

University of Melbourne Student Union

**Report of
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General Manager, UMSU**

**To Students' Council
March 7, 2017**

Strategic Advice to Student Representatives

Ongoing advice and support has been provided to the President and General Secretary in relation to the following key issues which will be addressed in more detail later in this report, or the reports of relevant Office Bearers:

1. SSAF Agreement 2017-19;
2. The Student Precinct Project;
3. University staff and Club camps;
4. The UMSU Bar and Liquor Licencing

Summerfest

All initial reports indicate that the revised approach to the commencement of Semester has been successful. Formal internal debriefing and review is yet to occur but anecdotal feedback from internal stakeholders and event managers suggest a high level of positive engagement with students.

It is anticipated that review processes will highlight the following issues:

1. The need for further clarity in relation to an organisational framework for major events coordination and funding. This was noted in the 2017 Budget Memorandum and it is expected that the financial impact will be addressed in the mid-year Budget Review Process. The major events framework will also be addressed by the review process approved by Council as part of the Budget; and;
2. The need to address the impact of the potential future operation of Shimmerlands in 2018 and 2019. While the availability of some Shimmerlands infrastructure has supported UMSU programming there has been significant inconvenience and cost to UMSU as a result of interactions with Shimmerlands. Further discussions with the University regarding the operation of Shimmerlands and its relationship with UMSU may be required.

Transfer of Corporate Service Provision

The transfer of Corporate Service provision responsibilities away from MUSUL is progressing and a summary of the current status of each aspect of corporate service provision is detailed as follows:

Finance

Some MUSUL Finance Department staff have transferred employment to the University and will be relocating to 11 Barry St on March 6. In the first instance no UMSU Finance procedure or reporting process will change, until an assessment is undertaken by University Services and recommendations are made for UMSU to consider.

The relocation of the Finance function to University Services will mean that some logistical adjustments will need to be made to allow for the efficient performance of the finance function. These adjustments are subject to negotiation with University Services and once changes are agreed staff and student representatives will be advised of relevant details and timelines for implementation.

Communications to staff and student representatives in relation to revised arrangements took place in the week commencing February 27.

Facilities and Infrastructure

This responsibility has transferred to the University. On February 9 a stakeholder meeting was conducted and a range of issues were discussed.

University Services will be preparing a range of information for internal distribution within UMSU to ensure that changes to workflow arising from the transition are understood.

Information Technology

The MUSUL Board met on February 13 and approved funding requests made to support the upgrade of network infrastructure in Union House. This upgrade will enable remote desktop support to be provided to users in Union House.

The second meeting of the Project Steering Group (PSG) overseeing a range of UMSU system and database requirements took place on Friday February 10.

At this meeting the PSG:

- Confirmed the recommendation for upgrades to Union House network infrastructure;
- Was advised that a proposal that documents the future state IT service provision and support is likely to be concluded in four weeks; and,
- Discussed the process by which applications used by UMSU would be subject to risk management and control in relation to IT Security and the collection and storage of Personal Information.

An additional meeting of the PSG took place on February 27. UMSU provided guidance to the University in relation to its requirements for a range of databases and applications.

UMSU as an Employer

In order to facilitate UMSU assuming responsibility for the employment of staff an agreement will be entered into with MUSUL for the transmission of various aspects of MUSUL's business to UMSU. This process will not trigger organisational change processes set out in the MUSUL Collective Agreement but will require a collaborative communications exercise, undertaken with MUSUL.

MUSUL has engaged a solicitor to prepare a draft of an agreement that would transfer employment responsibilities from MUSUL to UMSU, and to provide advice in relation to the legal requirements of this change to employment arrangements for staff.

It is proposed that this change take effect on April 7, 2017.

A range of additional responsibilities will fall upon on Students' Council and the Senior Staff member (General Manager) as a result to this change. A checklist has been developed to identify these responsibilities and is appended to this report.

The University has indicated that funding is available to support the employment of a Human Resources Manager within UMSU to support UMSU's employment function.

Assets and Funding

As part of the transmission of business process a range of assets will be transferred to UMSU ownership. This includes items purchase by MUSUL to support UMSU program and service delivery and includes the Rowden White Library's Collection, Theatre equipment and a range of AV equipment used by AVMelbourne.

UMSU will need to ensure that it develops and maintains an asset register and that items that are transferred to UMSU ownership are subject to appropriate insurance arrangements.

As part of the broader transition away from MUSUL's service provision to UMSU a range of additional costs will be incurred by UMSU. UMSU is in the process of establishing these costs so that an appropriate adjustment to funding can be made as a result of negotiations with the University.

SSAF Agreement

UMSU has commenced negotiations with the University in relation to the SSAF Agreement to support the delivery of funding for the period 2017-19. A range of issues have been addressed in these negotiations and UMSU expects a response to its proposed draft of the Agreement in late February.

UMSU has raised two main issues for the University to respond to:

1. How UMSU's status as the sole provider of student advocacy services will be retained, and how previous reporting and oversight mechanisms for that service will be continued; and
2. How the tripartite employment arrangements for the General Manager will be incorporated into the Agreement.

UMSU had expected a response to its proposed changes to the Agreement by February 24. As of March 1 no response has been provided. An additional request for this information was made on February 28.

Event Management

In late 2016 MUSUL engaged the University's Continuous Improvement Centre of Excellence (CICE) to undertake a mapping and review exercise of UMSU's existing event management and planning practice. This review was intended to identify any changes or actions that would be necessary to support UMSU in the context of the transition away from service provision by MUSUL.

On February 9 UMSU received an initial draft of the recommendations arising from this review. Informal feedback has been provided and a final set of recommendations will be provided to UMSU Management. At that point UMSU Management will consider the report and:

1. Make recommendations to Students' Council in response to the report; and,
2. Engage the University in any discussions relevant to funding, if required.

A response to this report and the report itself are included in papers for this meeting of Students' Council.

Ground Floor, Union House – Volunteering Hub

Plans for the Volunteering Hub have been approved and the University has selected a builder to complete these works.

Works have commenced and the completion of these works is expected prior to March 10.

Audit 2016 & Financial Reports

The audit of UMSU's 2016 Accounts is not yet complete.

Preliminary financial reports for 2016 indicate an operating surplus of \$92 297.

As of December 31, 2016, UMSU had accumulated reserves and retained surpluses of \$1 995 335.

Events with Alcohol – MUSUL Liquor Licence – UMSU Bar

Further to the content of the General Manager's report to Students' Council (February 15) MUSUL have obtained subsequent advice in relation to Liquor Licence arrangements.

On the basis of this advice MUSUL is preparing an Options Paper for distribution to UMSU and the University in relation to future management of Liquor Licences to support UMSU's operation.

Proposed changes to names of rooms in Union House

The University is seeking UMSU's perspective on the following proposed changes to the names of rooms in Union House:

- Union Hall (instead of Grand Buffet Hall)
- Boardroom (instead of Private Dining Room)
- Lounge (instead of Ante Room)

No change is proposed for Raymond Priestley Room.

Staffing

Interviews for the HR Manager role were completed in the period February 23 – March 1. A preferred candidate has been identified and the process of reference checks and preparation of an offer of employment have commenced.

Occupational Health & Safety

An incident occurred in the Union Theatre which resulted in an injury to a member of staff.

Worksafe have been notified of this incident.

The University has:

- Contacted the staff member in relation to the development of a Return to Work Plan; and,
- Conducted an investigation and site inspection that will result in recommendations that hand rails and step lighting be installed in the Union Theatre by the University.

Legal and compliance checklist to support transfer of employment function

General/Governance

- The role and responsibilities of Students' Council (SC) as the governing body of UMSU as an employer organisation must be clearly defined and documented in policies:
 - WHS responsibilities – including WC insurance;
 - Obligation to provide for all employee entitlements under National Employment Standards – including payment of award or above wages, provision of payslips, paid leave, and superannuation;
 - Keep proper employee records:
 - Form accessible to Fair Work inspector;
 - For 7 years;
 - Not false or misleading;
 - Kept private and confidential.
 - Meets ATO tax obligations under PAYG and withholding system;
 - Allow access to NTEU;
 - Conform with Equal Opportunity legislation and the Fair Work Act;
 - Adhere to any negotiated industrial instrument;
 - To ensure the organisation is solvent at all times.
- SC members to be provided with induction, training development regarding these responsibilities;
- SC understands, takes into account and complies with relevant statutory and contractual obligations in all its decision-making;
- The roles and relationship between SC and GM defined/documentated;
- Lines of authority and delegation of responsibility are defined/documentated;
- SC ensures systems in place for approval, implementation, monitoring, and review of policies and procedures.

Organisational implementation

Human Resources/workplace relations

- Process for recruitment, selection, appointment of staff/volunteers meet statutory, award etc employment requirements;
- Personnel/record keeping systems are in place and operate efficiently;
- Staff/volunteer adopt and follow ethical practices and a code of conduct is signed and adhered to;
- Process for induction, orientation of new staff/volunteers and info needed to perform roles; and
- Processes for management, supervision, review, support and training of staff/volunteers.

OHS Obligations

- Ensure workplace is free from discrimination & harassment and supports equal opportunity;
- Grievance process for employment related workplace issues;

Financial Management/probity

- Accounting system compliant with Australian accounting standards;
- Documented policy and processes for financial management are in place;
- Detailed annual budget produced;
- Responsibility for financial management is assigned, delegations of authority are documented procedures against unauthorised expenses;
- Physical asset register created and monitored;

- Annual financial audit by independent auditor.

Organisational Risk Management and Compliance

- Documented framework for identification, planning and management of risks;
- Hazards, incidents and accident are identified, records, reported and addressed;
- Compliance systems for all legal, contractual and external obligations and requirements; and
- Appropriate insurance cover is taken out & maintained.

Information Management

- UMSU is compliant with relevant Cth/State privacy laws;
- Systems are in place for receiving, managing, collecting, securing, storing, retrieving, archiving and disposal of information and data;
- Data/info is used in planning, performance monitoring, accountability and management decision-making.

Publications and Media

- Policy/procedure for media work and using social media;
- Publications and media releases are checked for legal accuracy and contain relevant disclaimers;
- Intellectual property rights of the organisation and other parties are protected.