

# MINUTES

## SSU Council Meeting

### Thursday 21<sup>st</sup> July 2016



#### Meeting Details

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

Doc? Time

1\* **Welcome & Meeting Open** 13:36  
Meeting open 1:36pm. 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), 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), Abigail Michell (Women's Representative), Christopher Jakobi (Indigenous Representative), Xzavier Kelly (Education – Public Affairs), Suzanne Byron (Education – Academic Affairs), Jared Berman (General Representative), Joe Cullinan (General Representative)

3.3 Observers: Swathi Shiva, Sam Roberts

3.4 Apologies: Ana Tinc (Environment & Sustainability Officer)

3.5 Absent without apology: , Zane Clark (Queer Representative), Callum Borthwick (Disability Representative), Ly Muy (Clubs Officer), Joshua Briers (General Representative),

3.6 Vacancies due to lack of attendance:  
Ly Muy (Clubs Officer) – 3 Missed Council Meetings  
Kris Hamunby Kosalram (Mawthorpe Campus Chair) – 3 Missed Council Meetings  
Will Joseph (Wantirna Campus Chair) – 3 Missed Education Board Meetings

#### 3.7 Acceptance of Apologies

**MOTION (Cullinan, Kelly):**  
That the apologies listed be accepted

Carried Unanimously

#### 4 Confirmation of Agenda and Previous Minutes

##### 4.1 Ordering and starring of items

**MOTION (Byron, Berman):**  
That the agenda as distributed be agreed to.

Carried Unanimously

4.2 **Ratification of previous decisions**

**MOTION (Pearce, Osborne):**

That the minutes for the Council meeting on 20<sup>th</sup> June 2016 be accepted as a true and accurate record and published on the Union's website.

**Carried (1 abstention)**

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5 **Reports**

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

5.1	<b>President Report</b>	<b>doc</b>
5.2	<b>General Secretary Report</b>	<b>doc</b>
5.3	<b>Education Officer Report</b>	<b>doc</b>
5.4	<b>Welfare Officer Report</b>	<b>doc</b>
5.5	<i>Hawthorn Campus Chair Report – VACANT</i>	
5.6	<i>Wantirna Campus Chair Report – VACANT</i>	
5.7	<i>Croydon Campus Chair Report - VACANT</i>	
5.8	<b>Disability Support Representative Report – Previous Meeting</b>	<b>doc</b>
5.9	<b>Environment &amp; Sustainability Officer Report</b>	<b>doc</b>
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	<b>Education Officer – Public Affairs Report</b>	<b>doc</b>
	<b>Education Officer – Public Affairs Report – Previous Meeting</b>	<b>doc</b>
5.16	<b>Education Officer – Academic Affairs Report</b>	<b>doc</b>
5.17	<i>PAVE Representative Report – VACANT</i>	
5.18	Clubs Officer Report – Not Submitted	
5.19	<b>General Representative – Jared Berman Report</b>	<b>doc</b>
5.20	General Representative – Joshua Briers Report – Not Submitted	
5.21	<b>General Representative – Joe Cullinan Report</b>	<b>doc</b>
	Three Quarter Honoraria Claimed	
5.22	<b>OUA Representative Report</b>	<b>doc</b>
	No Honoraria Claimed	
5.23	<b>Managing Editor Report</b>	<b>doc</b>
5.24	<b>Promotions &amp; Distribution Officer Report</b>	<b>doc</b>
5.25	<b>Lead Designer Report</b>	<b>doc</b>
5.26	<b>FHAD Representative Report</b>	<b>doc</b>
5.27	<b>SUPA Representative – Clare Johansson Report</b>	<b>doc</b>
5.28	<b>SUPA Representative – Swathi Shiva Report Report</b>	<b>doc</b>
	Three Quarter Honoraria Claimed	

5.29	<b>SUPA Representative – Amir Andargoli Report</b>	<b>doc</b>
5.30	<b>Executive Officer Report</b>	<b>doc</b>
5.31	<b>Approval of Office Bearer Reports</b>	

**MOTION (Spackman-Williams, Byron):**

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

**Amendment (Byron):** To pay the Disability Support Representative half their honoraria and no honoraria for the SUPA Representatives Clare Johannson and Amir Andargoli.

**Action:** The General Secretary will contact the SUPA representatives mentioned about their reports.

**Amenable to Mover  
Carried (3 abstentions)**

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5.31	<b>Financial Report &amp; Update</b>	<b>doc</b>
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**6 Business**

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**6.1 Representative Appointments**

The SSU rules allow for representatives to be appointed so long as it is within 2 months of the SSU election.

**MOTION (Byron, Cullinan):**

That Swathi Shiva be appointed as the Postgraduate Representative.

That Sam Roberts be appointed as the Hawthorn Campus Chair.

**Carried Unanimously**

**6.2 Housekeeping, Office Update**

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

- President and Executive Officer out at Croydon
- Orientation week coming up
  - o Availabilities, some still need to be made
  - o Guerrilla marketing for bar
  - o Need all hands on deck
  - o Also Open day coming up

**6.3 Travel Reimbursements**

For Discussion

- Additional PT travel expenditure for exam help stall
- Should the SSU consider paying for PT for this In the future
- Volunteers as well could get reimbursed for PT travel
- Look into policy for reimbursing non-standard travel expenses

**6.4 Election Returning Officer**

**MOTION (Spackman-Williams, Byron):**

That Goldie Pergl from Above Quota Elections be appointed as the Returning Officer for the 2016-2017 SSU Elections.

**Carried Unanimously**

**6.5 Council Report Writing**

For Noting

**6.6 Financial Delegation Policy**

The Financial Delegation Policy was updated in 2015 but is not comprehensive.

The President has updated the Financial Delegation Policy.

**Motion (Jakobi, Kelly):**

That the Financial Delegation Policy be accepted.

**Amendment (Spackman-Williams):** That the "Relevant Council Representative" replace "Relevant Representative" in all cases of the document.

**Amenable to mover and seconder**

**Amendment (Osborne):** That this policy take affect at the end of the next Council meeting to allow for departments and representatives to create budgets.

**Amenable to mover and seconder**

**Carried (2 abstentions)**

6.7 **EFTPOS Facility**

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The FirstData EFTPOS facility is causing problems at the Croydon Café due to its slowness and unreliability. Cancelling this facility may result in an early termination fee.

**Motion (Spackman-Williams, Roberts):**

Authorises the Executive Officer, President and General Secretary to cancel the FirstData facility if/when they decide it is appropriate and to negotiate for a waiver of the early termination fee. Authorises the Executive Officer (James Searle) and General Secretary (Brendan Spackman-Williams) to open a bank account with Bendigo Bank and apply for a merchant facility that would be under a two-to-sign account and fixes Brendan Spackman-Williams and James Searle as the signatories.

**Carried Unanimously**

6.8 **Credit Cards**

**Motion (Spackman-Williams, Byron):**

That SSU open a credit card facility with Bank Australia, with a \$5,000 master limit, with the following card holders and sub-limits:

- a. Caitlin Bruty (\$500)
- b. James Searle (\$500)
- c. Xavier Plummer (\$2000)
- d. Karen Joiner (\$1000)

That monthly statements must be signed by the cardholder and the Officer & Finance Manager before being paid or in the case of the Officer & Finance Manager's card, the Executive Officer. That the cardholders will be responsible for any unauthorised or non-Union expenditure. That Council notes that this will increase annual bank fees by \$236 (\$59 per card). That SSU's Bank Australia Debit Card facilities be cancelled.

**Carried Unanimously**

6.9 **Constitutional Interpretation of Online Ballot**

Section 61(3) of the SSU Constitution requires all elections to be conducted via attendance poll. Section 35(h)(i) of the SSU Constitution allows for Council to make regulations as to how the Faculty Representatives can be elected.

**Motion (Spackman-Williams, Bruty):**

Council resolves that the Online Representatives on Education Board are Faculty Representatives for the purposes of section 35(h)(i).

Council authorises the use of Opavote to conduct electronic ballots for the election of these online representatives.

**Carried Unanimously**

**Procedural (Bruty):** To extend the meeting by an hour.

**Carried Unanimously**

**Procedural (Bruty):** To have a 10-minute break.

**Carried Unanimously**

6.10 **Section 58 A**

Before the opening of the annual election Council can according to section 58A of the constitution create up to 4 officer positions. In 2016 the positions created were the Environment & Sustainability Officer, the Clubs Officer, Education Public Affairs and Education Academic Affairs.

**Motion (Spackman-Williams, Bruty):**

This motion does not create the positions but selects them and the following Council meeting will resolve to create the positions full descriptions of the role, responsibilities and bodies accountable to.

**Straw Poll (Bruty):** Up to 4 votes per representative on the below roles.

**Carried**

- Environment & Sustainability Officer - 11
- Education Public Affairs - 7
- Ethnocultural Representative – CALD – Person of Colour – Minorities – 9
- Res/Housing/Accommodation - 7
- Online Representative - 3
- Youth - 2
- Clubs - 0
- Mature Age Representative - 3
- General Representative – 1

**Amendment (Spackman-Williams):**

Position titles along the lines of those listed below and their relevant position descriptions to be written up before and presented to the next SSU Council meeting.

**Amenable to Seconder**

For 2017 the 58A Officer Bearer Positions will be:

- Environment & Sustainability Officer
- Education Public Affairs
- Ethno cultural Representative – CALD – Person of Colour – Minorities
- Res/Housing/Accommodation

**Carried Unanimously**

**6.11 NDA**

The National Union of Students is organising a National Day of Action on August 24<sup>th</sup> to call out the terrible policies of both parties and to put forward what students are wanting from their government – with a major focus on more funding for education.

**Procedural (Kelly):** To go straight to the vote.

**Carried Unanimously**

**Motion (Osborne, Kelly):**

That the Student Union endorses the August 24<sup>th</sup> National Day of Action organised by the National Union of Students.

- The Union will promote the NDA by sending member emails, posters around campus – including Union office and lounges, through all committees and collective, all union social media channels – including creating an event on the main union facebook page and changing the facebook banner to the NDA social media banner from August 18<sup>th</sup> until after August 24<sup>th</sup>.
- Support organising a contingent made up of Swinburne students with all available union reps, committees, and collectives.

The Education Officer and Education Public Affairs will be responsible for ensuring this is done.

**Carried Unanimously**

**6.12 Budget Changes**

A number of budgetary lines in the Union have incurred cost without having an attached budget line.

Additionally, with a changed bar schedule the budget has to be amended accordingly.

Some of these changes also reflect the trend for expenditure in certain areas over the year.

**Motion (Spackman-Williams, Bruty):**

The following revenue budget lines be amended:

- BBQ Revenue from \$2,000 to \$4,000
- Bar Takings from \$35,000 to \$84,000
- Stall Sponsorship from \$0 to \$3,500
- Bar Catering from \$0 to \$1000
- Joint Events from \$0 to \$1500

This will have the effect of changing the budgeted revenue from \$648,250 to \$704,750.

The following expense budget lines be amended:

- Advertising from \$0 to \$300
- Bank Fees from \$500 to \$2500
- Office Equipment from \$0 to \$100
- Compliance from \$0 to \$150
- Bookkeeping from \$0 to \$300
- KM Reimbursement from \$0 to \$350
- Freedom of Information from \$0 to \$200
- Campaigns from \$0 to \$500
- Bar Supplies from \$28000 to \$43000
- Bar Sundries from \$0 to \$200
- Bar Salary from \$0 to \$21720
- Bar Casual Staff from \$9000 to \$18650
- Bar Superannuation from \$1500 to \$7000
- Bar Improvement from \$0 to \$2000
- Liquor License from \$250 to \$2500
- Event Security from \$16500 to \$13000
- Event Promotion from \$0 to \$1000
- Non-Bar Events from \$0 to \$500
- Bar Catering from \$0 to \$1000
- Staff Recruitment from \$800 to \$1000
- Workcover Insurance from \$4000 to \$5000
- Toner from \$4500 to \$3500
- Printer Servicing from \$0 to \$1500
- BBQ Supplies from \$11000 to \$16000
- Salary from \$162850 to \$156000
- Casual Staff from \$5771.88 to \$7000

This will have the effect of changing the budgeted expenditure from \$649,602 to \$711,400.88.

The overall budgeted cash deficit is \$6650.48. Taking into account capital expenditure, the budgeting accounting surplus is \$12009.52.

**Carried Unanimously**

**Procedural (Kelly):** To extend the meeting by another 30 minutes.

**Carried (2 against)**

#### 6.13 **Council Positions & Standing Committee Structure**

The makeup of committees and honoraria needs to be set before the beginning of the election.

**Motion (Spackman-Williams, Bruty):**

The expected time commitment and honoraria for each position for fixed according to the attached document (notwithstanding that total honoraria amounts will remain capped and could be amended according to the 2017 budget set by Council at the end of the year.

That the Education Board be elected for 2017 based off of section 35(1) of the constitution including the faculty representatives:

- Faculty of Business & Law Representative
- Faculty of Health, Arts & Design Representative
- Faculty of Science, Engineering & Technology Representative
- Department of Foundation and Pathways Representative
- Department of Design, Media and ICT Representative
- Department of Business and Finance Representative
- Department of Health, Science, Education and Social Services Representative
- Department of Trade and Engineering Technology Representative
- Swinburne Online Representative
- NICA Representative
- Open Universities Australia Representative

That the Media Committee be elected for 2017 by electing 5 editors via proportional representation.

That the Campus Committee representatives, SISA and SUPA representatives are all elected for 2017 by electing 5 committee members via proportional representation for each committee.

**Carried Unanimously**

#### 6.14 **Honoraria Changes**

**Motion (Byron, Roberts):**

That the President honoraria be increased from \$12,500 to \$15,000

That the General Secretary honoraria be increased from \$8,000 to \$12,000.

**Carried (3 for, 1 against, 5 abstentions)**

*Quorum lost 5.43 PM*

7 **Other Business**

**SSU Drink Bottles**

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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.

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8 **Closing Business**

8.1 Meeting closed.

16:30

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