



**MINUTES FOR A MEETING OF COUNCIL
CARSLAW LECTURE ROOM 451
6:00PM ON 17TH JULY 2013
EX CAMERA**

Chair: Joanne Gad

Minutes: Mike de Waal

Attendance: Joanne Gad, Mike de Waal, Kylee Hartman-Warren, Kieran Latty, Guien Miao, Tommy O'Connor, Georgiana Toma, Forough Ghanizadeh Kazerami, Jennifer Baldwin, Callum Forbes, Will Clarke, Emily Dale, David Blight, Timothy Scriven, Jay Tharappel

★ **1 Acknowledgement of Country and Welcome**

The President opened the meeting at 6:09pm with an Acknowledgment of Country.

★ **2 Governance**

2.1 Apologies

Joss McKay
Tuba Omer
Nicole Doughty
Hyon Curtis
Audrey Irish
Joe Callingham

It was noted that in addition to the tabled apologies, Joe Callingham has sent his apology and allocated his proxy vote with Callum Forbes.

2.2 Proxies

Tuba Omer to Mike de Waal
Tanveer Sohal to Guien Miao (2nd pref: Joanne Gad, 3rd pref: Kylee Hartman-Warren)
Audrey Irish to Kylee Hartman-Warren (2nd pref: Joanne Gad)
Nicole Doughty to Mike de Waal

Joe Callingham to Callum Forbes

2.3 Leaves of Absence

Tanveer Sohal

2.4 Starring of Items

The President asked for the starring of any items.

Items 3.1.3 and 4.1 were starred.

Motion [JUL13-01]: That SUPRA Council accept all unstarred items.

Moved: Joanne Gad **Seconded:** Guien Miao **Consensus.**

Timothy Scriven entered the room at 6:15pm.

3 Minutes and Reports of Meetings

3.1 Minutes of the previous month's meetings

3.1.1 Council Meeting, 18th June 2013

3.1.2 Executive Committee, 2nd July 2013

3.1.3 Policy Committee, 28 May 2013

The Vice President (1) apologised for the lateness of the minutes.

The President noted that her name was spelt incorrectly on the minutes.

Motion [JUL13-02]: To accept the minutes with the noted amendment.

Moved: Mike de Waal **Seconded:** Georgi Toma **Consensus.**

★ 3.2 Business Arising From Minutes

The President said it would be good to decide on a regular time for Management Committee.

She suggested 6:00pm on Mondays. A straw poll suggested most councillors were in favour of that time.

David Blight entered the room at 6:19pm.

It was agreed that 6:00pm on Mondays every fortnight would be preferable for Management Committee.

4 Officer Reports

4.1 President

Joanne Gad

The President said she made a recommendation in her report about training. She clarified that any endorsement or delegation of training doesn't actually have to be approved by the Administration

Coordinator.

The Vice President (2) added that he is interested in trying to track down some union activist training. We could make a group of it. He said he would contact the Administration Coordinator to discuss it.

Motion [JUL13-03]: That Council delegates to Management Committee any training, including the time you're away and the costs associated.

Moved: Forough Ghanizadeh Kazerarni **Seconded:** Kylee Hartman-Warren **Consensus.**

4.2 Vice President (1)

Kylee Hartman-Warren

★

4.3 Vice President (2)

Timothy Scriven

Will be tabled at the meeting.

The Vice President (2) spoke to the report. It was late because he was consumed by a week-long conference, Queer Collaborations.

He requested to claim 12 hours for Queer Officer for that week. A weeklong conference is an exceptional event.

It was suggested that instead, he could simply claim more, within the claimable amount, from the Vice Presidential stipend.

Motion [JUL13-04]: That we approve an additional five hours for the week of Queer Collaborations conference for the Vice President (2).

Moved: Kieran Latty **Seconded:** Mike de Waal **Carried** (2 abstentions – Will Clarke, Tim Scriven).

Motion [JUL13-05]: That we accept the reports of the President, the Vice President (2), and the Queer Officer.

Moved: Georgiana Toma **Seconded:** Mike de Waal **Carried** (1 abstention – Tim Scriven).

4.4 Vice President (3)

Tanveer Sohal

Guien Miao is acting for Tanveer in this role currently.

4.5 Treasurer

Georgiana Toma and Guien Miao

4.6 Secretary

Mike de Waal

4.7 Equity Officers

4.7.1 International Officer

Tuba Omer

4.7.2 Disabilities Officer

Nayeem Faisal Shaikh

No hours claimed.

★

4.7.3 Queer Officer

Timothy Scriven

Will be tabled at the meeting.

4.7.4 Women's Officer

Georgiana Toma

4.7.5 Rural and Regional Officer

Callum Forbes
No hours claimed.

4.7.6 Aboriginal and Torres Strait Islander Officer

Vacant

4.7.7 Equity Convenor

Tuba Omer
No hours claimed.

Recommendation: That Council accepts the tabled reports of Officers.

Attached documentation: Reports of Officers.

★ 4.8 Business Arising From Reports

The Vice President (1) noted that she will be going away next month.

★ 5 Verbal Report from a Member of Staff

Adrian Cardinali reported to the council. He said caseworkers have been very busy, as Semester 1 results have been released.

On the administration side, we have a new staff member, so we're training them up. Dozens of things need to be acted on every week.

Emily Dale arrived at 6:35pm.

The APR working party is continuing. The content for the Thesis Guide has been finished.

He reported that SUPRA has terminated service with a client.

Procedural: That the meeting moves *in camera*.

Moved: Timothy Scriven. **Consensus.**

Procedural: That the meeting moves *ex camera*.

Moved: Joanne Gad **Consensus.**

★ 6 Workplace Health and Safety

It was noted that the door handle had fallen off the front door. This is being fixed now. Various leaks and problems with the air conditioning were also reported.

The President said there is a vacant Council spot on the WHS Committee. Jennifer Baldwin nominated for this position.

Motion [JUL13-08]: To appoint Jennifer Baldwin as the Council WHS representative.

Moved: Timothy Scriven **Seconded:** Callum Forbes **Carried** (1 abstention – Jennifer Baldwin).

★ 7 Strategic Plan / KPIs

The President reported back on KPI development. They've been meeting with the university contractor who is used to develop a KPI framework.

She proposed that we delay holding a Planning Day until the end of August, possibly the 22nd.

It was agreed that the President would post a poll to the Facebook group to determine when is good for people.

The Vice President (2) said he developed a set of preliminary KPIs where he tried to capture what SUPRA does. It could be circulated at the Planning Day too.

★ 8 Updated Financial Regulations

The Co-Treasurers spoke to this item. There are quite a few small changes.

02.01. 3) regarding sick leave. The Finance Manager advised that we remove it, as it doesn't belong in that spot.

03.02: 2)-4) The meeting could not agree on per day/per item. Agreed to send to Finance Committee for further debate.

Jay Tharappel entered the room at 7:01pm.

Motion [JUL13-09]: That we move the amendment to 03.02: 2)-4) as tabled, but send it back to Finance Committee for more debate.
Moved: Kieran Latty **Seconded:** Timothy Scriven **Carried** (1 abstention).

03.04: 5) The Finance Manager had recommended that we keep more petty cash on the premises.

05.02: 9) Time sheet approval. Treasurer? Keep it.

06.02: It was recommended that we accept the revised schedule of office-bearer hours and note that it will take effect on a particular day.

It was suggested that SUPRA employ an external consultant to assist us in determining appropriate hours.

There was some debate over the appropriate level of hours. The Vice President (1) noted that there is a significant degree of voluntarism that isn't paid for.

Adrian Cardinali said such a consultant would be useful for accountability.

08.03: 1) Inclusion of "All transactions". This is simply a more modern term.

Motion [JUL13-10]: That we employ an external consultant to examine the pay rates stipulated in 06.02: 1).
Moved: Callum Forbes **Seconded:** Will Clarke **Failed.**

Motion [JUL13-11]: That we accept the Financial Regulations with noted amendments.
Moved: Kieran Latty **Seconded:** Joanne Gad **Failed** (4 abstentions).

Will Clarke left the room at 7:33pm, leaving his proxy vote with Callum Forbes.

Motion [JUL13-12]: That all Financial Regulations except those relating to hours of stipended pay be passed.
Moved: Timothy Scriven **Seconded:** Tommy O'Connor **Consensus.**

The Vice President (1) explained that the Council is actually cutting hours from the overall stipend budget. She explained that the old VP / VP (Community) roles will now be taken up by an Education Officer, who would be an executive.

Tommy O'Connor left the room at 7:37pm, leaving his proxy vote with Timothy Scriven.

It was reiterated that SUPRA should take on an external person to give advice on stipend amounts.

The Vice President (2) said there are already multiple accountability mechanisms. There are monthly reports. There are duty statements which are publicly available. It's not at all usual for an organisation of our size to take on consultants.

The Women's Officer added that students drive this organisation. As Treasurer and Women's Officer she felt she has done a lot of things that took her much longer than her allotted stipend time.

David Blight left the room at 7:40pm, leaving his proxy vote with Emily Dale.

Adrian Cardinali mentioned that he sees a lot of the executive and councillors working at the offices.

The Secretary said that this debate comes up regularly at SUPRA. If anyone wants to see minutes of old policy or finance meetings where this has been debated already, they can let him know.

The President ran through each office and the amended hourly rate. There were no objections to any of them in turn.

Motion [JUL13-13]: That we accept the changes to section 06.04.

Moved: Georgiana Toma **Seconded:** Kieran Latty **Carried** (4 abstentions – Timothy Scriven and Kylee Hartman-Warren's noted).

★ 9 Updated Electoral Regulations

The Vice President (1) spoke through the changes, clarifying each item.

5.02: 4) To move to minimum information.

7.02: 1.f) Use constitutional definition and add "to elect the Rural and Regional Officer".

14.01: 6) Electoral Arbiter. The amendment makes them the final decision-maker.

Motion [JUL13-14]: That we accept the amendments to the Electoral Regulations, changing the date of ratification.

Moved: Joanne Gad **Seconded:** Callum Forbes **Carried.**

The meeting moved procedurally to item 13.

Adrian Cardinali left the room at 7:57pm.

★ 10 Budget 2014

The Co-Treasurers reported that the budget process won't be starting for a little while. There will be Finance meetings to help put together the 2014 budget.

★ 11 Semester 2 Inductions and Re-O Day Update

Timothy Scriven, Kylee Hartman-Warren, Georgi Toma, and Forough Ghanizadeh Kazerarni all indicated their interest in helping with inductions.

★ 12 SUPRA Committees

The Secretary reminded people of SUPRA Committees.

The President added that SUPRA gets to represent postgraduate students on 15+ university committees. She read out the university committees that are occurring.

Adrian Cardinali noted that the WHS Committee is especially important given the recent legislative changes.

Kylee Hartman-Warren indicated her interest in going to International-type committees. Timothy Scriven volunteered to attend the HR & Equity committee.

The meeting procedurally moved to item 14.

★ 13 Probation Review Committee Report [In camera]

★ 14 Other Business

Procedural: That the meeting be moved ex camera

Moved: Joanne Gad **Consensus.**

The meeting procedurally moved to item 10.

This item was returned to after item 12.

The President asked for any other business.

Motion [JUL13-19]: That we thank Adrian Cardinali for all his hard work and wish him good luck.

Moved: Joanne Gad **Seconded:** Timothy Scriven **Consensus.**

The President asked for any other business. There was none.

The President closed the meeting at 8:19pm.