



**MEETING OF COUNCIL
NEW LAW SEMINAR ROOM 022
6:00PM ON 16TH SEPTEMBER 2013
EX CAMERA**

Chair: Joanne Gad

Minutes: Tuba Omer

Attendance: Joanne Gad, Guien Miao, Tuba Omer, Timothy Scriven, Joss McCay, Callum Forbes, Ensiyeh Forough Ghanizadeh, Maral Hosseinpour, Tanveer Sohal, Douglas King, Kylee Hartman-Warren

Guests: Margaret Kirkby, Alice Brandli, Troy Shi

★ **1 Acknowledgement of Country and Welcome**

The Chair opened the meeting at 6:12 p.m. with an Acknowledgement of Country.

It was noted that Vice-President (Community) and Margaret Kirkby are running late.

Alice Brandli entered at 6:16 p.m.

★ **2 Governance**

2.1 Apologies

Joe Callingham
David Krasovitsky
Mike de Waal
Shaikh Nayeem Faisal
David Blight
Emily Dale
William Clarke

2.2 Proxies

Joe Callingham to Callum Forbes
Mike de Waal to Nicole Doughty (2nd Pref Tuba Omer, 3rd Pref: Timothy Scriven)
Shaikh Nayeem Faisal to Guien Miao

David Blight to Joss McCay
Emily Dale to Callum Forbes
William Clarke to Joss McCay

2.3 Starring of Items

The Council is invited to identify any items not currently scheduled for discussion
Items starred: 3.1.7 and 3.1.1
Items 4.5 and 4.7.4 and 4.7.3 and 4.3

Recommendation: That Council accepts all un-starred items.

3 Minutes and Reports of Meetings

★ 3.1 Minutes of the previous month's meetings

3.1.1 Council Meeting, 15th August 2013
To accept amendments

3.1.2 Management Committee Meeting, 27th August 2013

3.1.3 Publications Committee Meeting, 30th August 2013

3.1.4 Management Committee Meeting, 2nd September 2013

3.1.5 Publications Committee Meeting, 3rd September 2013

3.1.6 Finance Committee Meeting, 9th September 2013

3.1.7 Management Committee Meeting, 10th September 2013
To mark staffing matters as in camera

Recommendation: That Council accepts the tabled minutes, with noted amendments.

Motion [Sep16-01]: To accept the tabled minutes.

Moved: Joss McCay **Seconded:** Douglas King **Consensus**

Attached documentation: Minutes of the abovementioned meetings.

★ 3.2 Business Arising From Minutes

4 Officer Reports

4.1 President

Joanne Gad

4.2 Vice President (1)

Kylee Hartman-Warren

4.3 Vice President (2)

Timothy Scriven

Vice-President (Community) said that his report was late because he was unwell and had gotten the dates wrong. He noted that he has been claiming under his normal hours for some weeks in both his roles, particularly in the first pay period. In terms of activities, he mentioned that because he has been ill, he has just been keeping on top of things. But he pointed out the rally on Wednesday and that it

would be great if SUPRA can get councillors there to vocalize concerns around the funding model proposed for university and related issues. He also noted that it is Pride Week, and that there are a lot of activities for councillors to get involved in. He expressed that because of his illness he hasn't been involved in it.

For the two fortnightly periods, the hours claimed for Vice-President (Community) are 34 and 42 and the hours claimed for Queer Officer are 7 and 14.

A councillor asked what has SUPRA's involvement with Pride Week been. Vice-President (Community) said he is not sure but it is quite minimal.

Motion [Sep16-02]: To accept Timothy Scriven's verbal reports both as Vice-President (Community) and Queer Officer.

Moved: Guien Miao **Seconded:** Tuba Omer **Consensus**

The Chair moved to Item 5.

4.4 Vice President (3)

Tanveer Sohal

4.5 Treasurer

Guien Miao (Acting)

Georgiana Toma

The Co-Secretary and Acting Treasurer spoke to this. She said that the work mentioned in the report was done one week before Georgiana Toma went away.

Motion [Sep16-03]: To accept Georgiana Toma's report

Moved: Guien Miao **Seconded:** Tanveer Sohal **Consensus**

Timothy Scriven entered at 6:18 p.m.

4.6 Secretary

Tuba Omer and Guien Miao

4.7 Equity Officers

4.7.1 International Officer

Tuba Omer

4.7.2 Disabilities Officer

Shaikh Nayeem Faisal

No hours claimed

4.7.3 Queer Officer

Timothy Scriven

4.7.4 Women's Officer

Ensiyeh Ghanizadeh Kazerarni

Georgiana Toma

See above

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.

Motion [Sep16-04]: That Council accepts the tabled reports of Officers.

Moved: Callum Forbes **Seconded:** Joss McCay **Consensus**

★ 4.8 Business Arising From Reports

The Co-Secretary and Acting Treasurer stated that the Finance Manager would like her to stay as Acting Treasurer until he returns. Vice-President (Policy) asked when the Finance Manager returns and was told this would be in the middle of October.

The President noted three options which included:

Electing a new treasurer in this meeting

The acting Treasurer could run for treasurer

Or electing a new Treasurer when the Finance Manager returns.

The Co-Secretary and Acting Treasurer asked if a 4th option could be that a new Treasurer is chosen but doesn't start until the Finance Manager returns. In the meantime she can stay on as Acting Treasurer and complete a handover for them to start as soon as possible. She noted that she can delegate hours to the new Treasurer so that they don't feel they are working without pay

Vice-President (Community) said this should be okay and there would be no problems with this. The President said in that case it would be better to deal with it when we get to the elections item in the Agenda.

The Chair moved to item 4.3 and 4.73

★ 5 Code of Conduct, Safer Spaces, Standing Orders

In the code, the President reminded everyone to be courteous and sensitive to any cultural differences. This includes being respectful and mindful of everyone including dealing with staff. Councillors should remember that they are asking for staff's assistance, not ordering them.

Regarding safe space, the President noted that we have a safe space charter. So if anyone is being unsafe, rude or abusive, we can ask them to leave and if they don't, then security can be called. She directed everyone to security's number.

The President noted that if proxies are not received before the meeting starts, they will be invalid. Councillors can only hold two proxies. And if people start to talk over chair, the Chair will have to get stricter, take time lists and limit the conversation since meetings have been running quite late.

★ 6 Verbal Report from a Member of Staff

Margaret Kirkby spoke to this. She said Adrian Cardinali's last day was 26th July. There was a huge influx of work after he left. She had to do more case work, and couldn't take on new students as a result. But now it is settling down after Hayley Stone has joined and has gone through training. She noted that she is now doing committee work, feeling that it is important to stay on top of that.

Regarding the Thesis and Examination Processes and Procedures, Joe Callingham and Vice-President (Policy) will be working on that. This will get reported to council.

She noted that staff and council are on opposite ends in the workplace. This doesn't foster good communication and that we must keep campaigning for a better space that facilitates this. She notes that councillors are welcome to drop in to see staff, update them. She mentioned that councillors have been doing some great interactive work by holding events. It means a lot to postgraduates and creates a community.

The Vice-President (Community) notified Council that Margaret Kirkby has been walking him to work every other day and he really appreciates her assistance. Margaret Kirkby said she enjoyed this and it was no problem.

The President thanked Margaret Kirkby for her report.

★ 7 Workplace Health and Safety

The President noted that there is no gas cylinder for the BBQ and that there is something wrong with the handle, so it should not be used unless the hood is taken down. It was also decided that future BBQ should be not be held in the shed but at the entrance at Ross Street, for safety reasons.

The Co-Secretary and Acting Treasurer asked about the meeting room and if it has been fixed. The President said that needs to be followed up.

★ 8 Elections for Vacant Positions

- Ordinary Council positions (3)
- Treasurer

Nominations received:
Alice Brandli

The Chair called for nominations for Returning Officer (RO).

The Chair asked if any regulations were passed regarding whether the RO can vote. Vice-President (Policy) said that she will search for this. The Chair recommended if until further notice, it be moved, that the RO be allowed to vote in Council elections.

Motion [Sep16-05]: Until further notice, RO be allowed to vote in Council elections for casual and office vacancies

Moved: Douglas King **Seconded:** Guien Miao **Carried** (2 abstentions)

Vice-President (Community) nominated for Returning Officer.

Motion [Sep16-06]: Timothy Scriven be appointed Returning Officer.

Moved: Timothy Scriven **Seconded:** Joss McCay **Consensus**

The RO called for nominations. Alice Brandli and Troy Shi nominated. The RO allowed the two candidates to speak. The order in which they spoke was determined by a coin toss.

The first candidate noted that she is doing her PhD and has a science background. She has been a councillor for 2 years in SUPRA and has been active member, also involved in inductions, willing to give her time to help out. She supports SUPRA, thinks it's a great organization and would like to get more involved in events and campaigns.

The next candidate expressed that he is a Masters of Commerce student, in his first semester, from Melbourne. He has experience of representing students in his previous university. He noted he has a Chinese background and would like to get the Asian community more involved in SUPRA.

Margaret Kirkby came in at 6:45 p.m.

The Women's Officer asked if having a Chinese background necessarily means Asian students will get more involved. The candidate replied that he would like to get all students involved but since being Asian is his particular advantage, he can relate to them better.

The RO distributed ballots. Ballots were collected. RO asked if anyone wanted to scrutineer. No one nominated.

RO counted votes. He announced that Alice Brandli was elected.

RO announced that the next election is for the position of a treasurer.

It was stated that the two options are: choosing to not hold an election or holding one and no one votes or we do a no-candidate.

The President gave a brief summary for anyone who missed this, saying this was because the Finance Manager is currently away and the Acting Treasurer is currently the only one knows how to do cheque requisitions etc.

A councillor recommended not holding an election, because it reads badly if we the outcome is no-candidate.

A councillor said that he was thinking of running for the position but will be away until 16 October, which is around the time when the Finance Manager will return. So if he is chosen now, he won't be able to work until the time the Finance Manager returns. This could be one way to solve the problem at hand.

A councillor noted that it would be good to call for an election in this case.

The RO asked for nominations for the position of Treasurer.

One nomination was received from Douglas King who spoke to his nomination. He noted that he has been involved in SUPRA for a few months, and has been helping out with events. He has a working knowledge of SUPRA's organization, having worked with councillors and also has some experience regarding the role of a treasurer.

A councillor asked if the candidate was planning to stay on until next year to which he replied in the affirmative.

There being no further questions, the RO distributed the ballots. The votes were counted and the RO declared Douglas King elected.

The Chair moved to item 6.

★ 9 SSAF Agreement [in camera]

Troy Shi left at 7:12 p.m.

★ 10 Amended Financial Regulations

Procedural: To move out of camera

Moved: Joanne Gad **Consensus**

Alice Brandli left at 7:20 p.m.

The Co-Secretary and Acting Treasurer spoke to this item. She said this was discussed at the finance meeting. It is a few minor changes in line with what was discussed with the auditor.

She directed Council to the relevant amendments in the Financial Regulations as follows:

3.4(5): The petty cash recruits be made by the Treasurer. At the moment the finance officer needs to do that.

3.4(7): Petty cash threshold of \$100. Anything over this limit would need a cash requisition.

3.4(10): Petty cash authorized by office manager or finance manager.

5.2(10) Staff time sheets must be approved by President or Treasurer.

7.3 (1) and (3): There must be no material gain for either signatory.

7.3(4): Credit and debit payments be approved by President or Treasurer.

9.2(5d): Monthly business statement returns will be presented to Council by Treasurer.

Motion [Sep16-09]: To accept these changes and amend duty statement of Treasurer accordingly.

Moved: Callum Forbes **Seconded:** Tanveer Sohal **Consensus**

★ 11 Committee Appointments

There are two committee appointments.

The President noted that a council member needs to be appointed to WCC (Workplace Consultative Committee), which meets once every month. Vice-President (Policy) said she is happy to run for it provided her current commitments do not become cumbersome.

Motion [Sep16-09]: Kylee Hartman-Warren be appointed to WCC.

Moved: Joanne Gad **Seconded:** Douglas King **Consensus**

The next position was for University Committee, Workplace Health and Safety.

Margaret Kirkby noted that it's a useful committee, giving a good background about what work health safety is, especially in a work environment.

Callum Forbes noted that he is happy to be on the Committee.

★ 12 Survival Guide Council Input

Maral Hosseinpour left at 7:45 p.m.

Vice-President (Publications) spoke to this, noting that there will be a publication meeting at 11 am on Friday 27th September. She requested councillors to get more involved and asked for their thoughts on a flip calendar as opposed to a wall calendar. There will be an estimate of 1500 calendars printed and the costs are \$2.20 for a flip calendar and \$1 for a wall calendar. Council agreed that the difference in price was too much.

A councillor asked if we can save cost by having an A2 poster, with 6 months on either side of the paper. This was noted.

Margaret Kirkby said the current calendar is popular with international students and other local students, because of the way it can be folded down with three months. Students feel it helps in planning and research.

★ 13 Other Business

Vice-President (Community) would like to organize a council dinner, paid for by councillors, so it will not cost SUPRA anything. The President asked if Vice-President (Community) can give some tentative dates later.

The President noted that the university sent out a SSAF survey. Please fill it out and try to get your friends to fill it out. This has a lot to do with SUPRA and how we are perceived by the student body.

Margaret Kirkby said that there are so many different ways to become a postgraduate in university that SSAF shouldn't give money to SUPRA based on whether postgraduates are aware of SUPRA and if they access our services. We don't want to get wedged in with results from KPI that don't reflect our results.

She also noted that this university underestimates the amount of work that is involved in being a student representative. I would like more recognition for that so perhaps that can be noted.

The President asked Council to tell their friends about SUPRA and then fill out the survey.

The Chair closed the meeting at 7:45 p.m.