

# Agenda

## SSU Services Management Board Meeting

### 20<sup>th</sup> May 2015



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		Doc? Time
	<b>Meeting Details</b>	
	Venue: UN413	
	Chair: James Searle (Executive Officer)	
	Minute-taker:	
1*	<b>Welcome and Roundtable</b>	10:00
	Meeting open 10:05 am. Services Management Board will observe one minute's silence for contemplation.	(5 mins)
2*	<b>Acknowledgement of the Traditional Owners</b>	
	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.	
3	<b>Attendance</b>	
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), , Xavier Plummer (Staff Representative)	
3.2	Attendance: As above	
3.3	Observers:	
3.4	Apologies: Anthony Osborne (Education Officer), Prakash Singh (International Representative)	
3.5	Absent without apology:	
4	<b>Confirmation of Agenda and Previous Minutes</b>	
	<b>MOTION 1 (Searle, Bruty):</b> That the agenda as circulated be agreed to.	
	<b>Carried Unanimously</b>	
4.1	<b>Ordering of items</b>	
4.2	<b>Ratification of previous decisions</b>	
	<b>MOTION 1 (Searle, Bruty):</b> That the minutes for the Services Management Board meeting on 26 <sup>th</sup> March 2015 be accepted as a true and accurate record and published on the Union's website.	
	<b>Carried (1 Abstention)</b>	

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4.3	<b>Reports</b>	10:05 (30 mins)
	<i>[10:11] The executive officer hands the chair to the President</i>	
	At the previous meeting, SMB discussed desirable report items, which included:	
	<ul style="list-style-type: none"><li>• Actual expenditure vs. Budget report</li><li>• Annual leave and TOIL report</li><li>• Facilities report</li><li>• Human resources risks</li><li>• Incident reports</li><li>• OH&amp;S reports</li><li>• Staff portfolio reports</li></ul>	
	<i>Discussed ~15 minute reports from student casuals around their job. Brendan to communicate to James specifics areas of interest.</i>	
	<ul style="list-style-type: none"><li>• Financial performance for events</li><li>• Membership statistics</li></ul>	
	The Executive Officer will provide a general services update.	
	<i>Decision made to cease toast at breakfast until measures to prevent burning toast are implemented. Discuss breakfast at next SMB.</i>	
4.4	<b>Cash Flow Forecast Report</b>	<b>doc</b>
4.5	<b>Budget Forecast Report</b>	<b>doc</b>
	<i>Reasonably conservative figures suggest lowest balance ~900 with \$75k term deposit. Potential to increase to 80 for three months.</i>	
4.6	<b>Time in Lieu Report</b>	<b>doc</b>
	<i>James has 31 hours time-in-lieu accrued. Applied for annual leave June 21 – June 28.</i>	
4.7	<b>Service Performance Report</b>	<b>doc</b>
4.8	<b>Front Desk Statistics Report</b>	<b>doc</b>
4.9	<b>Papercut Printing report</b>	<b>doc</b>
	<i>No Report Provided</i>	
4.10	<b>Sample Performance Dashboards</b>	<b>doc</b>
4.11	<b>OH&amp;S Incident Report – SSU BBQ</b>	<b>doc</b>

- 5.1 **University Representative** 11:15  
(5 mins)
- The Executive Officer will update SMB on progress of sourcing a University representative to sit on SMB.
- Action:**  
*James to follow up with Jeffrey Smart for University Representative*
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- 5.5 **Enterprise Bargaining Agreement** 11:25  
(5 mins)
- SSU Council has agreed to an interim bargaining position. The Executive Officer, President and General Secretary will update SMB on the process of negotiations.
- James has spoken to Claire (New Industrial Representative). James does not intend on being a negotiator.*
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- 5.6 **SSU Facilities** 11:35  
(20 mins)
- The Executive Officer will provide a facilities update.
- SSU has also received quotes for a range of capital works in the Hawthorn level 4 office.
- Projector installation in UN413 - \$2,200  
Reception sliding window - \$1,200  
Renovate kitchen - \$4,500  
Move door from UN412 to near sliding window - \$4,500  
Cover over void down to level 3 - \$17,800  
Remove EO office from UN410 - \$2,400
- SMB will discuss how to move this forward, noting that SUT has \$700,000 retained SSAF funds set aside for non-academic capital works.
- Bar**  
Swinburne Staff Club and SSU to swap fridges in the bar  
Keys- Kirsten hasn't Followed up. Jimmy to now be included in communication
- Action:** *Brendan and James to contact University about the quotes received with the view to utilise funds from the SUT Non-Academic Capital Works Fund*
- Computers  
**Action:** *Brendan to contact facilities about the computers that the SSU has in its possession by the end of the week*
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- 5.7 **Liquor License application** 12:11  
(5 mins)
- The Executive Officer will update SMB on the liquor license application process

5.8 **Bar Operations** doc 12:15  
(20 mins)

The Executive Officer will update SMB on bar operations. SMB will discuss semester 2 bar operations and consider a draft budget produced by an informal events meeting.

Meeting was had on Monday to discuss Sem 2 events,

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5.9 **Equipment Booking** 12:32  
(10 mins)

SMB will discuss SSU's equipment booking process.

Xavier is making an electronic booking form

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5.10 **SSU event processes** 12:36  
(20 mins)

SMB will discuss standardising and documenting event operations, as well as which events and initiatives are considered services.

**Action:** *James to setup the meeting around event booking system*

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6.1\* **Future meetings** 12:57  
(0 mins)

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**
2. **2016 SSAF negotiations**
3. **2016 license agreement**
4. **2016 bar agreement**

Remaining meetings for 2015:

16/7/2015  
13/8/2015  
10/9/2015  
8/10/2015  
3/11/2015

7 **Meeting Close 12:58**

7.1 **Meeting feedback**

7.2 **Details of next meeting:**

Date: Thursday, 16th July 2015

Time: 3:30pm

Venue: UN413

7.3 Meeting closed.

12:00

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