



Minutes

SSU Council Meeting

13th January 2020

Item Meeting Detail

Venue: <UN413>
Chair: Param Mahal (President)
Minute-taker: Artemis Capa (General Secretary)

Time:
2:45pm

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 (Women's Representative) (working)

Observers:

Absent without apology:

1.3 Acceptance of Apologies

MOTION (,):

Action

Council Accepts the following apologies:

- Isobel O'Dwyer

Moved: Alexander Edwards (Queer Representative)

Seconded: James Atkins (Activities Officer)

Carried Unanimously

1.4 Conflict of Interest Disclosure:

1.5 **Confirmation of Agenda and Previous Minutes**

Action

1. That the minutes for the Council meeting on 16/12/2019 be accepted as a true and accurate record and published on the Union's website.

Moved:

Seconded:

To be voted on next council

2 **Matters for Decision**

2.1 **Representative Expectations and Honorarium Requirements**

Preamble

Following a discussion of the Council, the Council should set the following expectations for Union office bearers – which shall be the conditions for the gifting of honoraria (if any is authorised) to office bearers.

Action

That all councillors must submit a report to on their activities for each calendar month no later than 7 days after the end of each calendar month. This report must be submitted to the General Secretary via email to gensec@ssu.org.au.

That all councillors must attend all meetings of council, and all meetings of standing committees to which they are appointed – unless they have provided an apology in advance which is accepted by that committee or the Council, or that committee or the Council is satisfied that they could not have reasonably provided an apology in advance.

That the gift of honoraria be contingent on office bearer's compliance with the above responsibilities – except that there is no expectation for General Representatives to report – and the admin and payment of honoraria shall sit with the General Secretary.

Moved: Artemis Capa (General Secretary)

Seconded: Param Mahal (President)

Carried Unanimously

2.2 **2020 Council Meetings**

Preamble

Per clause 46 of the constitution, the Council must set its annual meeting schedule.

Action

That Council adopt the attached annual schedule of meetings.

Moved: Artemis Capa (General Secretary)

Seconded: Param Mahal (President)

Carried Unanimously

2.3 **Secretariat Appointment**

Preamble

The Secretariat has one appointed member from the council. Details about its membership and roles is in the constitution).

Action

The Council appoints Isobel O'Dwyer (Women's Officer) to the Secretariat

Moved: Param Mahal (President)

Seconded: Artemis Capa (General Secretary)

Carried Unanimously

2.4 **Financial Regulations**

Preamble

The last financial regulations were passed in 2018, so they are generally outdated but since then Swinburne Student Union has also been through a restructure through the new Constitution passed by the members earlier last year and subsequent Council motions. Due to the restructure some bodies have been rendered irrelevant and thus abolished. Because of these reasons the SSU should update their Financial Regulations.

Action

The Council adopts the attached Financial Regulations.

Mover: Param Mahal (President)

Seconder: Artemis Capa (General Secretary)

Carried Unanimously

2.5 **Position title rename**

Preamble

Currently with the name of 'Disabilities Representative' some Swinburne students may not want to engage with this office as they do not want to recognize they have a disability as this may be a confronting term.

Platform

1. The Union recognises that the Constitution (Part 7, 27-1(a) and Part 57, 1(e)) creates the position of Disabilities Representative as a Union Representative and member of Council.
2. The Union recognises that this may be a confronting and unrepresentative position title for some people.
3. The Council recognises that it cannot make alterations to the Constitution, but will henceforth use the title "Health and Accessibility Representative" in all Council documents and communications.

Action

1. The Council will recognise the Disabilities Representative as the Health and Accessibility Representative.
2. The General Secretary will:
 - a. Update all future agendas, communications, documents and webpages to reflect this change;
 - b. Ensure that the Health and Accessibility Representative has access to new communication channels reflecting the change in name, including email.
3. All staff and directors will adopt the title "Health and Accessibility Representative" in reference to the position of "Disabilities Representative".

Moved: Joshua Daniel (Health and Accessibility Representative)

Seconded: James Atkins (Activities Officer)

Carried Unanimously

2.6 **Ethnoculture Department**

Preamble

The Ethnoculture Representative role is completely new to the SSU and the incoming representative has expressed interest forming a committee similar to other departments of the union such as Hawthorn Committee, SISA, SUPA and Collectives. The Union should facilitate for the inception of such a committee.

Action

The Council decides to form the Swinburne Ethnoculture Department as a Standing Committee and adopts the attached of Terms of Reference for it.

Mover: Param Mahal (President)

Seconded: Varun Kale (Ethnocultural Representative)

Carried Unanimously

2.7 **Events and Services Committee Terms of Reference:**

Preamble

The Events and Services Committee is formed to monitor and develop events, services and the volunteers program for the Union. This motion re-establishes the Events and Services Committee as a standing committee.

Action

1. The Council resolves to:
 - a. Establish the Events and Services Committee;
 - b. And adopt the attached Terms of Reference.

Moved: James Atkins (Activities Officer)

Seconded: Param Mahal (President)

Carried Unanimously

2.8 **2020 Budget Amendment**

Preamble

The Union budget requires constant oversight and updating. As the 2019 Budget actuals have come in, there is a better understanding of how the 2020 budget will progress. In order accommodate a better estimation of the 2020 budget the Council should update the budget.

The Union is also overhauling its branding thus it requires to expand its equipment Budget line to accommodate the increased spending.

The Council should make use of the Financial Oversight Committee or Secretariat to suggest budget amendments between now and the next Council meeting.

Action

The Council allows for amendments to be made to the Budget based on advice from Financial Oversight Committee or Secretariat via an email motion, which would require ratification in the next Council.

Mover: Param Mahal

Seconded: Artemis Capa

Carried Unanimously

