

AGENDA

SSU Council Meeting

Wednesday 27th June 2018



Item	Meeting Details	Time
	Venue: UN412	12:32
	Chair: Sam Roberts (President)	
	Minute-taker: Fergus Clancy (General Secretary)	

1 **Welcome & Meeting Open**

Meeting open 12:30 pm. Council will observe one minute's silence for contemplation.

2 **Acknowledgement of the Traditional Owners**

The Swinburne Student Union respectfully acknowledges the traditional custodians of this land on which we meet, the Wurundjeri people of the Kulin Nation. We acknowledge that we meet on stolen land and that the sovereignty of this land was never ceded. The Union honours their elders past and present and acknowledges that this always was and always will be Aboriginal land.

3 **Attendance**

3.1 Required attendees:

Sam Roberts (President),
Fergus Clancy (General Secretary),
Param Mahal (Education Officer),
Aura-Elle Marais (Welfare Officer),
Farhan Islam (Activities Representative),
Usman Javed (Hawthorn Campus Chair),
Maaz Sharieff (Postgraduate Representative),
Jasminder Singh (International Representative),
Kubra Sener (PAVE Representative),
James Atkins (Small & Regional Representative),
Jane Owen (Queer Representative),
Ananya Shah (People of Colour Representative),
Aashima Sondhi (Health & Disability Representative),
Ayesh Wijayasiri (Environment & Sustainability Representative),
Sithara Shanubough (General Representative),
Starr Guzman (General Representative)

3.2 Attendance:

Sam Roberts (President),
Fergus Clancy (General Secretary),
Param Mahal (Education Officer),
Aura-Elle Marais (Welfare Officer),
Farhan Islam (Activates Representative),
Jasminder Singh (International Representative),
James Atkins (Small & Regional Representative),
Aashima Sondhi (Health & Disability Representative),
Ayesh Wijayasiri (Environment & Sustainability Representative),

3.3 Observers:

3.4 Apologies:

Usman Javed (Hawthorn Campus Chair),
Maaz Sharieff (Postgraduate Representative),
Ananya Shah (People of Colour Representative),

- 3.5 Absent without apology:
Kubra Sener (PAVE Representative),
Jane Owen (Queer Representative),
Sithara Shanubough (General Representative),
Starr Guzman (General Representative)

3.6 **Acceptance of Apologies**

MOTION (,):

Action

Council Accepts the following apologies:

1. Usman Javed (Hawthorn Campus Chair),
2. Maaz Sharieff (Postgraduate Representative),
3. Ananya Shah (People of Colour Representative)

Moved: Sam Roberts (President)

Seconded: James Atkins (Small & Regional Representative)

Carried Unanimously

4 **Confirmation of Agenda and Previous Minutes**

4.1 **Confirmation of previous minutes**

Action

1. That the previous minutes as distributed are a true and accurate reflection of the last Council meeting.

Moved: Sam Roberts (President)

Seconded: Param Mahal (Education Officer)

Carried Unanimously

4.2 **Ordering and starring of items**

Action

2. That the agenda as distributed be agreed to.

Moved: Sam Roberts (President)

Seconded: Param Mahal (Education Officer)

Carried Unanimously

5 **Executive Reports**

5.1 Chair's Report

5.2 Executive Officer's Report

6 **Committee Reports**

Written reports submitted by committee and board convenors to Council.

- 6.1 Services Management Board
- 6.2 Financial Standing Committee
- 6.3 Canvas Education Reference Group
- 6.4 Academic integrity Working Group
- 6.5 Badgr Policy Working Group
- 6.6 Multi-Faith Facility Review
- 6.7 Orientation & Transitions Committee

7 **Finance Reports**

8 **Business**

8.1 **2018 Budget Update**

Preamble

The 2018 Budget requires several amendments both to improve accuracy on the Income side, and to allow for spending on new Union projects on the Expenses side.

As presented, the proposed budget returns the Union to a minor surplus, however on the estimates conducted by the General Secretary and President, the Union should achieve a moderate, 1% surplus for the 2018 financial year.

All increases to expense budget lines relate to either increased activity by the Union as part of its core business, or increased resourcing to Union projects (Such as the Exam Help Stall) and all align to the Aims and Objectives of the Union.

Action

That the Council adopt the attached budget as its budget for the 2018 financial year.

Moved: Fergus Clancy (General Secretary)

Seconded: Sam Roberts (President)

Carried Unanimously

8.2 **Constitutional Interpretation – Clause 64. (5)**

Preamble

The Constitution states that “*If a vacancy occurs in the position of a member of the Council within 2 months before the annual elections, the vacancy may be filled by appointment by the Council.*”. However, it is unclear on whether the two months is in reference to the start of the election period, or the opening of polling (which can occur weeks later).

In the last instance that the Council made an appointment to fill a Council member vacancy – that vacancy was filled in the period between two months prior to the beginning of the election period, and two months prior to the opening of polling.

In lieu of clarity in the Constitution – the Council should consider this precedent in interpreting the Constitution.

Platform

That Council takes clause 64. (5) of the constitution to mean ‘2 months’ prior to the beginning of the election period, as determined by the opening of nominations.

Action

That if a vacancy occurs in the position of a member of the Council within 2 months before the opening of nominations for the annual elections, the vacancy may be filled by appointment by the Council.

Moved: Fergus Clancy (General Secretary)

Seconded: Sam Roberts (President)

Carried Unanimously

8.3 **Constitutional Interpretation – Clause 26. (1) (m)**

Preamble

The Constitution states that “*The members of council are ... all other officers under clause 61A.*”. However, there is no clause 61A, clause 61. (1) states that “*The Council must make regulations for the conduct of elections, subject to this clause.*”, and there is no other sub-clause under 61 relating to ‘other officers’ or the creation of additional officers.

Clause 58A of the constitution sets out the procedure for the creation of four additional officers each year prior to the election period. Currently these four positions are the Activities Officer, Small & Regional Representative, Environmental Officer, and the People of Colour Officer.

Under a strict reading of the constitution, the four positions created under 58A would not be members of the Council, nor would they have a vote on Council. They would not be directors of the Swinburne Student Union. (They would still have the right to attend all meetings as per Standing Orders).

The only other clause in the constitution containing a letter (Clause 42A), relates to the Postgraduate Students Standing Committee. It is quite unlikely that the Constitution intends that the members of a standing committee are members of the Council with the wording ‘all other officers’.

Due to the clear mistake in referencing a Clause 61A in Clause 26. (1) (m), it is reasonable to interpret the clause to mean that all officers under clause 58A, are members of council, and therefore directors of the Swinburne Student Union.

Platform

That Council takes Clause 26. (1) (m) of the constitution to refer to clause 58A, not clause 61, 61 (1), or a non-existent 61A.

Action

That all officers under clause 58A, are members of Council.

Moved: Fergus Clancy (General Secretary)

Seconded: Sam Roberts (President)

Carried Unanimously

8.4 **2018 Elections – Returning Officer**

Preamble

The Council is responsible for appointing annually, a Returning Officer for the annual elections. Considering the importance of integrity in all elections of the Union, and the cost of running elections, it would be beneficial to review the Election Company and Returning Officer engaged for the elections.

Action

That the Council directs the General Secretary, with the support of the Executive Officer, to invite relevant election companies to apply to conduct the Annual Elections of the Union.

That the General Secretary recommends a Returning Officer/Election Company to conduct the Annual Elections, to the July Council meeting, to be considered for appointment by Council.

Moved: Sam Roberts (President)

Seconded: Param Mahal (Education Officer)

Carried Unanimously

8.5 **SSAF funding working group**

Preamble

Each year the Union must negotiate for a share of the total SSAF collected from the Swinburne student population, which forms a large portion of the Unions funding.

Action

That the Council establish a working group to lead the Unions work on SSAF negotiations.

That the working group shall consist of the President (chair), Executive Officer, General Secretary, and Education Officer.

That the working group shall have specific responsibility and power to:

- Run student engagement activities including surveys to allow for student engagement in decision making relevant to their SSAF allocation.
- Encourage student engagement in decision making regarding their SSAF allocation.
- Liaise with the members of the Council, and the student representative on University Council on matters relating to SSAF allocation.
- Liaise with the Student Representative Council, Swinburne Student Life, Swinburne Health, and other Swinburne University run departments and bodies that have a say in the allocation of SSAF.
- Make decisions on the allocation of SSAF within the Union and its own total allocation.
- Engage with the university on the best use of SSAF that is not allocated to the Union.
- Negotiate the Unions SSAF allocation for 2019.

That the working group will report to Council on its activities until an in principle agreement is reached with the University on SSAF allocations for 2019.

Moved: Sam Roberts (President)

Seconded: Fergus Clancy (General Secretary)

Carried Unanimously

8.6 **Student Engagement working group**

Preamble

Swinburne University is quite a unique case in student representation, and the important factor of student engagement in decision making. In contrast to the many universities who recognise their student unions as the peak representative body at their institution, feature students on the top committee of each faculty (as Swinburne once did), and engage democratically elected students in all high level decision making, Swinburne could be considered to have less than desired student engagement in its decision making processes.

Platform

That the Union believes in and remains committed to student control of student affairs.

That the Union believes that genuine engagement of students in University decision making (as opposed to consultation in isolation) not only delivers the best outcomes for students, but enhances the quality of governance of Swinburne University as a whole.

Action

The Council establish a working group to advise Council on student engagement at SUT

That the working group consist of the President (Chair), Education Officer, and other members of the Council (to be discussed in the meeting).

That the working group have responsibility to:

- Discuss the structure of the Union media committee and recommend any necessary changes to the Council for the 2019 committee to the July meeting of Council.
- Discuss the structure of the Council and recommend the allocation of 58A office bearer positions and honorarium for each elected Union representative for 2019 to the July meeting of Council.
- Discuss the position descriptions other means to accurately communicate the duties and responsibilities of each elected position on the Union to students, and make recommendations on position description models to the July meeting of Council.
- Discuss any other matters relating to student representation at SUT and make other recommendations to Council in relation to improving student representation and engagement at SUT.

Moved: Sam Roberts (President)

Seconded: Param Mahal (Education Officer)

Carried Unanimously

8.7 **Strategic Planning Standing Committee**

Preamble

Due to the importance of the Strategic Plan in guiding the Council and Union in our effectiveness in achieving our purpose, it would be beneficial to have a standing committee tasked with developing the strategic plan, and reporting back to the Council on its progress.

Action

That the Council establish a standing committee to develop the Unions strategic plan.

That the Standing committee shall consist of the Executive Officer (Chair), President, General Secretary, Education Officer, Welfare Officer and a Staff member of the Union to be appointed by the Executive Officer.

That the working group shall have specific responsibility and power to:

- Set the process for the development of the strategic plan.
- Facilitate Surveying and Stakeholder engagement to contribute to the Strategic Plan.
- Facilitate workshops with the various members of the organisation as part of the planning process.
- Develop a Strategic Plan covering all of the Unions operations.
- Report back to each meeting of Council on the progress of the strategic planning process.
- Following the implementation of a strategic plan, make recommendations to council on the best means by which to measure the implementation and success of the Strategic plan.

Moved: Sam Roberts (President)

Seconded: Fergus Clancy (General Secretary)

Carried Unanimously

8.8 **CISA and NUS affiliation**

Action

That Council directs the President to negotiate with both CISA and NUS for an affordable reduced affiliation fee and affiliate to both organisations on behalf of the Union.

Moved: Fergus Clancy (General Secretary)

Seconded: Param Mahal (Education Officer)

Carried Unanimously

9 **Office Bearer Reports**

Written reports provided by representatives will be published and available publicly online.

- 9.1 President Report
- 9.2 General Secretary Report
- 9.3 Education Officer Report
- 9.4 Welfare Officer Report
- 9.5 Activities Representative Report
- 9.6 Hawthorn Campus Chair Report
- 9.7 *Wantirna Campus Chair Report – VACANT*
- 9.8 *Croydon Campus Chair Report – VACANT*
- 9.9 Postgraduate Representative Reports
- 9.10 International Representative Report
- 9.11 PAVE Representative Report
- 9.12 Small & Regional Representative Report
- 9.13 *Women's Representative Report – VACANT*
- 9.14 Disability Support Representative Report
- 9.15 Environment & Sustainability Officer Report
- 9.16 Queer Representative Report
- 9.17 *Indigenous Representative Report – VACANT*
- 9.18 People of Colour Representative Report
- 9.19 *General Representative Report – VACANT*
- 9.20 General Representative – Sithara Shanubough Report
- 9.21 General Representative – Starr Guzman Report
- 9.22 Media Committee – Sarah Sordelli Report
- 9.23 Media Committee – Rachel Cheng Report
- 9.24 Media Committee – Abbey Thorpe Report
- 9.25 Media Committee – Starr Guzman Report

10 **Other Business**

10.1 **Future Meetings – Meeting Schedule**

For discussion

11 **Closing Business**

13:01

- 11.1 Meeting closed.
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