

MINUTES

SSU Council Meeting

Wednesday the 14th of April 2021



Item	Meeting Details	Time:
	Venue: <Zoom> Chair: James Atkins (President) Minute-taker: Ailish Murphy-McKay (General Secretary)	
1	Welcome & Meeting Open Meeting open. Council will observe one minute's silence for contemplation.	4:06pm
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, present and emerging and acknowledges that this always was and always will be Aboriginal land.	
1.2	Attendance Attendance: James Atkins (President) Ailish Murphy-McKay (General Secretary) Nidzam Shah Hussain (Activities Officer) Isobel O'Dwyer (Welfare Officer) Kishaun Aloysius (Education Officer) Nikitha Neelakantan (Women's Representative) Blaine Harris (Hawthorn Campus Coordinator) Rakesha Bandara (International Representative) Muhammad Abubakar (Ethnocultural Representative) Josh Daniel (Health & Accessibility Representative) Apurv Chandrawal (Postgraduate Representative) Imogen Atkins (General Representative) Sharath Babu (General Representative) Sam McAuley (Environmental Representative) Patrick Taylor (First Nations Representative) Georgie McDaid (General Representative) Matthew Posetti (General Manager)	
	Apologies: Tina Tsironis (Communication Officer) Taya Kalman (PAVE Representative)	
	Observers:	
	Absent without apology:	
1.4	Acceptance of Apologies: Action: Council Accepts the following apologies: Tina Tsironis (Communication Officer) Taya Kalman (PAVE Representative) Moved: Patrick Taylor (First Nations Representative) Seconded: Blaine Harris (Hawthorn Campus Coordinator)	
	Carried Unanimously	

1.3	Conflict of Interest Disclosure:	
2	Matters for Decision	
2.1	<p>Confirm the Previous Minutes:</p> <p>Preamble: For the sake of the transparency of our organisation and our service to the students we represent, we ensure that students have access to our accurate meeting minutes.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) To confirm as a Council that the minutes of the March Council meetings minutes are correct 2) To authorise the staff to publish the March minutes on our website <p>Moved: Ailish Murphy-McKay (General Secretary) Seconded: Blaine Harris (Hawthorn Campus Coordinator)</p> <p style="text-align: right;">Carried Unanimously</p>	
2.2	<p>Education Board Terms of Reference</p> <p>(DOC: 1. Education Board Terms of Reference)</p> <p>Preamble In line with our Constitution, the SSU is required to create and maintain an Education Board, set out under the regulation “Standing Orders” and with its own terms of reference. A new terms of reference has been generated to better reflect the value and function of the Education Board going forward.</p> <p>Action</p> <ol style="list-style-type: none"> 1) Council adopts the attached document, “1. Education Board Terms of Reference”. 2) Council directs the Education Officer to upload this document to Dropbox and disseminate it to all relevant directors and committee members. <p>Moved: Kishaun Aloysius (Education Officer) Seconded: James Atkins (President)</p> <p style="text-align: right;">Carried Unanimously</p>	
2.3	<p>Appointment to Vacancies on Hawthorn Campus Committee</p> <p>Preamble From time-to-time vacancies will open on SSU representative committees. It is the duty of Council to fill these positions with suitable replacements. There are currently 2 vacancies on the Hawthorn Campus Committee.</p> <p>Action</p> <ol style="list-style-type: none"> 1) Council appoints the following students to fill the two vacancies on the Hawthorn Campus Committee: <ol style="list-style-type: none"> a) David Novanoski b) Aaryan Pujara 2) Council directs the Hawthorn Campus Co-Ordinator to induct these students into the Campus Committee. 3) Council directs the General Secretary to discuss with the Office & Finance Officer any updates or changes that may need to be made to Union documentation as a result of this change. <p>Moved: Blaine Harris (Hawthorn Campus Co-Ordinator) Seconded: Nidzam Shah Hussain (Activities Officer)</p> <p style="text-align: right;">Carried Unanimously</p>	
2.4	<p>SSU Procedures Regulation</p> <p>DOC: 2. SSU Procedures Regulation</p> <p>Preamble</p>	

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	<p>The Council meeting of Monday 25th March 2019 established a policy around the implementation of procedures. Procedures are official union documents that outline how Management (being the Council and the General Manager) desire various activities and operations to be completed, such as event planning or equipment booking. This motion is a re-writing of the original motion aimed at improving clarity and re-establishing the relevance and importance of this policy.</p> <p>Platform Council understands that as in any professional organisation the SSU requires stringent policies and procedures for its successful operation and requires all office bearers of the SSU to read, understand and comply with the consolidated SSU Procedures document.</p> <p>Action 1) Council adopts the attached SSU Procedures Regulation. 2) Council directs the General Secretary to upload this document to the SSU Dropbox and circulate it to all SSU office and bar staff, and representatives</p> <p>Moved: James Atkins (President) Seconded: Isobel O'Dwyer (Welfare Officer)</p> <p style="text-align: right;">Carried Unanimously</p>	
2.5	<p>Ratifying SSU Procedures</p> <p>DOC: 3. 20210415 SSU Procedures Consolidated</p> <p>Preamble The SSU is required to adopt procedures to ensure the proper operation of the organisation. Council is required to ratify any procedures that have been adopted by the General Secretary.</p> <p>Action 1) Council ratifies the attached document as the official consolidated SSU procedures; 2) Council directs the General Secretary to ensure that this document is uploaded to the Dropbox and is re-circulated to all SSU office and bar staff, and representatives.</p> <p>Moved: James Atkins (President) Seconded: Isobel O'Dwyer (Welfare Officer)</p> <p style="text-align: right;">Carried Unanimously</p>	
3	Matters for Discussion	
3.1	President & Chair's Report	
3.2	General Secretary & Financial Report	
3.3	Education Officer Report	
3.4	Welfare Officer Report	
3.5	Activities Officer Report	
3.6	Communications Officer Report	
3.7	Executive Officer Report	
	Other Matters for Discussion	
4	Meeting Finalization	
4.1	Review Actions to be Taken	
4.2	Meeting Close	4:57