



MINUTES

Council Meeting:

Monday, 24th of March 2014

4:00pm

MEETING DETAILS

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

ATTACHED DOCUMENTS

Unconfirmed Minutes of 17th Feb Council Meeting
2014 Interim Budget
Proposed 2014 Budget
Health & Safety Representative Draft Policy
Bar Conduct Regulations Draft
SSU Pub House Rules Draft

1. MEETING OPEN:

Meeting opened by Joshua Fernandez (The Chair) at 16:17.

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	Joshua Fernandez
EDUCATION OFFICER	Joshua Briers
GENERAL SECRETARY	Brendan Spackman-Williams
WELFARE OFFICER	Amie Watson
HAWTHORN CAMPUS CHAIR	Caitlin Bruty
WOMEN'S REPRESENTATIVE	Linda Kenyon
CLUBS & ACTIVITIES OFFICER	Salman Arif
PART-TIME REPRESENTATIVE	Scott Morgan
QUEER REPRESENTATIVE	Lee Taube (at 4:33)

Vacancies:

WANTIRNA CAMPUS CHAIR
INDIGENOUS REPRESENTATIVE
TAFE/APPRENTICESHIP REPRESENTATIVE
DISABILITY REPRESENTATIVE
POSTGRADUATE REPRESENTATIVE
ENVIRONMENT & SUSTAINABILITY OFFICER
MATURE-AGED REPRESENTATIVE

Apologies:

Absent without apology:

INTERNATIONAL REPRESENTATIVE	Fahad Bokhari
CROYDON CAMPUS CHAIR	Sahar Ashoor
UNDERGRADUATE REPRESENTATIVE	Sumbula Ahmad

Observers:

Ade Adeniyi
Ben Jackson

3. ACCEPTANCE OF APOLOGIES:

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

- Mover: *Spackman-Williams*
- Secunder: *Briers*

Lost (3 against, 5 abstentions)

4. ACCEPTANCE OF AGENDA:

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

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

Carried (1 abstention)

5. ACCEPTANCE OF PREVIOUS MINUTES:

The recorded minutes of the Council meeting held 17th February 2014 are a true and accurate reflection of the meeting and should be published on the Union's website.

- Mover: *Spackman-Williams*
- Secunder: *Watson*

Carried Unanimously

6. ACTIONS FROM PREVIOUS MEETINGS:

- SSAF Agreement
 - President and General Secretary
 - SSAF Agreement now signed and finalised for 2014
 - **Resolved**
- By-Election
 - General Secretary
 - New motion due to Returning Officer being a student
 - **Ongoing**
- National Representative Body Affiliations
 - General Secretary
 - As of yet no progress
 - **Ongoing**
- Cheap Living at Hawthorn Guide
 - Welfare Officer
 - Working alongside recipe guidelines
 - Presentation next Council meeting
 - **Ongoing**
- Company Secretary
 - President
 - No progress as of yet, to be prioritised ASAP
 - **Ongoing**
- Gender Neutral Union Lounge Bathroom
 - General Secretary and Queer Representative
 - Waiting on Masterplan process
 - **Ongoing**

7. REPORTS:

Written Report Received

General Secretary – Brendan Spackman-Williams

- Would love more time to work on Clubs Policy, Standing Orders and Union strategy

Welfare Officer – Amie Watson

No Report, But Verbal Report Given**Education Officer – Joshua Briers**

- First Education Board meeting, NDA & academic forum were discussed
- Been in regular contact with NUS Education Officer, more resources to come

Women's Officer – Linda Kenyon

- International Women's Day lunch
- Working on first meeting with collective
- Established relationships with female teachers at Swinburne

Queer Officer – Lee Taube

- Brand new committee
- Queer Beers are now underway running every Thursday
- First Queer department meeting has been held
- Also speaking to students one-to-one regarding personal issues
- Went to Victorian Cross-Campus Queer Network meeting, discussed Swinburne as a venue for a meet-up, if it were to take place it would be May 15

President – Joshua Fernandez

- Happy about membership growth
- Great to see the work Ade has done regarding insurance, EBA and additional funding
- Will start to look into sponsorship

Hawthorn Campus Chair – Caitlin Bruty

- Working with Ade on bar policy
- Established relationship with new butcher
- Relieved to have Amie now working on breakfast, currently in handover
- Volunteering database currently underway
- Also working on strategic goals

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

- Mover – *Briers*
- Seconder – *Bruty*

Motion:

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

Carried (1 against, 1 abstention)

8. GENERAL BUSINESS

- Swinburne Student Union EBA – Ade Adeniyi
 - Met with Ryan Hsu from NTEU
 - Looking into 4 year agreement
 - Working on EBA at the moment including log of claims
 - EBA important to ensure rights of employees are met, fair, transparent and accountable
 - Previous EBA needs considerable revision

- Representative Focus
 - All representatives and the Union itself should like at their portfolios and plan their year out
 - A number of representatives are not aware of all of the responsibilities listed in their position description
 - Having a solid plan and timeline for the year and various projects provides structure and certain
 - Representatives need to not only focus on their portfolios but also the administrative side of their positions, this relates to reports for Council and Remuneration Panel
 - Conversation about Council reporting being an aspect of remuneration

- Position Descriptions for 2014/2015
 - Due to Constitution change new position descriptions need to be written
 - In addition the current position description are out of date and need to be re-analysed
 - All representatives should consider their portfolios and the position descriptions that relate and think on future changes
 - To speak to General Secretary about changes to be made by June

- First Aid Representatives
 - Caitlin and Josh B to take first aid training in order for the student union to be compliant and also safe
 - Relates to Swinburne internal rules

- Public Liability Insurance
 - Very important, under the current license agreement, public liability insurance needs to be provided by SSU, this appears to be different to other institutions
 - Contacted CGU and put through insurance claim in order to cover all aspects of the Union including Level 3
 - More funding to be requested in order to pay for the insurance

- Bar Policy
 - Created due to incident
 - Both general bar rules and an appropriate misconduct policy is necessary including formal processes, natural justice and allowances for appeal
 - This is likely to be moved at the next Council meeting
 - Bar Rules now slightly different
 - Recommended, although not formally in place, to be followed and adhered to

9. NOTICES OF MOTION:

1. Notice of Motion

Hawthorn Campus Committee Appointment

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

Preamble:

There are five positions on the Hawthorn Campus Committee of which only three are currently filled. These vacancies put more pressure on the other committee members and so should be filled as soon as possible. The Hawthorn Campus Chair has received interest from a volunteer who is keen to be on the committee.

Motion:

That Jonathan Boadle and Kaitlyn Longley appointed to the position of General Representative on the Hawthorn Campus Committee.

Carried (1 Abstention)

2. Notice of Motion

Acting Environment/Sustainability Officer Portfolio

- Mover – *Spackman-Williams*
- Seconder – *Watson*

Preamble:

The Environment/Sustainability Officer has resigned due to the belief that there were other individuals more suited to the position than themselves and would be able to give the position the time, dedication and professionalism that it requires.

The Environment Collective have expressed their wish to have William Whitelaw as the acting Environment/Sustainability Officer in order to maintain the Collective and provide it with leadership and direction.

Motion:

That William Whitelaw be given the portfolio of 'Acting Environment/Sustainability Officer' until the position itself is filled as a result of a by-election, election or Council appointment.

The 'Acting Environment/Sustainability Officer' portfolio will be just the same as that of the original representative portfolio with the few exceptions in that they will be unable to receive remuneration for their work nor vote at Council meetings. They will however act as the key contact for the Collective.

Carried (1 abstention)

**3. Notice of Motion
2014 Budget**

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

Preamble:

Now that SSU has a signed funding agreement for 2014 a final budget can be past that relates to this. There have been some small changes to the layout of the budget, the key ones which are listed below.

- Increase in revenue from Locker Hire, EFTPOS surcharge and Events
- Increase in SSAF funding
- Reduction in Honoraria
- Staff Training Line
- Event expenditure lines such as equipment, bbq, bar have been created instead of a generic 'Stock For Events' line
- Some welfare funding has been pooled together
- Expenditure on Printing, equipment, computing, affiliation fees and maintenance have all increased

Motion:

That Council approve the attached 2014 Budget.

Carried Unanimously

**4. Notice of Motion
Student Rights Workshop**

- Mover – *Watson*
- Secunder – *Briers*

Preamble:

There has been a need to address student rights on campus so the Undergraduate Representative and other members of Swinburne Student Union wish to run a workshop to address this issue.

Motion:

To address the issues of both local and international students through a workshop and invite official bodies to make known the rights a Swinburne student has. The Welfare Officer sets a timeline by next Council meeting and draft proposal with specifics provided. A working party to also be set up by Welfare Officer.

Carried (2 abstentions)

**5. Notice of Motion
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 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, TAFE Representative, Environment/Sustainability Officer and all vacant general representative positions on SISA, SUPA and campus committees. Additionally any other vacancies that arise before 12 PM Friday 28th March will be up for election.

Nominations open on Monday 31st March at 9 AM.

Nominations close on Wednesday 9th April at 5 PM.

The Returning Officer shall be Ade Adeniyi.

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

- Polling shall begin on Monday 14th April and end on Tuesday 15th April
- If a poll is required at an external campus that poll shall take place on Monday 14th April
- 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 11th April 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 31st March.

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

6. Notice of Motion

Health & Safety Representative Policy

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

Preamble:

Currently SSU has no OHS representative. This was recommended in the Swinburne Events Group meetings in 2013 for all departments and is critical to ensuring the Student Union is not only compliant with OHS regulations and procedures but is also a safe environment for representatives to work in.

Over the previous couple weeks Ade has compiled a policy to create a Health & Safety Representative/s whom will receive training and be the key SSU contact/s for all OHS related matters.

Motion:

That Council approves the attached Health & Safety Representative Policy

Carried Unanimously

7. Notice of Motion

Health & Safety Representative Elections

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

Preamble:

With a Health & Safety Representative Policy in place, SSU can open elections for representatives or staff to nominate themselves for the position.

Motion:

The nominations for this position will be open from Wednesday 26th March until Tuesday 1st April.

The voting period shall be from 7th April until 11th April.

The Executive Officer will act as the Returning Officer for this election. All nominations and votes should be sent through to Ade at execofficer@ssu.org.au during the listed periods.

Carried Unanimously

10. OTHER BUSINESS

Notice of Motion

Remuneration Panel

Motion:

That the Queer 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
- Seconder - Briers

Motion:

That the next Council meeting to be co-ordinated by the General Secretary in communication with all representatives regarding timetables and availability

Carried Unanimously

10. MEETING CLOSED:

Meeting closed by Joshua Fernandez (The Chair) at 18:13.