Nikki to investigate)
- Welfare meeting being held after exams
- Chosen to be student rep on the academic policy & regulation committee
- Helped students with issues with teachers and accessing services

HAWTHORN CAMPUS CHAIR**Brendan Spackman-Williams**

- Events
- Research on noticeboards ongoing, many opportunities for locations
- Talking with Eve nightclub about sponsorship
- Emailing students to set up Hawthorn Campus Committee
- Organising promo and roster 3 weeks in advance

PRAHRAN CAMPUS CHAIR**Brice Chappell**

- New Prahran campus committee
- New business discount on board
- BBQ tomorrow
- Approaching first year film students

QUEER REPRESENTATIVE**Andrew Morison**

- Prahran Queer department being set up
- Enya appointed 2IC for Queer department

INDIGENOUS REPRESENTATIVE**Megan Kelleher**

- Developing an indigenous community at Swinburne
- Online platform (indigenode) up and running. Closed social network.
- Dealing with Industry Engaged Learning department
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POSTGRADUATE REPRESENTATIVE**Elizabeth Rowe**

- Working with CAPA on International student concession cards

Procedural (Briers):

That Council break for 15 minutes, and return at 4:35pm

Carried (Unanimously)

7. MATTERS ARISING:

From reports and previous minutes.

**8. Notice of Motion No. 8:
Budget update**

- Mover – *Searle*
- Secunder – *Landolfo*

Preamble:

The Secretary/Treasurer has updated the budget to reflect recent Council decisions as well as changes in the Union's operational environment. There have been a number of small changes but major ones are the replacement of the sponsorship fee from the Hawthorn Hotel (with profit share instead) and an increase in projected outer campus membership as well as an increase to the Prahran campus budget.

This is a worst case scenario budget assuming no financial support from the university (previous versions had assumed some level of support). The Union is forecast to make a significant loss in 2012 however our members deserve the current level of service delivery to be maintained.

Motion:

That Council empowers Secretariat to approve an updated budget to be officially ratified by the following Council meeting.

Carried (Unanimously)

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

**9. Notice of Motion No. 9:
Business Cards for Union Committees**

- Mover – *Searle*
- Secunder – *Spackman*

Preamble:

Union Committee representatives would like the opportunity to use business cards to network and connect with students and staff.

Motion:

The Union will purchase business cards for all Union Committee members who request them by Thursday 26th April. Requests should be made to the Secretary/Treasurer via email and should include a plan/goals for their portfolio for the rest of 2012.

Carried (Unanimously)

**10. Notice of Motion No. 10:
Membership of TREV, AACA and ACUMA**

- Mover – *Searle*
- Secunder – *Morison*

Preamble:

Tertiary Recreation and Entertainment Victoria (TREV) Inc. is an incorporated association of campus recreation, entertainment, activities and club staff from across Victoria. They run the Battle of the Bands, DJ competition and support clubs and activities staff across all institutions.

The Australian Association of Campus Activities (AACA) is an organisation of event professionals who run social, cultural and recreational events on Australian University and TAFE campuses. AACA administers and runs four main national competitions or initiatives, as well as a yearly national conference and facilitates networking among such events staff nationally.

ACUMA (formerly known as Australian Council of Union Manager's Australia, now only known as ACUMA Inc.) is the national peak body representing higher education student service providers. The Union has been affiliated to all these bodies in the past and currently SSAA is affiliated.

Motion:

That the Union resume its membership of these organisations. The total cost for 2012 is \$1,410 which is already allocated for in the budget.

Carried (5 for, Chappell, Robinson, Rowe, Briers absent)

**11. Notice of Motion No. 11:
Next Meeting**

- Mover– *Searle*
- Seconder – *Spackman*

Motion:

That Council next meets on Thursday 17th May at 3:00pm in Prahran.

Carried (Morison absence)

8. MEETING CLOSED:

Meeting closed by Mark Briers (The Chair) at 17:08.