



## **MINUTES**

### **Council Meeting:**

Wednesday, 24th of June 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 13-05-2015 Unconfirmed Minutes [In-Camera]
2. SSU Council Meeting 13-05-2015 Unconfirmed Minutes
3. Office Bearer Reports
4. Remuneration Panel 11 - 11-06-15 Unconfirmed Minutes
5. Draft SSU & Ability Press agreement
6. 2014 SSU Financial & Audit Report
7. 2015-16 CDF Handwritten Application Form Knox City Council
8. Boat budget v1

## 1. MEETING OPEN:

*Meeting opened by Brendan Spackman-Williams (The Chair) at 2:45pm. The meeting is quorate.*

**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
HAWTHORN CAMPUS CHAIR	Ben Jackson
EDUCATION – ACADEMIC AFFAIRS OFFICER	Suzanne Byron
DISABILITY REPRESENTATIVE	Michael Samarin
QUEER REPRESENTATIVE	Lee Taube (Arrived 4:00pm)
CLUBS & ACTIVITIES OFFICER	Tohiora Kuru
ENVIRONMENT/SUSTAINABILITY OFFICER	Cliff Warren
GENERAL REPRESENTATIVE	Jonathan Sacco
GENERAL REPRESENTATIVE	David Uber

**Vacancies:**

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

**Apologies:**

EDUCATION – PUBLIC AFFAIRS OFFICER	Tanja Schindler
POSTGRADUATE REPRESENTATIVE	Caitlin Bruty
INTERNATIONAL REPRESENTATIVE	Prakash Kumar Singh
WELFARE OFFICER	Joshua Briers
GENERAL REPRESENTATIVE	Karuna Santosa
WOMEN'S REPRESENTATIVE	Tori Pearce

**Absent without apology:**

**Observers:**

VICE PRESIDENT, QUEER COLLECTIVE	Jordan Janssen
	Tahlia Lewis

### **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*
- Secunder: *Jackson*

***Carried Unanimously***

### **4. ACCEPTANCE OF AGENDA:**

That the agenda be accepted in its current form. Any amendments to its layout should be suggested here.

- Mover: *Morgan*
- Secunder: *Byron*

***Carried Unanimously***

### **5. ACCEPTANCE OF PREVIOUS MINUTES:**

The recorded minutes of the Council meeting held 13<sup>th</sup> May 2015 are a true and accurate reflection of the meeting and should be published on the Union's website, excluding in camera discussion.

- Mover: *Morgan*
- Secunder: *Osborne*

***Carried (1 Abstention)***

### **6. DISCUSSION OF REPORTS:**

*Written reports received from the following:*

*GenRep David Uber*  
*GenRep Karuna Santosa*  
Education Academic Affair  
Education Officer

Executive Officer  
General Secretary  
Hawthorn Campus Chair  
Health & Disability Rep

President  
Women's Representative

### **7. ACCEPTANCE OF REPORTS:**

That Council accept the reports of office-bearers who provided reports.

- Mover: *Byron*
- Secunder: *Samarin*

***Carried (1 Abstention)***

## 8. GENERAL BUSINESS:

- Swine Magazine
  - Planning to produce through Semester 2 as per 2014 schedule*
  - Need responses from Representatives for profiles.*
  - Social media is solid around 300 likes.*
- Remuneration Panel Clarifications
  - Can you claim accrual without submitting a report (or a blank report)?
  - Can you submit remuneration reports for two different positions?

*Procedural (Chair):* Straw poll, that representatives can request accrual of hours without submitting a report.

***Carried Unanimously***

*Procedural (Chair):* Straw poll, that you can submit remuneration reports for two different positions as long as the duties are separated per position.

***Carried Unanimously***

- State of the constitution
  - Identified numerous referential and language issues with the constitution.*
  - Inconsistent with Incorporated Association Reform Act (2012)*
  - Suggested putting to Referendum during Annual Elections, following redraft approval via Council.*
- State of the standing orders
  - As above, current standing orders don't reflect current practise. David would like to*
- Use of a standard document and communication template
- SSU Financial Performance January: January – June.
  - Currently not overspent on most budget lines.*
  - Collectives generally on target to exhaust budgets.*
  - Need to carefully consider expenditure over many Funding Agreement-tied operational budget lines.*
- Council Communication Strategy (how we communicate important information between each other)
  - General issue is that Representatives are difficult to contact via email, and time-sensitive responses often don't come back.*
  - It's an expectation of the position that you be available to contact via email despite its issues.*
  - Representatives' disengagement is a human issue not a policy issue.*
  - Proposed informal policy for 3-day response deadline. (Accepted)*
  - See Scott for any assistance making your email more accessible.*
- Party Boat
  - No issues with proposed figures*
  - Date is politically sensitive, but okay*
  - Need a commitment from Representatives to help run event aka SUSS*
- Orientation Week and Welcome Back Week
  - O-Week        27th - 31st July*
  - Open Day      2nd August*

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*Swinburne's only 100% student run representation, welfare and events service*

*WBW 3rd - 7th August*

*Total 11 Days of manning the stall.*

*Looking for good solid presence from arms of the Union.*

*Will have more space available, ideally each department with its own table.*

*Most important thing from Reps is to be able to focus on how their stall will run and look – plan with what they need, ie. Volunteers, flyers, etc.*

- Union Event Application Process  
*Brendan talked alot about Event management process as described in Ops 21 June.  
There was no dissent.*
- NUS Affiliation  
*Topics Covered:*
  - *Personal Opinions of NUS*
  - *Benefits / Implications of affiliation*
  - *What NUS actually does*
- Presentation on the Croydon and Wantirna Campus Survey
- Media Committee Election  
*Note: Motion adjusted to correct Constitution reference, thankyou Uber.  
Media Committee has put forward Matt Young as candidate for Advertising & Promotions Officer, Media Committee.*
- Volunteer Thankyou Event
- Hammer and Swine

## 9. NOTICES OF MOTION:

**Procedural (Osborne):** To proceed to hear Motion 5 through 8 .

*Carried Unanimously*

### 1. Notice of Motion

#### 2014 Financial Reports

- Mover – *Morgan*
- Secunder – *Spackman-Williams*

**Preamble:**

Our 2014 Financial Statements and Auditors Report have been completed by the Auditor and were approved at the AGM in May. The final step in the process is for council to vote to adopt or reject the reports.

**Motion:**

That the SSU approve the 2014 Financial Statements, as prepared by our Auditor, Phil Dowsley.

*Carried (2 Abstention)*

### 2. Notice of Motion

#### Ability Press Agreement

- Mover – *Jackson*
- Secunder – *Osborne*

**Preamble:**

Ability Press is a Melbourne based printing company who have approached us looking to provide specialist printing services to students through the SSU at Hawthorn and online. They offer digital printing formats – on special sizes and materials – which we and other local printing shops can't match, and at a lower price than Minuteman, Officeworks, and our own printing service.

The initial 12 month partnership agreement sets up an arrangement where the SSU will receive a 10% commission on orders placed through the Web Order Portal, which we will set up on campus and promote. Ability Press will provide next-day delivery to campus for pickup of ordered print jobs.

Swinburne does already have relationships with Ability Press – they use them for the majority of their commercial printing – however students currently don't have access to this service.

**Motion:**

That the SSU approve a partnership agreement for 12 months with Ability Press, subject to finalisation and negotiation of the draft agreement by the Executive Officer.

*Carried (3 Abstentions)*

### 3. Notice of Motion

#### Financial Delegation Policy

- Mover – *Morgan*

- Secunder – Osborne

**Preamble:**

The current approval process for outgoing payments is solved implicitly by only the President, General Secretary, and Education officer having security tokens to approve payments.

This is unfortunately not a scalable method, and requires representatives to approve operational payments which should be within the domain of the Office & Finance Manager.

The Executive Officer has drafted a policy to outline the process for approval of payments, and allow SSU staff to approve payments where Representative approval is not required.

**Motion:**

That the SSU adopt the proposed Financial Delegation Policy, amended to include "Schedule 1" items 1 through 3 only.

**Carried (2 Abstentions)**

**4. Notice of Motion**

**Office & Finance Manager Bank Signatory**

- Mover – Morgan
- Secunder – Kuru

**Preamble:**

Subject to the Financial Delegation Policy the Office & Finance Manager needs to be added to the list of account signatories with NAB, to be able to approve payments

**Motion:**

That the current Office & Finance Manager, Xavier Plummer, be appointed as a bank signatory to the SSU for the duration of their employment.

**Carried (1 Abstention)**

**5. Notice of Motion**

**National Day of Action**

- Mover – Osborne
- Secunder – Warren

**Preamble:**

The National Union of Students is organising a protest against Fee Deregulation on August 19th. The Melbourne version of the protest will probably be happening at the State Library at 2pm.

It would be good to have a strong presence of Swinburne students at the rally to show our standing on this important issue.

**Motion:**

That Council endorses the rally on August 19th at 2pm by:

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*Swinburne's only 100% student run representation, welfare and events service*

- Promoting the rally during orientation week, welcome back week, sending member emails, posters around campus – including Union office and lounges, through all committees and collectives, all union social media channels
- Organising a contingent made up of Swinburne students with all available union reps, committee and collectives.

The Education Officer Anthony Osborne, Education Officer Public Affairs Tanja Schindler and General Representative Jonathan Sacco are responsible for ensuring this is done.

**Carried (1 Abstention)**

## **6. Notice of Motion**

### **Support for University Council Petition**

- Mover – Osborne
- Secunder – Byron

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

In the past both Students and Staff were members of the University Council, the peak decision making body at Swinburne. It is important that Students and Staff are represented on this committee so that their views and opinions can be taken into consideration.

The petition is part of our strategy to get Students and Staff back onto the University Council.

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

That the SSU Council endorses the Education Officer's petition, and that all members of Council will sign the petition.

**Carried (1 Abstention)**

## **7. Notice of Motion**

### **Discounted Membership for External Campuses**

- Mover – Osborne
- Secunder – Byron

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

A cheaper membership rate for students outside of Hawthorn is a great incentive for them to get involved in the SSU and to help us build membership and representation at those campuses again.

**Procedural (Uber):** That the motion be put.

**Failed (5 against)**

**Amendment (Osborne):** To assign responsibility for implementation.

**Amenable to Mover and Secunder**

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

That students who study at Croydon and Wantirna Campus, as well as Online, OUA, and NICA students are offered a discounted membership of \$5, with implementation to be overseen by the Education Officer Anthony Osborne, and Executive Officer.

**Carried (1 against, 2 abstentions)**



**8. Notice of Motion****Knox Grant Application**

- Mover – Osborne
- Secunder – Byron

***Preamble:***

Knox City Council has its annual Community Development Fund grants open. Anthony (SSU Education Officer) has been investigating applying for a grant to employ a staff member to trial a program at Wantirna Campus.

***Motion:***

That the SSU Council endorses and agrees to submit the grant application.

***Carried Unanimously***

**9. Notice of Motion****Glenferrie Station Accessibility**

- Mover – Byron
- Secunder – Samarin

***Preamble:***

Glenferrie station is not accessible to those with accessibility requirements. Manual wheelchairs require you to brake using friction between your hands and the wheels. So understandably, Glenferrie station is just not an option. Trams are not efficient during peak times due to not being separated from cars. Walking up and down steep ramps also puts a lot of pressure on leg muscles, which can also be problematic.

**Amendment (Samarin):** To include better interim signage for mobility assistance.

***Amenable to Mover and Secunder***

***Motion:***

That the union supports all students' access to Swinburne, by taking it to the local member of parliament and the Vice Chancellor to make Glenferrie station more accessible, by either advocating for a lift to be installed or the accepted slope angle to be adopted, and to include better interim signage for mobility assistance.

***Carried (1 Against)***

***Procedural (Morgan):*** To extend meeting time by 10 minutes

**10. Notice of Motion****Media Committee Election**

- Mover – Morgan
- Secunder – Byron

**Preamble:**

Following the resignation of the Promotions & Media Officer, Vincent Dwyer, from the Media Committee, the media committee has requested that Matt Young be nominated for the position.

Under section 64 (4) (b) of the SSU Constitution, Council may elect candidates to the position.

**Motion:**

That Matt Young be elected by Council to the position of Media & Promotions Officer

*Note: Voting options for this motion, as it is an election: For / Seek Other Candidate / Abstention*

**All For (1 Abstention)**

**11. Notice of Motion  
Annual Election Call Deferral**

- Mover – *Morgan*
- Seconder – *Spackman-Williams*

**Preamble:**

Section 12 of the SSU Election Regulations requires that annual elections be scheduled, including a budget set and a returning officer nominated, by the 30<sup>th</sup> June.

The Executive Officer has determined that it may be financially viable to run the elections through an external group, rather than internally as anticipated. This means that we now need to tender the elections for quotes, and will not be scheduling the election until next council.

**Motion:**

That the deadline for calling the 2015 elections be deferred until the next council meeting, and that Council request the Executive officer to begin the tender process with the intention to hold the election period through Week 8 of Semester 2.

**Carried (1 Against, 2 Abstentions)**

**10. OTHER BUSINESS:****Notice of Motion****Remuneration Panel****Motion:**

That the Environment and Sustainability Officer be appointed as the rotating Council member on the Remuneration Panel until the next Council meeting.

**Carried (3 Abstentions)**

**Notice of Motion****Next Council meeting**

**Amendment (Taube):** That the word Campus be removed from the motion.

***Out of Order***

***Motion:***

That the next Council meeting be held at 2:30pm, Wednesday 15<sup>th</sup> July at the Hawthorn Campus.

***Carried (2 Against)***

## **11. MEETING CLOSED:**

***Meeting closed by Brendan Spackman-Williams (The Chair) at 5:54pm.***