



MINUTES

Council Meeting:

Monday, 5th of August 2013
3:45pm

MEETING DETAILS

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

ATTACHED DOCUMENTS

- Unconfirmed Minutes of July 15 Council meeting
- Reports from Office-Bearers
- Constitution to be passed at August 14 Special General Meeting
- 2014 Position Descriptions
- Proposed Election Regulations
- Proposed Code of Conduct

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1. MEETING OPEN:

Meeting opened by Caroline Baker (The Chair) at 15:50. The Chair will determine whether 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	Caroline Baker
EDUCATION/VICE PRESIDENT	Brendan Spackman-Williams
SECRETARY/TREASURER	Joshua Fernandez
ACCESS & EQUITY OFFICER	Caitlin Bruty
HAWTHORN CAMPUS CHAIR	Matthew Latham
LILYDALE CAMPUS CHAIR	Amie Watson
PRAHRAN CAMPUS CHAIR	Alice Mutton
QUEER REPRESENTATIVE	Andrew Morison
WOMEN'S REPRESENTATIVE	Memphis Calzoni
MATURE-AGED REPRESENTATIVE	Ashleigh Thornton
WANTIRNA CAMPUS CHAIR	Peter Coates (from 15:57)

Vacancies:

CROYDON CAMPUS CHAIR
CLUBS & ACTIVITIES OFFICER

Apologies:

DISABILITY SUPPORT REPRESENTATIVE	Karuna Santosa
ENVIRONMENT/SUSTAINABILITY OFFICER	Lauren Kehoe
POSTGRADUATE REPRESENTATIVE	Valentine Lebrun
UNDERGRADUATE REPRESENTATIVE	Jacqui Kleiner
PART-TIME REPRESENTATIVE	Andrew Newton
INDIGENOUS REPRESENTATIVE	Megan Kelleher

Absent without apology:

INTERNATIONAL REPRESENTATIVE	Salman Sheikh
TAFE/APPRENTICESHIP REPRESENTATIVE	Fraser Blair

Observers:

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Michael Stuart
Steven Jingga

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: *Calzoni*

Carried Unanimously

That Council accepts the apologies of Salman Sheikh.

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

Carried/ (Latham abstention)

4. ACCEPTANCE OF AGENDA:

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

Fernandez: That motions be heard first then reports.

- Mover: *Fernandez*
- Seconder: *Latham*

Amendment (Bruty, Thornton): That a motion be included in the agenda to appoint a new Clubs and Activity Officer.

*Amendment not acceptable to the mover
Amendment Carried (Fernandez, Baker, Latham abstain)*

Motion Carried

5. ACCEPTANCE OF PREVIOUS MINUTES:

The recorded minutes of the Council meeting held 15th July 2013 are a true and accurate reflection of the meeting and should be published on the Union's website.

- Mover: *Fernandez*
- Seconder: *Spackman-Williams*

Carried Unanimously

6. REPORTS:

16:00

Council Report Received

PRESIDENT
EDUCATION/VICE PRESIDENT
SECRETARY/TREASURER
ACCESS & EQUITY OFFICER
LILYDALE CAMPUS CHAIR
HAWTHORN CAMPUS CHAIR
DISABILITY SUPPORT REPRESENTATIVE
QUEER REPRESENTATIVE

Caroline Baker
Brendan Spackman-Williams
Joshua Fernandez
Caitlin Bruty
Amie Watson
Matthew Latham
Karuna Santosa
Andrew Morison

No Council Report Received

PRAHRAN CAMPUS CHAIR
WANTIRNA CAMPUS CHAIR
ENVIRONMENT/SUSTAINABILITY OFFICER
WOMEN'S REPRESENTATIVE
PART-TIME REPRESENTATIVE
UNDERGRADUATE REPRESENTATIVE
TAFE/APPRENTICESHIP REPRESENTATIVE
INTERNATIONAL REPRESENTATIVE
POSTGRADUATE REPRESENTATIVE
MATURE-AGED REPRESENTATIVE
INDIGENOUS REPRESENTATIVE

Alice Mutton
Peter Coates
Lauren Kehoe
Memphis Calzoni
Andrew Newton
Jacqui Kleiner
Fraser Blair
Salman Sheikh
Valentine Lebrun
Ash Thornton
Megan Kelleher

NUS Education Conference Reports

1. Caroline Baker - Received
2. Brendan Spackman-Williams - Received
3. Joshua Fernandez - Received
4. Caitlin Bruty - Received
5. Matthew Latham – Received
6. Memphis Calzoni – Not received

NOWSA Conference Reports

1. Caroline Baker – Received
2. Caitlin Bruty – Received
3. Memphis Calzoni – Not received

Queer Collaborations Reports

1. Andrew Morison – Received
2. Joshua Briers – Received
3. Chris Tagle – Received
4. Aaron Portelli – Received
5. Lee Taube – Received
6. Michael McLeish – Not received

CISA Conference

1. Salman Sheikh – Not received

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2. Steven Jingga – Received
3. Jainam Shah - Received

Notice of Motion:

Acceptance of office-bearer reports

- Mover– *Fernandez*
- Secunder –

Motion:

That Council accept the reports of office bearers and conference delegates who have provided reports.

Carried/Lost

7. GENERAL BUSINESS:

16:20

Constitution to be amended at Special General Meeting (Fernandez)

- Changes were discussed at a meeting held August 2

Upcoming Events (Spackman-Williams)

- Open Day
- Orientation Week & Welcome Back Week
- SGM
- Health Week
- Market Day

Union Volunteering (Spackman-Williams)

8. NOTICES OF MOTION:

16:30

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

16:30

Election Timeline and Returning Officer

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

Preamble:

The Secretary/Treasurer has submitted a request for proposal for operation of SSU's elections to Above Quota Elections, Election Desk, Michael Tulip and the Australian Electoral Commission. A submission has been received from Above Quota Elections, Election Desk and the Australian Election Commission has both stated that they are unable to conduct polling, and Michael Tulip did not respond by the proposal deadline.

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Whilst the Constitution is currently aimed to pass at the upcoming Special General Meeting, it is expected that the changes will not come into effect until the end of the election, therefore positions and regulations as stated in the current Constitution must be followed.

Position descriptions for all Council positions have been distributed with this agenda.

Motion:

That the annual election be held in the week of 30/8 to 4/9, with nominations opening 2/8 and closing 13/8.

That all constitutionally mandated positions and the following section 52a positions be opened for election to Council:

- Queer Officer
- Women's Officer
- Indigenous Representative
- Environment & Sustainability Officer
- Clubs/Activities Officer
- Disability Support Representative

That the following positions on committees be opened for election, with the committees themselves to decide the portfolios of Vice-President, General Secretary, Education Officer, Welfare Officer & Activities Officer after election:

- **Swinburne International Students' Association**
 - 5 general representatives (the International Students' Officer on Council is the Chair and President)
- **Swinburne University Postgraduate Association**
 - 5 general representatives (the Postgraduate Representative on Council is the Chair and President)
- **Student Media Committee**
 - Editor-in-Chief
 - Managing Editor
 - General Secretary
 - Advertising Editor
 - Promotions & Distributions Officer
 - Lead Designer
- **Campus Committees for Hawthorn, Croydon and Wantirna**
 - 5 general representatives each (the Campus Chair is the Chair of their respective committee)

That quorum for each of the six (6) committees listed above the quorum for each meeting shall be 50%.

That Council appoints Stephen Luntz as the Returning Officer.

Carried Unanimously

2. **Notice of Motion No. 2** 16:40
Election Regulations

- Mover– *Spackman-Williams*
- Seconder – *Fernandez*

Preamble:

Alongside the large revamp of the Constitution it felt right to have a look at other policies of the Union. Consistently in the past issues have been raised about the election regulations by Returning Officer's and recommendations have been made. There were two major issues identified, firstly the timeline for the election was quite unclear and also very demanding and unreasonable a timeline for the Returning Officer and others involved. Furthermore the election regulations as they are currently written lead to an additional unnecessary financial burden than need be. Lastly, it presented a fantastic opportunity to improve the election regulations in general, correct many grammar, spelling and reference errors and re-format the entire document.

Motion:

That Council approves the updated Election Regulations and places them into effect immediately.

(Amendment) Coates: That indexation on dollar amounts be removed

Amendment acceptable to the mover

Regulation carried unanimously

3. **Notice of Motion No. 3** 16:55
Executive Officer

- Mover– *Fernandez*
- Seconder – *Baker*

Preamble:

The Student Union was able to secure funding for an Executive Officer as part of its SSAF agreement, a victory which has not been realised since 2006.

The President, Education Vice-President, Secretary/Treasurer, Access & Equity Officer and the Queer Officer were appointed by Council to begin investigating into the hiring of the Executive Officer, which included conducting four interviews with applicants.

Interviews were conducted on July 25 with the members of the panels attending and vetted the prospective applicants. With the interview conducted, it was decided by consensus that one of the four candidates had shown enthusiasm in assisting the Union.

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Motion:

That Council hires Paul Lever as its Executive Officer for the remainder of 2013.

Carried unanimously

4. Notice of Motion No. 4 17:05
Hawthorn Campus Committee

- Mover– *Latham*
- Seconder – *Fernandez*

Preamble:

The Hawthorn Camus committee currently has vacancies in its position, and the low number of the committee should be boosted with individuals who are interested in cultivating campus life on the Hawthorn campus.

Motion:

That Council appoints Michael Stuart, Ashleigh Thornton and Benjamin Jackson to the Hawthorn Campus Committee.

Carried (Thornton abstention)

5. Notice of Motion No. 5 17:15
Media Committee Honoraria

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

Preamble:

The SSU media committee's honoraria scheme was hindered due to the budget restrictions of a sans SAFF environment in semester 1. Now that the SAFF is in place it is time to reinvigorate the SSUMC Honoraria timeline to make it more flexible and thus more effective in order to produce the desired publications in semester 2. The following timeline highlights the weekly hours for the different departments of the SSUMC and will allow the framework for the best possible outcome. Given there was less time put in last semester due to the funding restrictions that time will be made up in semester 2.

Motion:

The SSU Council accepts the following timeline for the workloads of the SSU Media Committee. If the SSU Media Committee members do not make up the required time, they will be paid accordingly to the time they did put in (\$5 an hour) in the case of unforeseen circumstances preventing the full actualisation of this work timeline, as the development of publications can be a fickle project.

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SSUMC TIMELINE

Design Team (Leesa Ward – Secretary) (AC) = Accumulate Material, which means gathering advertising, distributing publications, promotions, writing material, editing material, ect)

WEEK	HOURS	EDITION TIMELINE
15 th July	20	Framework Development
22 nd July	30	Design Period
29 th July	30	Design Period
5 th August	20	Print and Design Period
12 th August (week 1)	15 (secretary work)	Print Period
19 th August (week 2)	15 (secretary work)	Release Date EDITION 2 (AC)
26 th August (week 3)	10	Accumulate Material
1 st September (week 4)	20	Framework Development
9 th September (week 5)	30	Design Period
16 th September (week 6)	30	Design Period
23 rd September (Break)	20	Print and Design Period
30 th September (week 7)	10	Print Period
7 th October (week 8)	20 (secretary work)	Release Date Edition 3
14 th October (week 9)	20	Media Hub Project
21 st October (week 10)	20	Media Hub Project
28 th October (week 11)	20	Media Hub Project
4 th November (week 12)	10	Media Hub Project
11 th November	10	Media Hub Project
TOTAL HOURS	350	

Editorial Team (Conrad Corry, Claudius Corry, Alex Carter, Marlee Coates, (AC) = Accumulate Material, which means gathering advertising, distributing publications, promotions, writing material, editing material, ect)

WEEK	HOURS	EDITION TIMELINE
15 th July	20	Framework Development
22 nd July	25	Design Period (AC)
29 th July	25	Design Period (AC)
5 th August	25	Print and Design Period (AC)
12 th August (week 1)	20	Print Period (AC)
19 th August (week 2)	25	Release Date EDITION 2 (AC+dist)

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26 th August (week 3)	25	Accumulate Material (AC)
1 st September (week 4)	25	Framework Development (AC)
9 th September (week 5)	25	Design Period (AC)
16 th September (week 6)	25	Design Period (AC)
23 rd September (Break)	20	Print and Design Period (AC)
30 th September (week 7)	20	Print Period (AC)
7 th October (week 8)	20	Release Date EDITION 3 (dist)
14 th October (week 9)	10	Media Hub Project
21 st October (week 10)	10	Media Hub Project
28 th October (week 11)	10	Media Hub Project
4 th November (week 12)	10	Media Hub Project
11 th November	10	Media Hub Project
TOTAL HOURS	350	

Motion lost (1 for, 4 abstention 6 against)

17:20

**6. Notice of Motion No. 6
Code of Conduct**

- Mover– *Bruty*
- Seconder – *Calzoni*

Preamble:

The Student Union is currently reviewing its policies to ensure that the Union remains a modernised and relevant organisation.

After consulting with Council members, this Code of Conduct has been put together to ensure that a proper policy can be looked to and followed by Council members.

Motion:

That Council adopts the attached Code of Conduct, with typos to be actioned.

Amendment (Latham):

That 5.2.1 that the wording “be prepared to justify vote” be removed.

That 4.4 read: “It is important that when running tables and speaking to students about SSU that it is done under the SSU banner and separate of other political organisations” only

That 5.2.12 be removed.

Amendment acceptable to the mover

Amendment (Spackman-Williams):

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That 3.2.1 "being creepy" be removed

That any grammatical and formatting errors are to be edited after the motion is moved.

Amendment acceptable to the mover

Amendment (Baker): That 1.3.3 be amended to "Shares common goals of the Union".

Amendment acceptable to the mover

Policy lost

7. **Notice of Motion No. 7**
Challenges Abroad Program

17:30

- Mover– *Bruty*
- Secunder – *Watson*

Preamble:

The Union aims to increase membership and awareness and as such must find new ways to promote itself. An opportunity has arisen recently to work with the company 'Challenges Abroad' to promote the SSU and to allow students to participate in an international volunteer program.

Motion:

That the SSU works with Challenges Abroad to support a team to fund raise and participate in one of the programs offered.

Amendment (Coates): That the wording of the motion be changed to:

"That the SSU's representatives are given the opportunity to work with Challenges Abroad to support a team to fund raise and participate in one of the programs offered.

Amendment acceptable to the mover

Carried (Latham, Baker against, Mutton, Calzoni abstention)

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8. Notice of Motion No. 8 17:30
Clubs and Activities Officer

- Mover– *Bruty*
- Seconder – *Mutton*

Preamble:

The Union currently has a vacancy in the Clubs and Activities Officer position. Since it is now two months since the annual election, Council is now able to appoint members to vacant Council positions.

Motion: That Michael Stuart be appointed to the Clubs and Activities Officer position.

Carried (Calzoni, Baker, Bruty abstention)

Quorum lost 17:32