



**MINUTES FOR A MEETING OF COUNCIL
EDUCATION SEMINAR ROOM 508
6:00 PM ON 12TH JANUARY, 2015**

Chair: Timothy Scriven
Minutes: Joanne Gad
Attendance: Douglas King, Brigitte McFadden, Joseph Callingham, Guien Miao, Philip Roberts, Kaitlin Tagg, Gareth Charles, Zachary Thompson, Paul Stewart, Ensiyeh Kazerouni
Guests: Prunella Wirth (SUPRA Staff)

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 (2ndpref: Paul Stewart)
Alexander Dore to Joseph Callingham
Grace Sharkey to Kane Hardy
Armen Aghazarian to Brigitte McFadden (2ndpref: Kane Hardy; 3rdpref: 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 donations 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 Officer 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

Ensiyeh Ghanizadeh Kazerouni

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 number 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).

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 mover 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.*

