

**Minutes**

# Committee: Council Meeting

# Location: Zoom

# Date: 28 October 2021

# Time: 6:30 pm

# Chair: Yige Peng (Y.P.)

# Minutes: Jingxin Zhang (J.Z.)

# Attendance: Arash Araghi (A. A.), Benny Shen (B. S.), Chang Wang (C.W.), Di Liu (D. L.), Di Wang (D. W.), Eva Midtgaard (E. M.), Elma Song (E. S.), Frona Wan (F. W.), Isabella Chen (I. C.), Joseph Black (J. B.), Jingxin Zhang (J.Z.), Lindsay McCabe (L. M.), Moxuan Chang (M. C.), Miran Liu (M. L.), Penny Li (P. L.), Pin Sun (P. S.), Sky Xie (S. X.), Shengyang Li (S. Y. L.), Sihan Liu (S. L.), Weihong Liang (W. L.), Xuetong Tao (X. T.), Yige Peng (Y. P.)

# Staff: Ingrid van Tongeren (I.T.)

# Guests: Errol Phuah (E.P.), Milly Guo (M.G.), Yuning Zhang (Y.Z.)

# Acknowledgement of Country

We acknowledge the Gadigal people of the Eora Nation as the traditional custodians of the land. We acknowledge that the land upon which we meet is stolen land, and that sovereignty was never ceded. We pay our respects to Elders past and present, and extend those respects to all First Nations persons here. This always was, and always will be, Aboriginal land.

# Governance & Declaration of Conflicts of Interest

# Apologies

#  Ada Choi (A. C.)

# Proxies

#  Clara Ma (C. M.) to Xuetong Tao (X.T.)

#  Di Wang (D. W.) to Chang Wang (C.W.)

#  Shiyu Ma (S. M.) to Penny Li (P.L.)

# Not present

# Balu Prem Nair (B. P. N.), Crystal Zhang (C. Z.), Lu Xu (L. X.), Liu Di (L. D.), Maruge Zhao (M. Z.), Simon Zhou (S. Z.), Yuxin Jiang (Y. J.)

# Declaration of Conflicts of Interest (if any)

#

# Starring of Items

#  Councilors are invited to star any agenda items they would like to discuss. Recommendation: That the Council approves all unstarred items.

# Resignations (if relevant)

# Minutes and Reports of Meetings

# Minutes of previous month’s meetings

* Council, 30th Sep 2021

# Moved: E. S.

# Seconded: X. T.

# In favor: 23

# Motion approved.

# Business arising from minutes

# Officer Reports

# Executive Reports

* + 1. CO-PRESIDENTS

 Shiyu Ma

 Yige Peng

* + 1. CO-VICE PRESIDENTS

 Chang Wang

 Di Wang

* + 1. EDUCATION OFFICER

 Yinfeng (Benny) Shen

 Xuetong (Jessy) Tao

* + 1. CO-SECRETARIES

 Xinxin (Frona) Wan

 Jingxin (Janice) Zhang

* + 1. TREASURER

 Minran Liu

* + 1. DIRECTOR OF STUDENT PUBLICATIONS

 Sky Xie

Moxuan Chang

# Equity Reports

* + 1. ABORIGINAL AND TORRES STRAIT ISLANDER OFFICER

 Lindsay McCabe

* + 1. DISABILITY OFFICER

 Eva Midtgaard

 Gemma Lucy Smart

* + 1. INTERNATIONAL OFFICER

 Weihui (Elma) Song

 Weihong Liang

* + 1. QUEER OFFICER

 Joseph Jordan Black

 Yuning Zhang

* + 1. WOMEN’S OFFICER

 Penny Li

 Isabella Chen

* + 1. SATELLITE CAMPUS OFFICER

 Cheuk Hang Clara Ma

Highlights: J.B. and Y. P. conducted a brief presentation on their reports.

E.M. raised concerns towards University’s cross-vaccination acceptance. It was suggested to be discussed with the University in the future. E.P. commented that Universities in Victoria are having the similar policies and CAPA is currently pushing for more clarity for this matter on the national level.

# Moved: M. L.

# Seconded: F. W.

# In favor: 23

# Motion approved.

# Business arising from reports

# Reports from Staff Members

# Moved: M. L.

# Seconded: P. L.

# In favor: 23

# Motion approved.

1. **Council to approve parts of the Staff Policy Book & the Project report**

Note: The missing number 01 is the SUPRA Enterprise Agreement 2020 which was completed last year and ratified by Fair Work Australia on 29 July 2020.

* 1. 02Staff Workplace Consultative Committee Procedures 2021
	2. 03Staff Staff Code of Conduct 2021
	3. 04Staff Flexible Working Arrangements Policy 2021
	4. 05Staff Study Leave Policy 2021
	5. 06aStaff Postgraduate Advocate & Policy Officer Policy 2021
	6. 06bStaff Postgraduate Advocate & Policy Officer Procedures 2021
	7. SUPRA Policy Manual Development Project Report dated 24 October 2021

# Moved: X. T.

# Seconded: A. A.

# In favor: 23

# Motion approved.

# Matters for Discussion

# Adding LGBT+ subsections on the 'Get Help' section on SUPRA website [Proposed by J. B.]

# Draft and the detailed proposal can be referred in Queer Officer’s monthly report. The subsections would include explanation of LGBT+ and queer and supports from University for LGBT+ students etc.

# It was suggested by Y.P. and I.T. to have further discussion and proofreading with staff members to get the content ready for publishing.

# Moved: M. L.

# Seconded: A. A.

# In favor: 22

# Abstention: 1

# (I. C. did not vote)

# Motion approved.

# Matters for Noting

* 1. Publications project brief template and sample: to be used for future request for help from staff publication team

It was explained that these two documents are aiming to ask assistance from the publication staffs to create promotional content for events. It was to ensure inclusiveness, efficiency and consistency relating to the publication content.

# Other Business

# E.P. (the National President of CAPA) provided a brief introduction of CAPA. It was encouraged that SUPRA’s councilors can get involved and running for positions in their following ACM. Y. P. suggested that SUPRA’s affiliation with CAPA will be further enhanced in future projects and campaigns.

# Emails about CAPA will be sent to all councilors as follow-ups.

# Y. P. mentioned about the schedule of SSAF funding application. All councilors are encouraged to voice suggestions and projects to run for next year.

# I.T. gave further explanation of how the application works and how staffs could provide assistance. It was advised that a template will be the guide to application.

# B.S. suggested to consider projects that involve collaboration with other student organizations. It was also encouraged to host a brainstorm session to review all possible ideas.

# M.L. shared the proof of contract with the service provider for the graduation party. It includes the deposit invoice and email correspondence from the company as official proof of agreement.

# B.S. invited councilors to attend events with a postgraduate college to better integrate the college community and facilitate potential collaboration opportunity in the long term.

# A.A. asked for updates regarding the council workflow templates. All councilors are encouraged to send feedbacks to the working group.