

DRAFT MINUTES

SSU Services Management Board Meeting

26th March 2015



Meeting Details

Doc? Time

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

1* **Welcome and Roundtable** 11:30
The meeting was opened by the Executive Officer at 11:43am. Services Management Board observed one minute's silence for contemplation. (5 mins)

2* **Acknowledgement of the Traditional Owners**
The Executive Officer acknowledged the Wurundjeri people of the Kulin Nation as traditional owners of the land on which Services Management Board was meeting, paid respect to their elders past and present, and acknowledged that their land was never ceded.

3 Attendance

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

3.2 Attendance: James Searle (Executive Officer), Brendan Spackman-Williams (President), Anthony Osborne (Education Officer) – from 12:20pm, Joshua Briers (Welfare Officer), Benjamin Jackson (Hawthorn Campus Chair), Caitlin Bruty (Postgraduate Representative), Xavier Plummer (Acting Staff Representative)

3.3 Observers: Eloise Retallick (Media Committee Lead Designer)

3.4 Apologies:

3.5 Absent without apology: Scott Morgan (General Secretary)

4 Confirmation of Agenda and Previous Minutes

4.1 Ordering of items
Services Management board agreed by consensus to consider the agenda items in the following order: 4.3, 5.2, 5.3, 5.6, 5.7, 5.8, 5.10, then all remaining items.

4.2 Ratification of previous decisions

MOTION 1 (Searle, ?): that the minutes for the Services Management Board meeting on _____ be accepted as a true and accurate record and published on the Union's website.

Withdrawn

4.3 **Reports**

11:35

SMB considered what it expects from the Executive Officer, staff and office-bearers for reporting.

(10 mins)

Desired report items included:

- Actual expenditure vs. Budget report
- Annual leave and TOIL report
- Facilities report
- Human resources risks
- Incident reports
- OH&S reports
- Staff portfolio reports
- Financial performance for events
- Membership statistics

SMB received a services update from the Executive Officer.

5.1 **Review of Service Management Board purpose**

11:45

Services Management Board considered its purpose and role.

(5 mins)

From the SSU Constitution:

39. Responsibilities and Powers of the Services Management Board

(1) The Services Management Board is responsible for the management of the services provide by the Union.

(2) The Services Management Board also has specific responsibility:

(a) for making policy between meetings of the Council, subject to ratification by the Council;

(b) for recommending policy to the Council;

(c) for ensuring that policy made by the Council is implemented;

(d) for ensuring that policy made and directions given by the Council are complied with by all Union bodies;

(e) for strategic planning, including the development of mission statements;

(f) for monitoring regularly the budget, finances and administration of the Union;

(g) for ensuring that a draft budget is prepared for consideration by the Council in accordance with paragraph 27(3)(g) and subclause 68(1);

(h) for ensuring that the Council meets regularly, and carries out its responsibilities

(i) for all matters relating to staff, including human resources, employment and industrial relations; and

(j) for all matters relating to buildings and the accommodation of the Union; subject to subclause (3)

(3) Paragraphs (2)(a)-(h) only apply to the Services Management Board in the area of its services.

(4) In carrying out its responsibilities, the Services Management Board may exercise all powers of the Council; subject to this clause.

(5) A general meeting or the Council may by resolution direct the Services Management Board on any matter within its responsibilities and powers.

40. Meetings of the Services Management Board

(1) Ordinary meetings of the Services Management Board must be held at least once every two months.

(2) The Executive Officer is entitled to chair meetings of the Services Management Board. The Executive Officer may nominate another member of the Services Management Board to chair.

(3) If less than half of the members present at a meeting are students, resolutions may only be passed if all those members vote in favour.

ACTION: Executive Officer to review historical Services Management Board minutes to gather a view of what Services Management Board historically looked after.

- 5.2 **University Representative** 11:50
(10 mins)
SMB considered who to approach to serve as the University Representative on Services Management Board.

It was agreed that someone from Jeffrey Smart's area (Student Services) would be the most appropriate University Representative.

ACTION: Executive Officer to contact Jeffrey Smart and discuss the University Representative role on Services Management Board.

- 5.3 **Staff Representative** 12:00
(5 mins)
SMB considered an election for the Staff Representative on Services Management Board.

It was agreed that all staff should have the opportunity to be involved.

ACTION: Executive Officer to call for expressions of interest from staff to sit as the Staff Representative on Services Management Board.

- 5.4 **Facilities License Agreement** doc 12:05
(10 mins)
SMB considered the 2015 license agreement provided by SUT.

It was agreed that for the 2016 license agreement, the bar right to occupy agreement should form part of it. SMB also discussed other minor changes to make to the 2016 agreement.

MOTION 1 (Searle, Jackson): that SMB recommends to Council to endorse the 2015 facilities License Agreement.

Carried Unanimously

- 5.5 **Enterprise Bargaining Agreement** doc 12:05
(30 mins)
SMB considered the proposed Enterprise Bargaining Agreement provided by the NTEU.

As there was insufficient time to consider the NTEU's proposed changes in detail, it was agreed that SMB members would consider and discuss it via email, with a few to producing a counter-proposal at the next meeting.

ACTION: All SMB members to consider the draft EBA and provide feedback via email.

- 5.6 **SSAF Update** doc 12:25
(10 mins)
The President updated SMB on SSAF funding arrangements, in particular that we are now invoicing the University quarterly in advance.

- 5.6 **SSU Facilities** 12:35
(10 mins)
The President provided an update on facilities maintenance and improvement requests.

ACTION: President to approach Facilities to obtain a set of keys for the bar.

- 5.7 **Liquor License application** 12:45
(15 mins)
SMB discussed the process of applying for a permanent liquor license and training options.

ACTION: Executive Officer to arrange Licensee First Step training for himself and the President or Hawthorn Campus Chair.

- 5.8 **Bar operations** 13:00
(15 mins)
- SMB discussed how to improve accountability and operational excellence in the bar.
- It discussed the role of security guards, and it was agreed that guards should play more of a role in the enforcement of Responsible Service of Alcohol.
- In light of the proposal to hire a paid Bar Supervisor failing at Council, trialling it in a volunteer capacity was discussed.
- ACTION:** Executive Officer to meet with Gavin Greenway (Security Manager) to discuss the role of guards at SSU bar events.
- ACTION:** Executive Officer to re-write Bar Supervisor position description into one suitable to be used to recruit a volunteer Bar Supervisor.
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- 5.9 **Strategic Planning** 13:15
(15 mins)
- SMB had an initial discussion about whether it would like to facilitate a strategic planning process for the Student Union.
- It was agreed that a process to develop a medium term (3 – 5 year) strategic plan was desirable.
- ACTION:** Executive Officer to produce a draft strategic plan consultation and development framework.
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- 6.1* **Future meetings**
- Services Management Board discussed the desirability of holding a Thursday afternoon meeting as opposed to Thursday late morning.
- 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:
- N/A
- Meetings for 2015:
- 23/4/2015
 - 21/5/2015
 - 16/7/2015
 - 13/8/2015
 - 10/9/2015
 - 8/10/2015
 - 3/11/2015

7 **Meeting Close**

7.1 **Meeting feedback**

This item was not considered.

7.2 **Details of next meeting:**

Date: Thursday, 23rd April 2015

Time: 3:30pm

Venue: UN413

MOTION 1 (Searle, Jackson):

That Services Management Board meetings be hold on the following dates in 2015:

23/4/2015

21/5/2015

16/7/2015

13/8/2015

10/9/2015

8/10/2015

3/11/2015

Carried Unanimously

7.3 The Executive Officer closed the meeting at 12:50pm.

12:50
