



## **MINUTES**

### **Council Meeting:**

Monday, 23rd of November 2015

2:30pm

#### **MEETING DETAILS**

**Venue:** Union Meeting Room Hawthorn (UN413)  
**Chair:** Brendan Spackman-Williams (President)  
**Minute-taker** Scott Morgan (General Secretary)

#### **ATTACHED DOCUMENTS**

1. SSU Council Meeting 12-10-2015 Unconfirmed Minutes.docx
2. Faculty Societies Discussion Paper
3. Swinburne Student Union Collective Agreement 2015 SIGNED
4. 2015 Forecast (as at 11-11-2015)

## 1. MEETING OPEN:

*Meeting opened by Brendan Spackman-Williams (The Chair) at 2:59pm. The meeting is quorate.*

*Procedural (Spackman-Williams): To proceed to acknowledgement of country then Motion 6.*

***Carried Unanimously***

### ***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	Brendan Spackman-Williams
GENERAL SECRETARY	Scott Morgan
EDUCATION OFFICER	Anthony Osborne
WELFARE OFFICER	Joshua Briers
HAWTHORN CAMPUS CHAIR	Ben Jackson
EDUCATION – ACADEMIC AFFAIRS OFFICER	Suzanne Byron
DISABILITY REPRESENTATIVE	Michael Samarin
WOMEN'S REPRESENTATIVE	Tori Pearce
ENVIRONMENT/SUSTAINABILITY OFFICER	Cliff Warren
GENERAL REPRESENTATIVE	Karuna Santosa

### **Vacancies:**

WANTIRNA CAMPUS CHAIR  
CROYDON CAMPUS CHAIR  
TAFE/APPRENTICESHIP REPRESENTATIVE  
INTERNATIONAL REPRESENTATIVE

### **Apologies:**

GENERAL REPRESENTATIVE	Jonathan Sacco
EDUCATION – PUBLIC AFFAIRS OFFICER	Tanja Schindler
POSTGRADUATE REPRESENTATIVE	Caitlin Bruty

### **Absent without apology:**

INDIGENOUS REPRESENTATIVE	Christopher Jakobi
GENERAL REPRESENTATIVE	David Uber
QUEER REPRESENTATIVE	Lee Taube
CLUBS & ACTIVITIES OFFICER	Tohiora Kuru

### **Observers:**

### **3. ACCEPTANCE OF APOLOGIES:**

That Council accepts the apologies of those mentioned above. All other Council members not present will be marked as absent.

- Mover: *Morgan*
- Seconder: *Pearce*

***Carried (2 Abstentions)***

*Previous meeting minutes deferred, as were not circulated.*

### **4. DISCUSSION OF REPORTS:**

*Written reports received from the following:*

Women's Representative  
Education Academic Affairs  
Education Officer

Executive Officer  
General Rep (Santosa)  
Postgraduate Representative

President

### **5. GENERAL BUSINESS:**

- Exam Feedback

*SSU Education Officer and Academic Affairs Officer would like to get feedback from Council Reps about how they found the exams, any issues they've identified, and any suggestions for improvement.*

- Faculty Societies

*This item came up at an Education Board Meeting, a working group was put together to develop the idea, the group is now presenting to Council and Education Board to consult with representatives. See attached discussion paper.*

- SSU Finances Update

## 6. NOTICES OF MOTION:

### 1. Notice of Motion No. 1

#### **SOL and OUA Election**

- Mover – Osborne
- Secunder – Pearce

#### ***Preamble:***

Following on from the previous Council meeting, where a motion was passed to run an election in November for online student reps, we've had to return the election to Council as we were not able to turn the election around in time while consulting with relevant stakeholders.

Given the recent University Student Representative elections and how they were conducted, we wanted to make sure that the stakeholders were engaged and aware of the process. As such, Teaching Period 3 was identified as a good time to run the election.

The intention is that this is a once off election, with online reps being elected during the annual scheduled election of Union reps. The cost to use the online election platform is \$450 – costing comes from \$5 per 100 votes and estimate of 6,000 SOL students, and 3,000 OUA students.

#### ***Motion:***

The SSU holds elections for the SSU Education Board Swinburne Online and Open Universities Australia representatives. The election is to be conducted online with nominations open January Monday 1<sup>st</sup> Feb 2016 to Friday 12<sup>th</sup> Feb 2016 and with the voting period from Monday 15<sup>th</sup> Feb to Friday 19<sup>th</sup>.

The SSU Executive Officer is to be appointed as the Returning Officer for this election.

That \$450 be allocated for the Online election for the cost of the ballot.

***Carried Unanimously***

## **2. Notice of Motion No. 3** **PAVE Rep Elections**

- Mover – Osborne
- Secunder – Samarin

### ***Preamble:***

Earlier in the year, the Union Council voted to defer the election of the SSU Education Board PAVE Department Representatives so that they can be elected at a convenient time for PAVE students which allows them to nominate and complete a term. In meetings with the Associate Director of PAVE Pauline Farrell, we have been informed that there are only a small percentage of PAVE students are multi-year students, we are also encouraged to run the elections at the beginning of the year when PAVE students are more interested in getting involved in activities.

The cost for the election is \$480 to cover the cost of a polling clerk.

### ***Motion:***

The SSU holds elections for the SSU Education Board PAVE faculty representatives (Dep. Of Foundations and Pathways; Dept. of Design, Media, and ICT; Dept. of Business and Finance; Dept. of Health, Science, Education, and Social Science; Dept. of Trade and Engineering Technology). Nominations are to be opened from Mon 1<sup>st</sup> Feb 2016 till Fri 12<sup>th</sup> Feb 2016, with voting on Tue 16 and 18 Feb 2016.

The SSU Executive Officer is to be appointed as Returning Officer for this election.

That \$480 be allocated for the PAVE election for the cost of a polling clerk.

***Carried (1 Abstention)***

### **3. Notice of Motion No. 3** **PAVE Collective Committee**

- Mover – Osborne
- Secunder – Briers

#### ***Preamble:***

At last Council meeting, a process was approved with the adoption of the Pathways and Vocational Education Collective for appointing people to the interim committee of the collective. From the initial process, only two applicants were eligible to be on the collective committee. As such, in discussion with the collective committee, expressions of interest were held to gain interest in the remaining roles, from there students were interviewed by the Education Officer and members of the committee.

Noemi is interested in developing marketing and design stuff for the collective. Jing was appointed as a General Representative and now wants to be the Vice President of the collective – this has been endorsed by the other member of the Committee.

The people being put forward have been endorsed by the PAVE Collective Committee.

*Amendment (Warren): To replace the word "stuff" in the preamble to "material".*

***Amenable to Mover and Secunder***

#### ***Motion:***

That Noemi Hdz be appointed as a General Representative on PAVE Collective Committee.

That Jing Tan be appointed as Vice President of the PAVE Collective Committee and removing her as a General Representative

***Carried (1 Absention)***

#### **4. Notice of Motion No. 4** **SSU Banking Provider**

- Mover – *Spackman-Williams*
- Secunder – *Pearce*

***Preamble:***

SMB has recommended the following motion to Council regarding our banking.

***Motion:***

That SSU's operating account, debit cards and EFTPOS facility be transferred from NAB to Bank Australia by:

1. opening a two-to-sign transactional account with Bank Australia in the name of Swinburne Student Union Incorporated with the signatories being James Searle (Executive Officer), Xavier Plummer (Office & Finance Manager), Brendan Spackman-Williams (2016 General Secretary) and Caitlin Bruty (2016 President);
2. operating the two transactional accounts concurrently until March 2016 to change over creditors; and
3. Evaluate the decision to transition from NAB to Bank Australia in March 2016, alongside evaluating EFTPOS provider options.

***Carried Unanimously***

#### **5. Notice of Motion No. 5** **EBA Approval**

- Mover – *Spackman-Williams*
- Secunder – *Briers*

***Preamble:***

Since the Council last considered SSU's Enterprise Bargaining Agreement, some minor changes in numbering and content have been provided. These changes were provided to Council by email. SSU staff have voted on the agreement and approved it unanimously.

***Motion:***

That the final Swinburne Student Union Collective Agreement 2015 be approved by Council.

***Carried (1 Abstention)***

## **6. Notice of Motion No. 6** **Croydon Cafe**

- Mover – *Spackman-Williams*
- Seconder – *Bruty*

### ***Preamble:***

SSU has been offered the café at the Croydon Campus to operate as a Student Union business for an initial three month period from 1 January 2016 to 31 March 2016, on a rent free and outgoings free basis.

### ***Motion:***

1. That the Student Union operate a café at the Croydon Campus from 1 January 2016 to 31 March 2016; and
2. that a full-time manager be recruited on a three month contract under scale 5.1 of the Higher Education Industry – General Staff Modern Award; and
3. that casual staff be recruited and employed under scale 3.1 of the Higher Education Industry – General Staff Modern Award; and
4. that, notwithstanding that the Swinburne Student Union Collective Agreement does not apply to catering employees, Croydon Café employees shall be paid 17% superannuation; and
5. that Services Management Board be empowered to approve position descriptions, menus, pricing and other operational details; and
6. that Council in 2016 consider an extension of the three month trial period.

***Carried Unanimously***

*Procedural (Jackson): To adjourn the meeting until Ben arrives.*

***Carried Unanimously***



## 7. OTHER BUSINESS:

### Notice of Motion

#### Remuneration Panel

***Motion:***

That the Hawthorn Campus Chair be appointed as the rotating Council member on the Remuneration Panel until the next Council meeting.

***Carried (4 Abstentions)***

### Notice of Motion

#### Next Council meeting

***Motion:***

That the next Council meeting be held during December at the Hawthorn Campus, with the General secretary to finalise the date and time after querying representative availability.

***Carried Unanimously***

*Meeting returns to pre-motion business.*

## 8. MEETING CLOSED:

***Meeting closed by Brendan Spackman-Williams (The Chair) at 4:16pm.***