

Minutes

SSU Council Meeting

Monday 10th February 2020



| Item | Meeting Details | Time: |
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| | Venue: UN413 Chair: Param Mahal (President) Minute-taker: Artemis Capa (General Secretary) | 2:35pm |
| 1 | Welcome & Meeting Open Meeting open 2:30 pm. Council will observe one minute's silence for contemplation. | |
| 1.1 | 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. | |
| 1.2 | Attendance Attendance: Param Mahal (President), Artemis Capa (General Secretary), Varun Mohan (Education Officer), Budveen Hewabaddage (Welfare Officer), James Atkins (Activities Officer), Ailish Murphy-McKay (Communications Officer), Tara Anastasia (Hawthorn Campus Chair), Chanakya Sanjappa (Postgraduate Representative), Lili He (International Representative), Hamza Ali (PAVE Representative), Alex Edwards (Queer Representative), Josh Daniel (Health & Disability Representative), Varun Kale (Ethnoculture Representative), Fergus Clancy (General Representative), Muhammed Abubakar (General Representative), Benjamin Schade (General Representative) | |
| | Apologies: Isobel O'Dwyer | |
| | Observers: | |
| | Absent without apology: | |
| 1.3 | Acceptance of Apologies MOTION (,): Action Council Accepts the following apologies: <ul style="list-style-type: none"> • Isobel O'Dwyer Moved: Artemis Capa Seconded: James Atkins <p style="text-align: right;">Carried Unanimously</p> | |
| 1.4 | Conflict of Interest Disclosure: | |
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| 1.5 | <p>Confirmation of Agenda and Previous Minutes</p> <p>Action</p> <p>1. That the minutes for the Council meeting on 13.01.2020 be accepted as a true and accurate record and published on the Union's website.</p> <p>Moved: Budveen Hewabadagge Seconded: Varun Mohan</p> <p style="text-align: right;">Carried Unanimously</p> | |
| 2 | <p>Matters for Decision</p> | |
| 2.1 | <p>Ethnocultural Collective Appointment *With amendment to action 1.*</p> <p>Preamble</p> <p>The newly formed Ethnocultural Collective TOR dictate a members committee of 7. As of now, all these positions are vacant. As the new semester begins it is crucial to the collective to fill these vacancies so the activities and events can be organized well.</p> <p>Action</p> <p>1. The Council appoints, and to the Ethnoculture Collective Committee. Apurv Chandrawal – Secretary</p> <p>** Amendment – Remove “Secretary” as Apurv will be a general member of the Ethnocultural Collective**</p> <p>Mover: Varun Kale (Ethnocultural Representative) Seconder: Param Mahal (President)</p> <p style="text-align: right;">Carried Unanimously</p> | |
| 2.2 | <p>Education Board Appointment</p> <p>Preamble</p> <p>The Education Board has quite a few vacancies. The SSU should endeavor to fill them to facilitate better working of the board.</p> <p>Action</p> <p>1. The Council appoints Prarthan Baxi to the position of School of Design Representative.</p> <p>Mover: Varun Mohan (Education Officer) Seconder: Param Mahal (President)</p> <p style="text-align: right;">Carried Unanimously</p> | |
| 2.3 | <p>MOTION: Campus Committee Terms of Reference:</p> <p>Preamble:</p> <p>As per the SSU Constitution (Part 9: Committees) Council must form a Campus Advisory Committee for each Swinburne campus. This requires Council to adopt a Terms of Reference for these Committees.</p> <p>Action:</p> <p>Council adopts the attached Terms of Reference for each Swinburne Campus Advisory Committee.</p> <p>Moved: Tara Anastasia (Hawthorn Campus Co-Ordinator) Seconded: James Atkins (Activities Officer)</p> | |

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| | Carried Unanimously | |
| 2.4 | <p>MOTION: Events & Services Terms of Reference</p> <p>Preamble: The SSU must adopt Terms of Reference for all standing committees of the organisation, and must update these from time to time. This update streamlines the existing TOR, simply making it a better structured document. This update has been made in consultation with the Events & Services Committee to ensure that the Committee runs as efficiently as possible.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Council adopts the attached Terms of Reference for the SSU Events & Services Committee. <p>Moved: James Atkins (Activities Officer) Seconded: Param Mahal (President)</p> <p style="text-align: right;">Carried Unanimously</p> | |
| 2.5 | <p>** Chair passed to Artemis, as Param is the moving motion 2.5 **</p> <p>Financial Regulation</p> <p>Preamble The Swinburne Student Union is endeavouring to be a more flexible organisation through policies and procedures. The proposed updated financial regulations make provisions to incorporate these policies. Following advice and suggestions from Department Executive representatives, the previous amount of approval was too low as an expenditure of \$251 would have required two tiers of approval. The Secretariat is much more active than in previous years and is passing motions for purchase of merchandise and equipment. Due to lead time and merchandise turnover, these approvals have hard deadlines. Increasing the amount allows for much needed flexibility.</p> <p>Action</p> <ol style="list-style-type: none"> 1. The Council adopts the attached financial regulations. <p>Mover: Param Mahal (President) Seconder: Artemis Capa (General Secretary)</p> <p style="text-align: right;">Carried Unanimously</p> | |
| 2.6 | <p>** Chair handed back to Param**</p> <p>Terms of Reference for the SISA COMMITTEE</p> <p>Preamble:</p> <ol style="list-style-type: none"> 1. SISA COMMITTEE has been setup to take decisions which would impact the postgraduate students at Swinburne. Currently there are no formal procedures for the committee resulting at times in confusion and inaction. <p>Action:</p> <ol style="list-style-type: none"> 1. The terms of reference shall be adopted to prevent any discrepancies. This will also streamline any processes and provide definitive roles for SISA committee members. <p>Moved: Varun Mohan (Education Officer) Seconded by: Chanakya Sanjappa (Postgraduate Officer)</p> <p style="text-align: right;">Carried Unanimously</p> | |
| 3 | Matters for Discussion | |
| 3.1 | President & Chair's Report | |

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| 3.2 | General Secretary & Financial Report | |
| 3.3 | Education Officer Report | |
| 3.4 | Welfare Officer Report | |
| 3.5 | Activities Representative Report | |
| 3.6 | Communications Officer Report | |
| 3.7 | Executive Officer Report | |
| 3.8 | Committee Minutes | |
| 3.9 | SSU Procedures | |
| 3.10 | Council Team Building Trip | |
| 3.11 | Other Matters for Discussion | |
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| 4 | Meeting Finalization | |
| 4.1 | Review Actions to be Taken | |
| 4.2 | Meeting Close | 3:27pm |