



**MEETING OF COUNCIL
CARSLAW LECTURE THEATRE 173
6:00 PM ON 13TH NOVEMBER 2013
EX CAMERA**

Chair: Joanne Gad

Minutes: Tuba Omer

Attendance: Joanne Gad, Tuba Omer, Guien Miao, Timothy Scriven, Kylee Hartman-Warren, Callum Forbes, Joe Callingham, Douglas King, Jay Tharappel, Annie Wu

Guests: Andrew Frasier, Margaret Kirkby

★ **1 Acknowledgement of Country and Welcome**

The Chair started the meeting with an AOA at 6:20 p.m.

★ **2 Governance**

2.1 Apologies

Michael de Waal
Ensiyeh Ghanizadeh Kazerarni
Joss McCay
Shaikh Nayeem Faisal
David Blight
Kieran Latty
Maral Hosseinpour

2.2 Proxies

Michael de Waal to Timothy Scriven (2nd pref: Tuba Omer)
Joss McCay to Callum Forbes (2nd pref: David Blight, 2rd pref: Tanveer Sohal)
Shaikh Nayeem Faisal to Guien Miao
David Blight to Callum Forbes
Kieran Latty to Timothy Scriven
Maral Hosseinpour to Guien Miao

2.3 Leaves of Absence

Tanveer Sohal

2.4 Starring of Items

The Council is invited to identify any items not currently scheduled for discussion

Motion [Nov 13-01]: That Council accepts all un-starred items

Moved: Guien Miao **Seconded:** Joe Callingham **Consensus**

★ 3 Minutes and Reports of Meetings

3.1 Minutes of the previous month's meetings

3.1.1 Council Meeting, 15th October 2013

3.1.2 Management Committee Meeting, 29th October 2013

Motion [Nov 13-02]: That Council accepts the tabled minutes, with noted amendments.

Attached documentation: Minutes of the abovementioned meetings.

Moved: Douglas King **Seconded:** Guien Miao **Carried**

★ 3.2 Business Arising From Minutes

4 Officer Reports

4.1 President

Joanne Gad

★ 4.2 Vice President (1)

Kylee Hartman-Warren

To be tabled at the meeting

Annie Wu came in at 6:24 p.m.

Vice- President (Policy) noted that she didn't send her report to the right email address. She stated that she has been on the working committees, working on policies related to commission audits. She also noted that there will be a policy meeting coming up.

★ 4.3 Vice President (2)

Timothy Scriven

To be tabled at the meeting.

Vice President (Community) apologized for the lateness of his reports. He noted that he took 2 weeks leave and that his reports are brief and attached.

★ 4.4 Vice President (3)

Tanveer Sohal

To be tabled at the meeting.

The President noted that the Vice President (Publications) is away at a writer's forum.

4.5 Treasurer

Douglas King

4.6 Secretary

Tuba Omer and Guien Miao

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
To be tabled at the meeting.

4.7.4 Women's Officer
Ensiyeh Ghanizadeh Kazerarni

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

Motion [Nov 13-03]: That Council accepts the tabled reports of Officers.

Attached documentation: Reports of Officers.

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

★ 4.8 Business Arising From Reports

4.8.1 Reporting to Membership

4.8.2 Action Plans

The President noted that she wanted to talk about two things:

Reporting to membership: This is about reporting what officers are doing, what we have been achieving, and what people can get involved with. One suggestion is that every officer provides a report to e-grad, in a month, this can include activities happening in SUPRA or any other news related to their portfolios.

The Vice-President (Policy) expressed that this is a good idea, but we should stagger the reporting so that not everyone reports in the same e-grad.

Motion [Nov 13-04]: Officers start to give reports in e-grad.

Moved: Timothy Scriven **Seconded:** Callum Forbes **Carried**

The president noted that the second item is Action plans: This is for office bearers so that everyone knows where they can get involved. She expressed wanting to encourage office bearers to have an action plan and a kind of a work slate to plan events. They can also bring this to management committee so that the Finance Officer and Administration staff can be aware about their plans.

Vice President (Policy) said she has made a template around this, she can adapt that and recirculate it. The Treasurer noted that in the view of KPIs this might be helpful so that the university can see there is evidence of what we are doing.

A councillor said that if there is an online collaboration tool it might make it more efficient.

Vice President (Policy) stated that she came back from a project management course, which requires that everyone learns the application. However it might be simpler to find another program that everyone could perform. She noted that there is another application focusing on team building, which she is happy to circulate.

The President noted that she is thinking about this for O week, as a reporting mechanism. She asked if Council wants to use it as a guide

Motion [Nov 13-05]: To keep an action plan as part of office bearer duties.

Moved: Douglas King **Seconded:** Callum Forbes **Carried**

The President also noted that there will be another chance for council induction and that SUPRA is already starting its preparation for O week. It was also noted that the survival guide content deadline is November 30th.

5 Verbal Report from a Member of Staff

The Member of Staff was not here so this item was differed until later.

Margaret Kirkby noted that in the SSAO team there is a leave request coming up. There are only 3 people right now, Francine Seeto, Hayley Stone and herself.

She stated that there are a couple of things coming up. A request came up about special consideration for the Corporations Law exam. It was noted that 400 students are impacted by this.

The other issue on the employee side is about the enterprise agreement including request by SRC, they liked a clause in SUPRA's enterprise agreement.

She noted that there was a staff member Louise who is now back. Catherine Davies has left.

She stated that SUPRA needs to have a viable website which may help to reduce some work-load so that we can communicate with students more effectively.

There are also issues regarding Tenancy. This mostly relates to failure by landlords to return bond payments and problems that international students are facing. She noted that the Federal Government has called an audit, wanting submissions by the 22nd of November. She pointed to an article critiquing the audit. It was originally meant for organizations to report by the end of January, which means they the Government might be getting questionable audits. So SUPRA has to submit something but we have to be careful not to overdo it. The focus is on submitting something brief.

She also noted that she will be going to CAPA council, and thanked council for allowing this. This will help to get information about postgraduate students on the national level, and also if CAPA is hearing about AUS Aid for postgraduates.

She also noted that the team has gone through a stress analysis, to facilitate and improve some of our work.

Motion [Nov 13-07]: Council thanks Margaret Kirkby and accepts her report.

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

★ 6 Workplace Health and Safety

No WHS to report

★ 7 Elections for Vacant Positions

There are multiple positions vacant:

Ordinary Council positions (3)

Margaret Kirkby came in at 6:40 p.m.

Nominations have been received from:

- Andrew Fraser
- Vaivi Mase
- Debanjan Ghosh

Motion [Nov 13-06]: Timothy Scriven be appointed Returning Officer

Moved: Tuba Omer **Seconded:** Guien Miao **Carried** (1 abstention)

It was noted that Council needs two off campus people and 2 women.

The RO noted there is only one position available but there are three nominations. He asked that Council look at the statements of the candidates.

After picking names from the ballot, the order was: Debanjan Ghosh, Vaivi Mase and Andrew Fraser.

The RO read out the first candidate's statement, who was doing his Master in surgery. The candidate expressed that he was involved in community work, in the debating society, and was a supportive, affable individual and a team leader.

The second candidate did not submit a statement.

The third candidate stated that he was doing his Masters in public policy. He was President of MUPRA, and has three years of advocacy experience.

Ballets were then given and collected. Jay Tharappel scrutineered.

Andrew Fraser was elected. And was given a council pack.

★ 8 Probation Review [In Camera]

Margaret kirkby left at 6:55 p.m.

★ 9 Legal Advice [In Camera]

Annie Wu left at 7:05 p.m.

Guien Miao left at 7:05 p.m.

Margaret Kirkby came in at 6:10 p.m.

The Chair moved to item 5.

★ 10 Finance Actuals & Budget 2014

The Chair handed over to the Treasurer.

The Treasurer said the Budget is broadly in line with what we were expecting. The cash flow assessment has been done. Things are going well in general. More information will be given in the finance meeting. He noted he is always open for input.

A councillor asked what have we overspent and what have we underspent on?

The Treasurer replied that there is a lot being spent on publications but this is because of the printing of thesis guides. There are some equity portfolios that are behind. We are still on \$51,000 deficit. He noted that there is some talk of sponsorship which is being investigated. It will be worked on in the upcoming months.

Vice President (Community) asked about a line item, a monograph float to cover some expenses about \$100. The Treasurer said he can get back to him about that

★ 11 CAPA Annual Council Meeting

The President asked if there were any questions about this. There were none. The Chair moved to the next item.

★ 12 Website Quote

The President noted a quote from Web105. This quote is the result of a lot of consultation between council and staff and what we need. She stated that there were two different quotes, but that this one was preferred. The total of what it would cost is just under \$6000. It would be good if we can approve it so we can start work easily.

A councillor asked why we are choosing to spend money on this when it can be done for free, especially when we have a deficit.

Another councillor noted his experience in MUPRA, which was faced with the same problem. He stated that this requires a lot of work and technical skill and we should expect someone to be paid for this.

The President noted that SUPRA needs to rely on someone for the technical support, and in order to ensure that all the personal information is secure, we need to be sure it is done professionally. Asking someone to volunteer opens up too high a risk.

Margaret Kirkby said I would encourage councillors to look at what we have, previously SUPRA's website had to be taken off, a lot was lost when the interim measure which we have now was put in place. Also by putting form letters on, this could help postgraduates with their skills to do some things on their own and then come to SUPRA when things are getting more complicated.

The President noted that the proposal includes developing and designing the website. She said it would cost between \$17,000-20,000.

Motion [Nov 13-09]: To approve \$6,000 for this website approval.

Moved: Tuba Omer **Seconded:** Timothy Scriven. **Carried.** (4 against)

★ 13 Calendar Quote

Motion [Nov 13-10]: That Council differs all items to Management Committee.

Moved: Joanne Gad **Seconded:** Jay Tharappel **Carried**

It was noted that this includes differing that we endorse the ACT rally to Management Committee.

★ 14 Staff-Council Lunch

Differed to Management Committee

★ 15 Other Business

Vice President (Policy) noted that Master Cheng is back. He used to rule the NLC, it folded and he is now selling International student ID cards, falsely proposing that Coles and Woolworths will offer them discounts. She pointed out that he is a scammer and a bully. If he tries to contact anyone, we have been advised to ignore him. We will be issuing a media release in favour of that. Margaret Kirkby said he is also taking personal details of international student like their passport number so students must be careful.

Vice President (Policy) stated that she would like to have a post exam event next Friday, its an end of year event, possibly at Flodge or Nagg's Head. There will be no more than \$200 for drinks and snacks. There may be about 20 postgraduates attending.

Motion [Nov 13-11]: To approve up to \$200 for the post exam event at the Flodge.

Moved: Timothy Scriven **Seconded:** Tuba Omer **Carried**

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