

UNCONFIRMED MINUTES

SSU Council Meeting

Thursday 27th October 2016



	Meeting Details	Doc? Time
	Venue: UN413 Chair: Caitlin Bruty (President) Minute-taker: Brendan Spackman-Williams (General Secretary)	
1*	Welcome & Meeting Open Meeting open 12:35pm. Council observed one minute's silence for contemplation.	12.35
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), Sam Roberts (Hawthorn Campus Chair), Ana Tinc (Environment & Sustainability Officer), Abigail Michell (Women's Representative), Christopher Jakobi (Indigenous Representative), Joshua Briers (Queer Representative), Xzavier Kelly (Education – Public Affairs), Suzanne Byron (Education – Academic Affairs), Swathi Shiva (Postgraduate Representative), Jared Berman (General Representative), Joe Cullinan (General Representative), Zaheeruddin Syed (International Representative)	
3.2	Attendance: Caitlin Bruty (President), Brendan Spackman-Williams (General Secretary), Tori Pearce (Welfare Officer), Sam Roberts (Hawthorn Campus Chair), Ana Tinc (Environment & Sustainability Officer), Joshua Briers (Queer Representative), Jared Berman (General Representative), Joe Cullinan (General Representative)	
3.3	Observers: Keith Warburton (Life Member), James Searle (Executive Officer), Alex Hume (Activities & Promotions Officer)	
3.4	Apologies: Suzanne Byron (Education – Academic Affairs), Christopher Jakobi (Indigenous Representative), Anthony Osborne (Education Officer)	
3.5	Absent without apology: Zaheeruddin Syed (International Representative), Abigail Michell (Women's Representative), Xzavier Kelly (Education – Public Affairs), Swathi Shiva (Postgraduate Representative)	
3.6	Acceptance of Apologies	
	MOTION (Roberts, Tinc): That the apologies listed be accepted	
		Carried Unanimously
4	Confirmation of Agenda and Previous Minutes	

4.1 **Ordering and starring of items**

Procedural Motion (Briers): That discussion point 6.5 be heard after the motions.

Carried Unanimously

Procedural Motion (Roberts): To consider a motion following 6.7 to consider funding for the Swine end of year event.

Carried (2 against)

MOTION (Spackman-Williams, Roberts):
That the agenda as distributed be agreed to.
6.4 and 6.7 were missed and added in.

Carried Unanimously

4.2 **Ratification of previous decisions**

MOTION (Briers, Roberts):
That the minutes for the Council meeting on 11th October 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 |
| | Three quarter honoraria claimed for the report | |
| 5.2 | General Secretary Report | doc |
| 5.3 | Education Officer Report | doc |
| 5.4 | Welfare Officer Report | doc |
| 5.5 | Hawthorn Campus Chair Report | doc |
| 5.6 | <i>Wantirna Campus Chair Report – VACANT</i> | |
| 5.7 | <i>Croydon Campus Chair Report - VACANT</i> | |
| 5.8 | <i>Disability Support Representative Report - VACANT</i> | |
| 5.9 | Environment & Sustainability Officer Report | doc |
| | Half honoraria claimed for the report | |
| 5.10 | Indigenous Representative Reports | doc |
| | No honoraria claimed for the report | |
| 5.11 | Queer Representative Report | doc |
| 5.12 | Women's Representative Report – Not submitted | |
| 5.13 | Postgraduate Representative Report | doc |
| 5.14 | International Representative Report – Not Submitted | |
| 5.15 | Education Officer – Public Affairs Report | doc |
| 5.16 | Education Officer – Academic Affairs Report | doc |
| 5.17 | <i>PAVE Representative Report – VACANT</i> | |
| 5.18 | <i>Clubs Officer Report – VACANT</i> | |
| 5.19 | General Representative – Jared Berman Report | doc |

	Half honoraria claimed for the report	
5.20	General Representative – Joe Cullinan Report	doc
5.21	<i>General Representative – VACANT</i>	doc
5.22	Managing Editor Report	doc
5.23	Promotions & Distribution Officer Report	doc
	Half honoraria for the report	
5.24	Lead Designer Report	doc
5.25	Editor-in-Chief Report	doc
5.26	Activities & Promotions Officer Report	doc
5.27	Executive Officer Report	doc
5.28	Approval of Office Bearer Reports	

MOTION (Briers, Roberts):

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

Amendment (Roberts): Education Officer and Welfare Officer down to three quarters.

Amenable to mover

Procedural (Roberts): That we proceed straight to the vote.

Lost (3 for)

Carried (2 against, 2 abstentions)

5.29	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.

- End of year functions being currently organised, Warburton Award (8th November) and Staff night
- Office closed Melbourne Cup Day

6.2 Handover Policy

The Swinburne Student Union (the Union) currently have no policy providing guidance on or regulating handover for Representatives. Individual representative handover is crucial in organisational memory and providing representatives with the information they need to establish themselves in their role and, along with induction, should make up a comprehensive learning tool for new representatives to allow them to contribute to the Union.

MOTION (Roberts, Briers):

1. That council adopt the document 'Swinburne Student Union Student Representative Handover Regulation' as the approved regulation on handover process and follow the regulation accordingly, with the exception that the timeline be amended for the year of 2016, to allow representatives until the last day of November to complete all of the tasks outlined in the regulation.
2. That a change be made to the official regulation document (passed by Council) 'Swinburne Student Union Representative Honoraria Regulation' to include a clause under 'Part 2 – Honoraria Entitlements' reading:

"Honoraria payment for the month of December is subject to compliance with Swinburne Student Union Student Representative Handover Regulation, outlined in clause 16 of the document: '*Should a representative not complete the handover process in accordance with the 'SSU Student Representative Handover Regulation,' their honoraria for the month of December will be a maximum of half the honoraria claimed by that representative, except in exceptional circumstances as deemed by Council, such as those which would be considered similarly serious to those which warrant special considerations*'"

Amendment (Spackman-Williams): That all instances of the word policy/s is replaced by 'regulation/s.

**Amenable to mover and seconder
Carried Unanimously**

6.3 Croydon Café Operations

Throughout 2016 Council has looked at the Croydon Café's operations and extended it every few months in order to properly assess its fiscal sustainability. Similarly the staff at Croydon have also contracts which are only until the end of this year. The Café has proven itself to be a success not just for the Croydon Campus but for the Student Union as well.

MOTION (Spackman-Williams, Berman):

That the Croydon Café operations be extended for a further 12-month period (until December 2017) and that the contracts of Karen Joiner (Croydon Café Manager) and Amy Liu (Croydon Café Duty Manager) be extended on their current terms until 31st December 2017.

Carried Unanimously

6.4 Activities & Promotions Officer

MOTION (Spackman-Williams, Bruty):

That the contract of Alex Hume (Activities & Promotions Officer) be extended on its current terms until 31st December 2017.

Carried Unanimously

6.5 2017 Budget

For Discussion

6.6 Strategic Plan Process

In the August meeting Council sought the Executive Officer to put forward a process for a strategic plan to be undertaken by the Student Union for the future. The Executive Officer has now done this and is available for Council to consider.

MOTION (Spackman-Williams, Bruty):

That the following strategic planning process be adopted:

- The focus will be on building a three-year plan (2017 to 2020). The plan will consist of strategic propositions.
- Conduct a very broad member survey on how they feel about what SSU has done in the past and what it is currently doing and what it should focus on in the future. Ask the various SSU collectives and committees for a submission. (November 2016)
- Conduct external stakeholder interviews (SUT, SSAA, Bookshop, Faculties, Health Service, Chaplaincy and more) to discuss how they feel about what SSU has done in the past, what it is currently doing and what it should focus on in the future. (November & December)
- Collate survey results and stakeholder interviews into a SWOT analysis (January 2017)
- Conduct a half-day workshop for SSU Council members (old and new ideally) on what SSU's priorities should be, using the survey and stakeholder interview results as a framework. Identify key trends and influences (both internal and external). Develop high-level strategic propositions ("It's 2020 and the SSU is _____") (January 2017)
- Conduct a half-day workshop for financial SSU members (March 2017)
- Conduct a second member survey, testing the strategic propositions. Ask the various collectives and committees for a submission. (March 2017)
- Conduct a half-day workshop for SSU Council to determine an implementation plan for the strategic propositions (April 2017)
- Strategic plan goes to AGM for final approval. (May 2017)

Amendment (Spackman-Williams): That \$200 is put towards a survey to be conducted in 2016 and the Strategic Planning Process budget be considered at the November Council meeting.

**Amenable to seconder
Carried Unanimously**

6.7 SSU Credit Card

MOTION (Spackman-Williams, Briers):

That SSU's corporate credit card facility be amended such that:

1. The overall credit limit of the facility is increased from \$5,000 to \$10,000;
2. The limit for each of the 4 cardholders be fixed at \$2,500;
3. The card issued to Caitlin Bruty is cancelled as of 23rd December 2016;
4. A card is issued to Ana Tinc as of 2nd January 2017.

Carried Unanimously

6.8 International Budget

MOTION (Roberts, Spackman-Williams):

That the International Budget be distributed as follows

- \$200 for Student Survey
- \$300 for Induction
- \$200 for Breakfast Glass Washer
- \$300 for Volunteer Supplies
- \$300 for Indigenous Garden
- **\$1300 Total**

Carried Unanimously

6.9 Swine Budget

Motion (Roberts,):

That the Swinburne Student Union Council withhold funding from the Swine committee for their end of year gathering.

Withdrawn

7 Other Business

General Secretary to get in contact with the Media Committee about the Financial Delegation Policy and budget approval.

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 following Council meeting will be held on Thursday 24th November at 12.30 PM.

8 Closing Business

8.1 Meeting closed 2.46 PM.
