

# DRAFT MINUTES

## SSU Services Management Board Meeting

### 9<sup>th</sup> September 2015

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#### Meeting Details

Doc? Time

Venue: UN413  
Chair: Brendan Spackman-Williams  
Minute-taker: James Searle (Executive Officer)

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#### 1 Welcome and Roundtable

Meeting opened 3:40pm. Services Management Board observed one minute's silence for contemplation.

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#### 2 Acknowledgement of the Traditional Owners

Services Management Board acknowledges the Wurundjeri people of the Kulin Nation as traditional owners of the land on which Services Management Board was meeting, pays respect to their elders past and present, and acknowledges that their land was never ceded.

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#### 3 Attendance

3.1 Required attendees: James Searle (Executive Officer), Brendan Spackman-Williams (President), Scott Morgan (General Secretary), Joshua Briers (Welfare Officer), Benjamin Jackson (Hawthorn Campus Chair), Caitlin Bruty (Postgraduate Representative), Prakash Singh (International Representative), Xavier Plummer (Staff Representative)

3.2 Attendance: James Searle (Executive Officer), Brendan Spackman-Williams (President), Scott Morgan (General Secretary), Joshua Briers (Welfare Officer), Benjamin Jackson (Hawthorn Campus Chair), Caitlin Bruty (Postgraduate Representative), Xavier Plummer (Staff Representative)

3.3 Observers:

3.4 Apologies: Scott Morgan (General Secretary)

3.5 Absent without apology: Prakash Singh (International Representative)

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#### 3.6 Declaration of conflicts of interest

Caitlin Bruty declared a conflict of interest with item 5.10.

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#### 4 Confirmation of Agenda and Previous Minutes

##### 4.1 Ordering of items

SMB considered the agenda.

**MOTION 1 (Searle, Jackson):** That the agenda as circulated be agreed to.

**Carried (Unanimously)**

##### 4.2 Ratification of previous decisions

**MOTION 1 (Bruty, Jackson):** That the minutes for the Services Management Board meeting on 20<sup>th</sup> May 2015 be accepted as a true and accurate record and published on the Union's website.

**Carried (1 abstention)**

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4.3 **Reports**

The Executive Officer provided a general services update. Questions were asked.

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4.4 **Full Year Financial Forecast Report**

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The Executive Officer spoke briefly to the full year financial forecast.

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4.5 **Time in Lieu Report**

The Executive Officer has 45.5 hours time-in-lieu accrued. The Office & Finance Manager has 20.5 hours time-in-lieu accrued.

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4.6 **Service Performance Report**

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The Office & Finance Manager spoke to the Service Performance Report.

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4.7 **Front Desk Statistics Report**

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The Office & Finance Manager spoke to the Front Desk Statistics Report.

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4.8 **Papercut Printing report**

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SMB considered the Papercut printing report.

**ACTION:** Produce signage for the printing room along the lines of "we cannot provide support or service outside of business hours".

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4.9 **OH&S report**

The Executive Officer reported on relevant OH&S issues, including procedures put in place to prevent manual handling issues whilst lifting sausage boxes.

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5.1 **University Representative**

The Executive Officer will update SMB on progress of sourcing a University representative to sit on SMB.

**ACTION:** Executive Officer to contact Andrew C. Smith to provide a university representative.

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5.5 **Enterprise Bargaining Agreement**

The Executive Officer & President and General Secretary updated SMB on the process of negotiations.

Services Management Discussed what salary increase percentage to recommend to Council & NTEU.

**ACTION:** President to offer 3.3% to NTEU, with a maximum of 3.5% if required for the purposes of negotiations and to ensure increased casual employee flexibility.

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5.6 **SSU Facilities**

The Executive Officer provided a facilities update. Services Management Board considered potential capital works:

Reception sliding window - \$1,200

Move door from UN412 to near sliding window - \$4,500

Projector installation in UN413 - \$2,200

Renovate kitchen - \$4,500

Cover over void down to level 3 - \$17,800

Remove EO office from UN410 - \$2,400

**MOTION 1 (Searle, Briers):** That Services Management Board recommends to Council that the Repairs & Maintenance budget line be increased by \$6,000 to allow for the installation of a reception sliding window and moving the swipe card door from UN412 to near the new sliding window.

**Carried (Unanimously)**

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5.7 **Food business application**

The Executive Officer updated SMB on the food business application process

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5.8 **SSU Website**

SMB considered the ongoing operations of the SSU website, and service requirements.

**ACTION:** Executive Officer to approach Leesa Ward to discuss the potential of moving the SSU website back to Double E Design.

**ACTION:** Executive Officer to discuss the rationale for SSU's requirements with Jordan Janssen.

**MOTION (Plummer, Spackman-Williams):** That, if Leesa Ward is amenable, SSU move its website back to Double E Design.

**Carried (Unanimously)**

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5.9 **SSU Kitchen**

SMB considered student use of the UN level 4 kitchen.

**ACTION:** That the water cooler in the kitchen have a new filter installed and filled with water.

**ACTION:** That a microwave be set up in UN level 3 for students to use, along with a supply of disposable cutlery and napkins.

**ACTION:** That the UN level 4 kitchen be restricted to SSU staff and student representatives.

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5.10 **Diary**

SMB considered whether to recommend that Council allocate funds to print a 2016 diary.

**MOTION (Searle, Osborne):** That SMB recommends to Council to increase the Student Media budget line by \$8,000, and authorise the remainder of its expenditure (after printing an election guide and the final Swine for the year) on a 2016 student diary, with Franklin Direct as the supplier.

**Carried (Brutly abstention)**

**ACTION:** Executive Officer to oversee the process of printing a 2016 diary.

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5.11 **2016 SSAF Funding & staffing levels**

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SMB considered the 2016 SSAF funding negotiation process and will discuss staffing requirements for 2016.

Note that the documents provided are a very early draft of the Executive Officer's recommendation for proposal and are a work in progress.

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5.12 **2016 Facilities License Agreement**

SMB discussed beginning discussions on the 2016 facilities license agreement.

**ACTION:** Executive Officer to contact Ross Preen for the purposes of arranging a 2016 facilities license agreement, with potential discussions regarding space at Wantirna.

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5.13 **SSU Insurance**

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SMB will consider the Union's insurance requirements and a renewal notice from our insurance broker, AON.

**ACTION:** Executive Officer to contact Aon about a more detailed renewal notice.

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5.14 **Ability Press**

The President and Executive Officer updated SMB on the progress of the Ability Press deal.

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5.15 **SSU Equipment Rental**

SMB will consider equipment rental prices for non-members.

**ACTION:** Executive Officer to work with Office & Finance Manager to determine prices, and circulate to SMB for discussion.

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5.16 **Free soft drinks for designated drivers**

SMB will consider processes for providing free soft drink to designated drivers at the Hammer & Swine.

**MOTION(Searle, Spackman-Williams):** That SMB, through the H&S Bar Supervisors and Executive Officer create an incentive program to encourage designated drivers at the Hammer & Swine, beginning with a free soft drink initiative.

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

**ACTION:** Executive Officer to work with H&S bar staff to implement a free soft drink program for designated drivers.

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6.1 **Future meetings**

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

**1. Strategic Planning**

Remaining meetings for 2015:  
5/11/2015

7 **Meeting closed 18:13**

7.1 **Meeting feedback**

7.2 **Details of next meeting:**

Date: Thursday, 5th November 2015

Time: 3:30pm

Venue: UN413

7.3 Meeting closed.

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