

Report of
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General Manager, UMSU

To Students' Council
November 16, 2016

Strategic Advice to Student Representatives

Ongoing advice and support has been provided to the President and other student representatives (including student representatives-elect) in relation to two issues which will be addressed in the President's report or separately in this report:

1. *SSAF Grant Proposals*

A number of SSAF Grant Proposals were developed by staff and student representatives. Extensive feedback and advice was provided in relation to those proposals. UMSU submitted SSAF Grant Proposals in relation to:

- Mudfest 2017
- Festival of Nations
- Nightmarket
- VCESS Tutor Training
- A significance assessment of UMSU archives, currently managed by the Rowden White Library.

Additional grant applications are expected to be forthcoming in subsequent grant rounds and it is anticipated that applications for the next grant round will close prior to Semester 1, 2017.

Advice was also provided to the President and President, UMSU International, in relation to requests for UMSU to endorse SSAF Grant applications.

2. *The Student Precinct Project*

UMSU will receive the revised draft of the Urban Design Framework for the Student Precinct on Monday November 14, in advance of discussion at the Student Precinct Steering Group on Thursday November 17.

Advice will be provided to the President and President-elect in relation to the proposed UDF.

UMSU has also requested a copy of the final report arising from the Artistic and Cultural Facilities Review but has been advised that the Final Report has not been submitted to the University in an acceptable form.

3. *UMSU Budget 2017*

The UMSU Budget process commenced in August with the development of templates to support Divisional and Departmental submissions for 2017.

Divisional submissions have been consolidated and are currently subject to review.

Student representative departmental submissions were due on Friday November 11.

Budget submissions will be used to inform:

- A Draft 2017 UMSU Budget
- Policy assumptions with a budget impact that will be considered as part of the Budget
- A unified Budget Memorandum for consideration by Students' Council/Students' Council-elect

Corporate Service Provision

The MU Student Union Ltd. (MUSUL) distributed a Draft Change Management Plan outlining the impact on MUSUL staff of the transfer or closure of MUSUL's operation. Feedback was provided in relation to this document.

On November 4 University Services provided UMSU with a Service Transition Plan detailing aspects of the transfer of certain MUSUL services to University Services. This Plan identified a timeline for transition that would result in the staged uptake of aspects of corporate service functions by the end of March 2017. The Service Transition Plan did not identify an integrated or comprehensive model of corporate service delivery and did not address critical functions that are currently MUSUL responsibilities.

Feedback in relation the Service Transition Plan was provided to University Services on November 8 and the University has undertaken to provide a revised and comprehensive Plan in the week commencing November 14.

The following issues were identified as requiring attention:

1. The employment of staff and a transition plan from the current employer to the new employer;
2. Access to a kitchen that is certified for food safety and allows for the conduct of events like Nightmarket and Festival of Nations, as well as access to Laundry and cool room/refrigeration facilities;
3. Funding, purchase, maintenance and ownership of office infrastructure – desks, chairs, lamps, meeting tables, filing cabinets etc;
4. Funding, purchase, maintenance and ownership of items previously subject to MUSUL's Capital Expenditure budget – includes stock for the RWL, AV and Theatre Equipment, building upgrades and renovations;
5. Ownership of current MUSUL assets that are used or will be used by UMSU and implications for corporate service delivery;
6. Project management function in relation to the review or acquisition of software to support UMSU's operational requirements;
7. Management of the Loading Bay;
8. Liquor licence arrangements to enable UMSU to:
 - a. Operate its own Bar (see below); and
 - b. Support a range of uses to which the current MUSUL Liquor Licences are put
9. Employment arrangements in relation the General Manager's position
10. The capacity for UMSU to continue to manage and control sponsorship, advertising and the distribution of material in Union House.

The resolution of these issues will have also have a significant impact on UMSU's funding and it is unclear how this matter will be resolved.

UMSU also noted that there is crucial nexus between employment arrangements and probity. Given the University's well documented concerns in relation to probity and student organisations UMSU expects the University to have a view in relation to this critical issue.

It is plausible that UMSU will assume additional responsibilities associated with the resolution of these matters.

Working With Children – Child Safety Standards

The Victorian Government's Child Safe Standards have recently been changed, with new standards coming into effect on January 1, 2017. This is relevant to any industry where people come into contact with anyone under the age of 18. As UMSU operates the VCE Summer School Program, and the University enrolls students under the age of 18, UMSU (and the University) are required to comply with these new standards.

Over the next few months, UMSU will be making a number of changes to policy and procedure to ensure conformity with the new Child Safe Standards. Some staff may also be required to undergo training to ensure compliance with the revised Standards.

In order to comply with the revised standards UMSU will need to ensure that all staff, Office Bearers, Volunteer Program Directors, and any relevant UMSU Volunteers, have current Working With Children Checks (WWCC.) Casual staff may also require Checks, but this is subject to further discussion and will be dependent on the particular role.

In the first instance drafts of an UMSU Policy and Code of Conduct have been prepared and will be provided to Students' Council-elect for its consideration on November 30.

<p>It is recommended that Students' Council endorse the revision of all UMSU Staff and Volunteer Program Director Position Descriptions to support compliance with revised Child Safe Standards.</p>

Ground Floor, Union House – Volunteering Hub

MUSUL and the University have engaged an architect to prepare plans for the reconfiguration of the old Unistore space for use by UMSU as a Volunteering Hub.

Initial designs have been the subject of UMSU feedback and it is anticipated that the project will be completed by the end of March 2017.

Auditor Appointment 2017

ShineWing have been appointed to conduct the audit of UMSU's 2016 accounts.

MUSUL has also engaged ShineWing to undertake an in depth internal control review. This review may lead to recommendations that UMSU revise aspects of its finance procedures.

UMSU Bar

As indicated previously the capacity for UMSU to plan to operate the Bar is dependent upon outcomes in relation to Liquor Licence currently held by MUSUL.

In addition to the question of the Liquor Licence other outstanding issues are:

1. The finalisation of a Business Plan. UMSU Office Bearers undertook to review and update the Business Plan in conjunction with the consultant who prepared the initial plan, with a view to submitting a revised Business Plan to Council for its consideration. Any action in relation to staffing or expenditure in relation to the UMSU Bar can only take place once a Business Plan has been approved; and,
2. A Draft PD for a Bar Manager position has been prepared and submitted to the Steering Group for its consideration. No feedback has been received.

It is essential that Council establishes the status of the revision of the Business Plan with relevant Office-Bearers with a view to this matter being handed on to incoming student representatives.

Financial Reports

UMSU Financial reports for the period January 1 – October 31, 2016, were received on November 14 and have been distributed to staff and Office Bearers.

It has not been possible to undertake any analysis prior to the submission of this report.

Additional updates on this item will be provided as required.

Occupational Health & Safety

There are no major incidents to report.