

MINUTES

SSU Council Meeting

Monday 20th June 2016



Meeting Details

Venue: UN413
Chair: Caitlin Bruty (President)
Minute-taker: Brendan Spackman-Williams (General Secretary)

Doc? Time

1* **Welcome & Meeting Open** 12:58
Meeting open 12:58pm. Council will observe one minute's silence for contemplation.

2* **Acknowledgement of the Traditional Owners**
The SSU Council respectfully acknowledges the traditional owners 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. Council honours their elders past and present and recognises that this always was and always will be Aboriginal land.

3 Attendance

- 3.1 Required attendees: Caitlin Bruty (President), Brendan Spackman-Williams (General Secretary), Anthony Osborne (Education Officer), Tori Pearce (Welfare Officer), Krishnamurthy Kosalram (Hawthorn Campus Chair), Ana Tinc (Environment & Sustainability Officer), Abigail Michell (Women's Representative), Christopher Jakobi (Indigenous Representative), Zane Clark (Queer Representative), Callum Borthwick (Disability Representative), Xzavier Kelly (Education – Public Affairs), Suzanne Byron (Education – Academic Affairs), Ly Muy (Clubs Officer), Jared Berman (General Representative), Joshua Briers (General Representative), Joe Cullinan (General Representative)
- 3.2 Attendance: Caitlin Bruty (President), Brendan Spackman-Williams (General Secretary), Anthony Osborne (Education Officer), Tori Pearce (Welfare Officer), Callum Borthwick (Disability Representative), Suzanne Byron (Education – Academic Affairs), Jared Berman (General Representative), Joe Cullinan (General Representative), Ana Tinc until 13.02 (Environment & Sustainability Officer),
- 3.3 Observers:
- 3.4 Apologies: Zane Clark (Queer Representative), Joshua Briers (General Representative), Abigail Michell (Women's Representative),
- 3.5 Absent without apology: Xzavier Kelly (Education – Public Affairs), Krishnamurthy Kosalram (Hawthorn Campus Chair), Ly Muy (Clubs Officer), Christopher Jakobi (Indigenous Representative),
- 3.6 Vacancies due to lack of attendance:
Krishnamurthy Kosalram (Hawthorn Campus Chair) – 3 Missed Council Meetings
Will Joseph (Wantirna Campus Chair) – 3 Missed Education Board Meetings
- 3.7 **Acceptance of Apologies**

MOTION (Osborne, Pearce):

That the apologies listed be accepted

Carried Unanimously

4 Confirmation of Agenda and Previous Minutes

4.1 **Ordering and starring of items**

MOTION (Berman, Cullinan):

That the agenda as distributed be agreed to.

Motion 6.9 has been added and 6.8 will be deferred.

Carried Unanimously

4.2 **Ratification of previous decisions**

MOTION (Osborne, Pearce):

That the minutes for the Council meeting on 1st June 2016 be accepted as a true and accurate record and published on the Union's website.

Carried Unanimously

5 **Reports**

Written reports provided by representatives will be published and available publicly online.

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| 5.1 | President Report | doc |
| 5.2 | General Secretary Report | doc |
| 5.3 | Education Officer Report | doc |
| 5.4 | Welfare Officer Report | doc |
| 5.5 | Hawthorn Campus Chair Report – Not Submitted | |
| 5.6 | <i>Wantima Campus Chair Report – VACANT</i> | |
| 5.7 | <i>Croydon Campus Chair Report - VACANT</i> | |
| 5.8 | Disability Support Representative Report – Late | |
| 5.9 | Environment & Sustainability Officer Report – Not Submitted | |
| 5.10 | Indigenous Representative Report – Not Submitted | |
| 5.11 | Queer Representative Report – Not Submitted | |
| 5.12 | Women's Representative Report – Not Submitted | |
| 5.13 | <i>Postgraduate Representative Report – VACANT</i> | |
| 5.14 | <i>International Representative Report – VACANT</i> | |
| 5.15 | Education Officer – Public Affairs Report – Late | |
| 5.16 | Education Officer – Academic Affairs Report | doc |
| 5.17 | <i>PAVE Representative Report – VACANT</i> | |
| 5.18 | Clubs Officer Report – Not Submitted | |
| 5.19 | General Representative – Jared Berman Report
Half Honoraria Claimed | doc |
| 5.20 | General Representative – Joshua Briers Report – Not Submitted | |
| 5.21 | General Representative – Joe Cullinan Report
Three Quarter Honoraria Claimed | doc |
| 5.22 | OUA Representative Report - Late | |
| 5.23 | Editor-in-Chief Report – Past Reporting Period | doc |

5.24	Editor-in-Chief Report	doc
5.25	Managing Editor – Past Reporting Period	doc
5.26	Managing Editor	doc
5.27	Promotions & Distribution Officer Report	doc
5.28	Lead Designer – Past Reporting Period	doc
5.29	Lead Designer	doc
5.30	SUPA Representative – Clare Johansson	doc
5.31	Approval of Office Bearer Reports	

MOTION (Byron, Bruty):

That the reports submitted and tabled above be accepted for full honoraria unless stated.

Carried (1 abstention)

5.32	Financial Report & Update	doc
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6 Business

6.1 Housekeeping, Office Update

The President will provide representatives with an update on office activities and other points of note.

- Vacancies due to lack of attendance, study or other commitments, looking to fill at next Council meeting
- Directors duties reminder test to come – Do I know what I need to know?

6.2 House Competitions

Swinburne has an issue with on campus culture. Clubs, if successful, die off when the key students graduate or become too busy. The union has managed to continue despite the turnover of students, but it is not enough. We need to engage students more. Students need an identity on campus. I propose the introduction of house groups. Four different groups that students are divided up into randomly. This will allow for house competitions, more opportunities for students to make friends, and an expansion of the reach of the union into campus culture.

MOTION (Byron, Cullinan):

When students sign up to be members of the union, they are allocated into one of four house groups: green, red, blue, yellow. Union representatives will be divided across the groups to provide temporary leadership. A welcome event will be held first week back, with a sport competition held later in the semester.

Withdrawn

Noted that Tori, Anthony, Suzanne, Joe, Brendan, Jared and Caitlin interested in a working group to discuss the future of this.

6.3 Debit & Credit Card Options

For Discussion

Currently utilising Debit Cards. Council considering a credit card option due to additional accountability with the Executive Officer to table a proposal at the subsequent Council meeting.

6.4 Annual Elections

The Student Union hosts its Annual Elections every year, by end of June this must include the dates for nominations and polling as well as recommendations for the Returning Officer.

MOTION (Spackman-Williams, Bruty):

That:

1. Nominations for the 2016 SSU Annual Elections be opened on Monday 29th August 2016 and closed on Monday 19th September 2016;
 2. Polling (if necessary) be conducted from Monday 3rd October 2016 to Friday 7th October 2016 (Week 9 of Semester 2);
 3. Council recommends that polling times at each campus be conducted as follows:
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- a. Hawthorn
 - i. Every day from Monday 3/10/16 to Friday 7/10/16 from 10 AM to 4 PM
 - ii. Except for Wednesday 5/10/16 which will be 12 PM to 6 PM.
 - b. Wantirna (Cafeteria)
 - i. Tuesday 4/10/16 10 AM to 4 PM
 - ii. Thursday 6/10/16 10 AM to 4 PM
 - c. Croydon (Cafeteria)
 - i. Monday 3/10/16 10 AM to 4 PM
 - ii. Wednesday 5/10/16 10 AM to 4 PM
 - iii. Friday 7/10/16 10 AM to 4 PM
4. A quote be sought from Above Quota Elections to conduct the poll.

That the July Council meeting shall determine:

1. The appointment of a Returning Officer;
2. The Other Officers to be elected under Section 58A of the Constitution;
3. The structure of Standing Committees (other than those described in the Constitution)
4. The expected time commitment and honoraria for each elected position;

Carried Unanimously

Council will have a brief general discussion about items 2 – 3.

President to create internal poll for office bearers.

Procedural (Bruty): To hear 6.10 immediately.

Carried Unanimously

6.5 **Hammer & Swine Proposal** **doc**
Discussion Deferred

6.6 **Swinburne Queer Department Terms of Reference** **doc**
The motion seeks to give context for governance of the SQD, including limiting direct interference by the SSU Queer Representative (where that interference runs counter to the wishes of those they're representing), and outlining a behavioural conduct for the appointment and removal of committee members, collective members, and the maintaining and use of the physical and electronic spaces administered and used by the SQD and its members.

MOTION (Osborne, Berman):

The Swinburne Student Union accept the Swinburne Queer Department Terms of Reference.

Carried Unanimously

6.7 **Endorsement of a Swinburne University Council Candidate**
For years elected students and staff have sat on University Council. This was removed a number of years ago when the Liberal Government removed the requirement for students and staff to remain members. Some Universities chose to keep students on their University Council. Swinburne was one of the first however to remove them.

Due to legislation passed by the Victorian Labor Government we will once again see an elected student and staff member sitting on the University Council. It is critical that these individuals are not only able to properly speak on behalf of the demographics that they come from and represent them but also that they are able to approach the position with experience, vigour and professionalism in such a way so that Swinburne will learn to value the contributions these type of individuals can make to its strategy, key decisions and future.

Brendan Spackman-Williams declared a conflict of interest

MOTION (Byron, Borthwick):

That Brendan Spackman-Williams be endorsed as Swinburne Student Union's candidate for the Swinburne University Council elections.

Carried (2 for, 6 abstentions)

6.8 **Financial Delegation Policy** **doc**
The Financial Delegation Policy was updated in 2015 but is not comprehensive.
The Executive Officer had drafted a policy to outline the process for approval of payments, and allow SSU staff to approve payments where Representative approval is not required in 2015.

Only an amended version of this was approved at the time, however a full version should now be considered.

Motion (,):

That the Financial Delegation Policy be accepted.

Note: Meeting to discuss and finalise policy taking place on Thursday, policy will be distributed following the meeting.

No Documentation provided, motion lapsed

6.9 Removing Education Officer – Academic Affairs

Currently the education representatives have three main position. Education Officer, Education Academic Affairs and Education Public Affairs. Of these, the education officer is in charge so to speak, and has the position description of doing tasks from both academic and public affairs. This is not a common configuration in other student unions. The issue with this model, is representation. If the education officer technically does both roles of academic and public affairs, who should the university and students speak to. Given the size of our union membership, we do not require more than one representative for each position. Therefore, it is suggested that we decrease these positions, to two. Due to the role of the education officer in the executive, it makes more sense for academic affairs, which is Swinburne related to effectively become that role.

Motion (Byron, Bruty):

For the election of the 2017 representatives, the role of education academic affairs officer is removed. The position description of the education officer will be changed to that of the education academic affairs officer, in addition to the duties of being part of the executive. Education Public Affairs shall remain as it is.

Lost (2 for, 2 against, 4 abstentions)

Chair handed to the Education Officer

6.10 Croydon Café manager

Motion (Bruty, Borthwick):

1. That the current Croydon Café Manager Deborah Burke be offered the role of Croydon Café Assistant Manager at HEW 5.1 on a 0.6 part-time basis from 30th June 2016 until 18th December 2016;
2. That a new Croydon Café Manager be employed at HEW 5.1 on a full-time basis from 30th Jun 2016 until 18th December 2016, pending the recommendation of the Executive Officer & President.

Carried Unanimously

Chair handed to the President

Quorum lost at 15:06

7 Other Business

7.1 Future meetings

It will be noted that the following items, deferred or arising from previous meetings, will be added to a future Council meeting agenda:

The meeting Calendar for SSU will be as follows

- Thursday 14th July at 3:30 PM
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8 Closing Business

8.1 Meeting closed.

15:30
