1. Acknowledgement of Country and Welcome

The President opened the meeting with an Acknowledgement of Country at 6:22 p.m.

Zachary Thompson departed the room at 6:23 p.m.

Zachary Thompson entered the room at 6:23 p.m.

2. Governance

2.1. Apologies

Alexander Dore
Armen Aghazarian
Grace Sharkey

2.2. Proxies

Brendan McMonigal to Joseph Callingham (2nd pref: Paul Stewart)
Alexander Dore to Joseph Callingham
Grace Sharkey to Kane Hardy
Armen Aghazarian to Brigitte McFadden (2nd pref: Kane Hardy; 3rd pref: Grace Sharkey)

2.3. Leaves of Absence

Brendan McMonigal, returning in February 2015

2.4. Starring of Items

The Council was invited to identify any items not currently scheduled for discussion.
Motion [JAN15-01]:  That all un-starred items are approved.

Moved:  Douglas King  Seconded:  Philip Roberts

Carried (consensus).

3. Minutes and Reports of Meetings

3.1. Minutes of the previous month’s meetings

3.1.1. Council Meeting, 11th December 2014
3.1.2. Management Committee, 15th December 2014

Attached documentation: Minutes of the abovementioned meetings.

3.2. Business Arising from Minutes

4. Officer Reports

★ 4.1. President

Timothy Scriven

The President explained that his verbal report would cover the previous two weeks only as SUPRA has been closed over the holidays.

He has been doing work on the education campaign, as well as keeping an eye on administrative and staffing issues. He has also been lobbying over representation on University committees. The President called for questions. One councillor asked whether the President would be submitted a written report after the meeting, and the President said he had given his report orally but will circulate a written report after the Council meeting.

Motion [JAN15-02]:  That SUPRA Council approve the oral report of the President.

Moved:  Douglas King  Seconded:  Philip Roberts

Carried (1 against – Zachary Thompson).

4.2. Vice-President

Kylee Hartman-Warren

★ 4.3. Education Officer

Brigitte McFadden

The Education Officer spoke to her written report, saying that education campaigns have been relatively quiet because of the time of year. She has been spending a lot of time helping with O-week preparations and also working with the Vice-President. She emphasised the importance of O-week in terms of running different events and drawing in new members.

The Education Officer reported that a number of key projects are complete ahead of O-week: the T-shirts are now done, and the calico bags have arrived. There will be an O-week meeting coming up on Wednesday and all councillors are encouraged to attend.

The Education Officer said that she would like to work on a campaign with SRC over the next few months. She would like to use it as an opportunity to strengthen ties and to run a joint campaign that is larger and more visible.
The Education officer also reported that she has been helping the Queer Officer in organising a queer drinks event at O-week. She has also been approached by someone from the Aboriginal Tent Embassy about an issue, and details about this are in her written report. She gave an overview stating that it concerns building developments in Redfern, and that proposed new housing including student housing will affect existing residents. She said she will bring a discussion item related to this issue to the next Council meeting and that there has also been a request that SUPRA make a donation to the Aboriginal Tent Embassy.

The Education Officer also advised that the next PEAC meeting will be on January 20th.

One councillor queried whether Council could make the donation without the guidance of a donations policy. The President noted that there is a Request for Support process which allows for donations, and he outlined how that process is followed. The Education Officer clarified that she intends to bring this matter to the next Council meeting for an in depth discussion. The Treasurer expressed the view that as the matter related to student housing and student needs, it was within the Council’s remit to consider.

The Education Officer noted that Mardi Gras is coming up, and that it was a great opportunity to engage postgrads. She will talk to the Queer Officer about this.

One councillor pointed out that the Council should adopt a donations policy before considering making any donation at its next meeting. The President suggested that new policies could be discussed at the next Policy Committee meeting, and he advised that one would be held before the next meeting of Council.

The Secretary & Director of Student Publications suggested that the donation be further discussed once a concrete motion or proposal is brought forth for deliberation.

Motion [JAN15-03]: That Council move to a vote on the Education Officer’s report.
Moved: Gareth Charles  
Seconded: Philip Roberts  
Carried (3 against).

Motion [JAN15-04]: That SUPRA Council approves the Education Officer’s report.
Moved: Guien Miao  
Seconded: Philip Roberts  
Carried (3 against)

4.4. Treasurer
Douglas King

4.5. Secretary & Director of Student Publications
Joanne Gad

The Secretary & Director of Student Publications spoke to her written report saying that work on the Survival Guide is going smoothly, and that the majority of articles have been submitted however that there have been some delays which now require a catch-up. She thanked the contributors who had edited existing articles and also written new content, adding that the content was looking good. She noted she has brought mock-ups of the design and will circulate them later in the meeting.

The Secretary & Director of Student Publications also requested that Council allocate to her 10 additional days of work (70 stipend hours) to be used as needed to supplement her current one day per week. She hopes the additional time would help her catch up with critical tasks in order to deliver the Survival Guide in time for O-week.

One councillor asked how she had arrived at the total amount of 70 hours, and the Secretary & Director of Student Publications responded that she essentially would like to be able to work 3 days per week for the 5 weeks leading up to the print deadline, and that the extra time would enable her to work more intensively where required. She noted that she also holds the Executive Office of Secretary, and together this would mean she would be working full time for a number of weeks.

Another councillor asked about the tasks that she will need to complete, and the Secretary & Director of Student Publications outlined the set production process, noting that she was responsible for copy-editing all of the content, as well as sourcing images and filling in with other miscellaneous tasks, and eventually she
would be proof-reading the Guide prior to print. She added that additional time would allow her to remain involved in O-week and induction preparations.

The President said that the Secretary & Director of Student Publications’ request for stipend hours should be dealt with later in the meeting when discussing the Survival Guide agenda item.

Motion [JAN15-05]:  That Council approve report of the Secretary & Director of Student Publications.

Moved:  Guien Miao  Seconded:  Joseph Callingham

Carried (consensus).

4.6.  Equity Officers

4.6.1. Aboriginal and Torres Strait Islander Officer

Michael Butler

The President confirmed that no work report had been received and said that he would have to follow this up at a later date as the Indigenous Officer was not currently present.

A councillor inquired about the format of Officer reports, asking whether details of time spent on tasks could be provided. The President replied that SUPRA policy requires reports to be submitted according to the approved template, and this includes reporting on work rather than on time spent on tasks.

The Women’s Officer stated that itemised hour-by-hour accounts are not standard practise for organisations such as SUPRA.

One councillor expressed the view that the Executive work beyond their paid hours, and that itemised hour-by-hour reports are time consuming and would reduce time available for more productive work.

It was stated that itemised reports are important as student money should be accounted for in detail, and many professionals such as lawyers provide itemised bills in increments of as little as 6 minutes at a time. The details of work carried out are important in terms of probity, and it is difficult to know the details of work carried out.

Another councillor pointed out that it is very difficult to monitor and record the minutiae of what one is doing while working. The councillor added that stipends are also quite different to increment billing practices.

Zachary Thompson departed the room at 6:51 p.m.

The Secretary & Director of Student Publications suggested that Office Duty Statements could be consulted to learn the various recurring tasks that Officers must carry out. She also noted that timesheets are regularly submitted, and that these account for the time spent working each day. She added that these are approved by the President and can be viewed upon request.

The President proposed that this matter could be brought up at a Policy Committee meeting.

4.6.2. Disabilities Officer

Position currently vacant

4.6.3. International Officer

Nayeem Faisal Shaikh

The President said that the International Officer was not present, and that since a written report has not been submitted he would also follow this up across the next month.

4.6.4. Queer Officer

Grace Sharkey

No hours claimed

4.6.5. Women’s Officer
4.6.6. Rural and Regional Officer

Position currently vacant

Recommendation: SUPRA Council accepts the tabled reports of Officers.

Attached documentation: Reports of Officers.

4.7. Business Arising from Reports

★ 5. Workplace Health and Safety

The President called for any WH&S issues, and none were raised.

★ 6. Verbal Report from a Member of Staff

Prunella Wirth

Prunella Wirth reported that the Advocacy team are looking at completing in-team planning in February before semester starts. There are over 652 cases in the system as of today, and the 2014 casework statistics are still being updated so this will increase. There have been recent spikes in plagiarism casework, and it appears that show cause is emerging as a common issue early this year. Adrian Cardinali is doing the fact-checking of the Survival Guide, and outreach work is currently being reviewed.

Prunella Wirth also reported on the Admin team, saying that there has been a pick-up in students coming in for appointments. The Admin team are also busy with publications, and are beginning to plan faculty inductions and faculty welcomes. This is something for Council to keep in mind because they are coming up very soon. Councillors as well as advocates attend these inductions, so organisation and coordination are important. Prunella requested that any necessary Admin support is requested early as this is a peak time and it gets very busy.

Prunella Wirth also said that confirmation of SUPRA’s new space still needs to happen through the University’s Spaces Committee, but that it appears SUPRA’s move is being supported by Campus Infrastructure Services.

The new casework database is now underway, and the developer has come in to complete an in depth briefing with the Advocacy team to ensure that he develops exactly what they want, and also so that the new database checks out with any KPI’s that SUPRA needs to meet.

Prunella Wirth reported that work on publications is currently taking place, and is an annual big ticket item in the Admin team and across the organisation. She reported that SUPRA formerly employed a Publications Officer, but that the work done by that person is now done by the Administration Officers and supported by the Director of Student Publications. She said that support in this area is always appreciated.

The Education Officer asked whether it would be useful for SUPRA to have a regular designer, and Prunella Wirth replied that it is important for an organisation like SUPRA to have someone on hand to be able to do design work. She added that Admin are always happy to provide some training in InDesign and other software in order to help share skills. She expressed her view that collaboration with good communication are good for everyone in the organisation.

One councillor inquired about the opinions of staff regarding the proposed new premises, and Prunella Wirth relayed that staff are aware of a number of issues however are generally very positive. Some of the issues identified are problems with damp, WiFi ‘dead’ spots, and others. These need to be remedied prior to the move.

Motion [JAN15-06]: That Council thanks Prunella Wirth for her report.

Moved: Guien Miao  Seconded: Brigitte McFadden

Carried (consensus).
7. **Draft Conference Sponsorship Policy**

*Attached documentation: Draft Conference Attendance Support Policy*

The Treasurer addressed Council regarding the draft policy, explaining that requests for conference attendance support had increased in frequency in the 2014 year, and that he had been delegated responsibility for drafting a guiding policy for future requests. He noted that the level of money available for student conference support would be commensurate with the money available for councillors to attend conferences, and that these amounts will adjust in tandem if budgets change. The policy specifies what activities will and will not be supported, and that academic conferences are specifically excluded.

The Treasurer moved that the new policy be adopted by Council.

One councillor commended the Treasurer in developing the draft policy, and advocated that reporting should be a requirement for funding rather than something that is simply encouraged. He added that this requirement could be enforced by providing reimbursement upon receipt of a report, rather than advance funding.

The Secretary & Director of Student Publications pointed out that without provisions for upfront support, the policy could exclude those students who are financially disadvantaged.

The Treasurer proposed that the draft policy be amended to stipulate reporting as a requirement of funding, but to also include provisions for exceptions where upfront support is requested.

The President called for an amendment to the draft policy to be put to Council.

The Education Officer asked about the purpose of reports, and whether supporting student involvement in education conferences was an aim in itself.

The Treasurer pointed out that a reporting requirement would help encourage students to consider their contributions and involvement at the conference, and also create cohesion and share information among postgrads.

The Women’s Officer voiced her support for the reporting requirement, saying that the support of these activities should be with the aim of furthering the objectives of SUPRA. She added that provisions for advance payment would be a good idea.

The following amendments were put:

1. Subscribers are required to submit a report on the conference in order to receive payment of support.
2. Upfront conference attendance support may be approved at a meeting of Council.
3. Students in receipt of upfront support must also submit a report after the conference.
4. A report may be presented orally at a meeting of Council, or a 300 word report may be submitted in written form.

The amendments were amenable to the mover.

It was suggested that supported conferences be listed in the policy. The President responded saying that a list would be restrictive and difficult to create, noting that the details of an application would be assessed by either Management Committee or Council.

**Motion [JAN15-07]:** That the Conference Sponsorship Policy be adopted as amended.

**Moved:** Douglas King  
**Seconded:** Philip Roberts

*Carried (consensus).*

8. **Survival Guide Design**

The last meeting of the Management Committee passed the following motion:

*“That Management Committee recommends Council approve 14 hours for the design, concepts and illustration for the 2015 Survival Guide.”*

**Moved:** Douglas King  
**Seconded:** Ensiyeh Kazerouni

**Recommendation:** That SUPRA Council approve these hours as recommended by Management Committee.

The Secretary & Director of Student Publications spoke in favour of the motion, recounting that the Survival Guide Working Party had requested illustrations and that a new cover is required every year. Admin staff had
sought quotes for this work from professionals, however no responses were received. In view of the recent holidays and the tight timeframes, Guien Miao offered to create original artwork, designs, and illustrations for the new Survival Guide.

Guien Miao declared a conflict of interest and abstained from the discussion.

The Secretary & Director of Student Publications circulated printed mock-ups of the cover design and the preliminary layout and page designs. She noted that in previous years Council had hired contractors and professionals to complete this work, and that in her view Guien Miao’s work and artwork should be remunerated. She also noted that the proposed remuneration amount was far below professional rates of pay from previous years.

**Motion [JAN15-08]:** That SUPRA Council approve the 14 hours for Guien Miao for the design, concepts and illustration for the 2015 Survival Guide as recommended by Management Committee.

**Moved:** Timothy Scriven  
**Seconded:** Ensiyeh Kazerouni  
**Carried (1 abstention – Guien Miao).**

The President said that Council should also consider the requested additional hours for the Director of Student Publications.

- Request for additional Hours

The Treasurer stated that Finance Committee will investigate the increase of hours to the Director of Student Publications portfolio to be commensurate with the other portfolios. He said that there is enough work in the portfolio for this to be justified, and that the current budget does allow for this to happen. He also expressed his view that publications are a great strength of SUPRA.

Joanne Gad declared a conflict of interest.

It was proposed that timesheets accounting for the extra hours should be presented to the Council upon completion.

**Motion [JAN15-09]:** That 10 additional days (70 hours in total) are approved for the Director of Student Publications, contingent on a timesheet being presented to Council.

**Moved:** Guien Miao  
**Seconded:** Paul Stewart  
**Carried (1 abstention – Joanne Gad).**

### 9. New Premises

**Attached documentation:**  
- Floor-plans of proposed premises  
- Staff Motion on new premises

The President gave a description of the proposed new premises.

The Treasurer voiced his support for the new space, pointing out that they are of better quality than the demountables, and also in a better location that is closer to other organisations such as the University of Sydney Union.

The Secretary & Director of Student Publications expressed concern at the various WH&S issues that had been identified, and Prunella Wirth replied saying that she is confident that these can be resolved to an acceptable state but that SUPRA staff had endorsed the move provided that these problems are fixed.

A councillor asked whether there was a time-frame for the proposed move, and Prunella Wirth replied that many factors will affect the date as the University has many development and renovation works under way. She said it is expected that the move may occur close to April/May of this year.

The President clarified that move should not be approved prior to the premises being deemed acceptable, and he suggested that it would be prudent to endorse the position of SUPRA staff.

**Motion [JAN15-10]:** That the position of the staff is endorsed and that the acceptability of the premises prior to the move be confirmed by WCC.
10. **Staffing Matter [In Camera]**

**Procedural:** That the meeting move in camera.

Moved: Timothy Scriven  
Carried (7:55 p.m.)

*Prunella Wirth departed the room at 7:55 p.m.*

*Discussion took place, redacted from these public minutes.*

Moved: Timothy Scriven  
Carried: 8 p.m.

*Prunella Wirth entered the room at 8 p.m.*

11. **Strategic Discussion**

The President said he wants to have a strategic discussion across half a day. He would like to flesh out priorities for the next 6 months. He proposed between 10 a.m. and 2 p.m. on a weekday, and asked Council for an endorsement of this event.

The Secretary & Director of Student Publications asked how the strategic meeting would relate to decision-making processes, and what Council would be approving. The President said that the strategic meeting would be informal and any proposals would be brought to the Council.

The Secretary & Director of Student Publications asked if a food budget was required as attendees would presumably work through the lunch hour. Prunella Wirth provided an estimate of up to $300 would be sufficient if there were many attendees. She also said that a lesser amount would be spent if there were fewer attendees.

**Motion [JAN15-12]:**  
That this day be held as proposed and that Council approve a budget of $300.

Moved: Paul Stewart  
Seconded: Brigitte McFadden  
Carried (consensus).

12. **Other Business**

- Westmead Thanks

A councillor relayed a thanks to the Council on behalf of the Westmead Researchers’ Society (WRS). Support from SUPRA was greatly appreciated and had gone a long way. The WRS are currently looking to involve SUPRA more in their events and activities.

*The meeting closed at 8:31 p.m.*