



THE SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION (SUPRA) COUNCIL DECISION COMMUNICATION PROCEDURES

Preamble:

The Council Decision Communication Procedures are intended to ensure the clear and timely communication of decisions by Council to both members of staff and Councillors. It aims to ensure the transparent implementation of decisions, and a process of accountability for the timeline of decisions made and carried out.

01: PRINCIPLES

- 01.01: 1) To ensure clear communication of decisions by Council to members of staff and Councillors.
- 01.01: 2) To ensure democratic accountability of the actions, expenditures and resolutions of Council.
- 01.01: 3) To ensure actions arising from decisions taken by Council are followed through and implemented in a timely manner.

02: RESPONSIBILITIES

- 02.01: 1) As the Chair of Council and General Manager of the Association, the President shall be responsible for communicating decisions by Council to Staff and Councillors.
- 02.01: 2) As the Records Keeper of Council, the Secretary shall be responsible for ensuring records of decisions by Council.
- 02.01: 3) As the Financial Adviser to Council, the Treasurer shall be responsible for advising the Finance Manager of decisions to Council.

03: PROCEDURES

03.01: Action Schedule

- 03.01: 1) The Secretary shall collate an action schedule of the decisions made at meetings of Council.
- 03.01: 2) The action schedule shall be completed by close of business no more than four (4) University working days after the previous meeting of Council, and updated at relevant committee meetings.
- 03.01: 3) The action schedule shall include, but not be limited to:
- 3.a) motions, resolutions and approvals of expenditure;
 - 3.b) action items and prescriptions for action made by Council; and
 - 3.c) a timeline for completion of those actions.

03.02: Presentation of the Action Schedule

- 03.02: 1) The President shall circulate the action schedule to members of staff and to Council by close of business no more than five (5) University working days after the previous meeting of Council.
- 03.02: 2) The President shall present the action schedule as an item on all relevant staff committees and meetings.
- 03.02: 3) The President shall include the action schedule on the agenda of the management committee, providing:
- 3.a) a general update on actions arising; and

3.b) a confirmation of actions completed, with relevant details.

03.02: 4) The action schedule shall be presented to Council in the Business Arising from the Minutes, with a verbal update on the timeline of completed and on-going items on the action schedule.

03.03: Approval of Expenditure

03.03: 1) The Treasurer shall advise the Finance Manager of all expenditure arising from Council and Management Committee within two (2) University working days.

03.03: 2) The Treasurer shall advise the Finance Manager of all decisions regarding the budget with seven (7) University working days.

03.03: 3) The Treasurer shall advise the Finance Manager of all changes to the Financial Regulations within seven (7) University workings days.