

SSU Secretariat Meeting

January 2017



Meeting Details

Venue: UN413
Chair: Ana Tinc (President)
Minute-taker: Sam Roberts (General Secretary)

Doc? Time

1 Welcome & Meeting Open 12.00

Meeting open 12:00pm. Secretariat will observe one minute's silence for contemplation.

2 Acknowledgement of the Traditional Owners

The SSU Secretariat respectfully acknowledges the traditional custodians of this land, the Wurundjeri people of the Kulin Nation. We acknowledge that we meet on stolen land and that the sovereignty of this land was never ceded. Secretariat honours their elders past and present and recognises that this always was and always will be Aboriginal land.

3 Attendance

3.1 Required attendees: Ana Tinc (President), Sam Roberts (General Secretary), Suzanne Walker (Education Officer), Alex McGilvray (Welfare Officer), Nikki Nievaart (Hawthorn Campus Chair), Swathi Shiva (Postgraduate Representative), Zaheer Qazi (International Representative)

3.2 Attendance: Ana Tinc (President), Sam Roberts (General Secretary), Suzanne Walker (Education Officer), Alex McGilvray (Welfare Officer), Nikki Nievaart (Hawthorn Campus Chair)

3.3 Observers: James Searle (Executive Officer), Amy Gilderdale (Health and Disability Officer)

3.4 Apologies: None Received

3.5 Absent without apology: Swathi Shiva (Postgraduate Representative), Zaheer Qazi (International Representative)

3.6 Acceptance of Apologies*

MOTION (,):

That the apologies listed be accepted

Carried/Lost

4 Confirmation of Agenda

4.1 Ordering and starring of items

MOTION (Walker, McGilvray):

That the agenda as distributed be agreed to.

Carried Unanimously

5 **Business**

5.1 **Executive Officer Contract**

The Executive Officer has put in a request to vary his contract from 5, down to 4 days per week in order to better manage his work commitments. This would have him work 28 hours per week. This change to his contract would also save the Union \$22,503.81 in wage and super expenditure in 2017, which will allow the Union to hire another staff member to work for 2 days per week.

In the case that the Executive Officer needs to work 5 days per week at any time, as may be the case for O-Week (for example) this can be discussed with the president and would result in him accruing time off in lieu.

MOTION (Roberts, McGilvray):

That the employment of the Executive Officer be varied such that:

1. The engagement fraction is reduced from 1.0 to 0.8;
2. The days of work shall be set by agreement between the Executive Officer and the President, with working days for each week set at least 5 days in advance; and
3. This arrangement shall commence on the 9th of January.
4. This arrangement continues until the July Council meeting, at which point, Council shall review it.

Carried Unanimously

5.2 **Moderators 4 Stalkerspace**

Over the past year there has been a rise in complaints and concern over a lack of moderation on the Facebook group 'Swinburne Stalkerspace' leading to a less inclusive discussion space for students. This has led to a growing number of students to leave the group, meaning many students do not have the opportunity to benefit from what should be a useful forum for the whole Swinburne community. In addition, it is in the unions interest for this group to be an inclusive space with a larger membership as it is one of our greatest online marketing and promotion tools.

MOTION (Roberts, Walker):

That the President, Ana Tinc, contact the admins of the Facebook group 'Swinburne Stalkerspace' no later than the end of January, and request that the group increase the number of moderators and/or admins in their group, and requests that the President of the Union be made an Admin, and in the case that this is of concern to the current admins, be made a moderator.

Carried Unanimously

6 Other Business

6.1 Social Media Regulation (For Discussion)

6.2 Honoraria Payment (For Discussion)

6.3 Staffing Update (For Discussion)

6.4 Strategic Plan Update (Update from Executive Officer)

Practice/Pilot interviews to happen first

6.5 Future Meetings

It will be noted that the following items, deferred or arising from previous minutes, will be added to a future secretariat meeting called by the General Secretary in the 2nd Week of March.

7 Closing Business

7.1 Meeting closed.

12:42
