

**University of Melbourne Student Union**



**Report of  
Justin Baré  
General Manager, UMSU**

**To Students' Council  
4<sup>th</sup> of April, 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. The Student Precinct Project;
2. Communications and Event Management;
3. The SSAF Consultative Group;
4. Student Success

### **Transfer of Corporate Service Provision**

The transfer of Corporate Service provision responsibilities away from MUSUL is progressing. UMSU Managers met with senior University Services Staff on Thursday March 16 to address the status of the transition and to identify issues that need to be addressed.

A summary of the key issues of each aspect of corporate service provision is detailed as follows:

#### *Finance*

University Services is managing UMSU's Accounts Payable and Accounts Receivable.

Work is ongoing in relation to the development of cash handling procedures to support UMSU operations.

University Services has undertaken to provide UMSU with initial monthly financial reports for 2017 and to develop and provide debtor reports to relevant UMSU organisational units.

UMSU will be meeting with University Services' Finance staff on Wednesday March 22 to discuss options for the delivery and management of strategic financial advice and analysis to UMSU.

#### *Facilities and Infrastructure*

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. UMSU has requested that clear information is provided that sets out those items that are included in standard service delivery to UMSU and those items which bear an additional cost. This will inform UMSU's approach to funding negotiations with the University.

## *Information Technology*

On Thursday March 16 UMSU met with University Services IT to address a range of issues relevant to the transition of IT service provision to the University. The primary focus of this discussion was to address the impact of transition on UMSU staff and student representatives. Feedback provided by UMSU will contribute to the development of the transition plan for IT and to communication with UMSU staff and student representatives in relation to access to IT support.

The transition of IT service delivery to the University is expected to occur on July 1, 2017. Existing support arrangements will remain in place until this time.

## *OHS*

OHS is an area of significant concern as UMSU is yet to receive advice from University Services in relation to appropriate mechanisms for UMSU to meet its obligations as an employer. This work was flagged as a priority at the meeting on March 16.

## *Payroll*

UMSU is working with University Services' Payroll and Finance teams to facilitate the transfer of employment responsibility to UMSU.

## **UMSU as an Employer**

On Friday March 17 UMSU and MUSUL finalised and signed an agreement that will transfer the employment of staff to UMSU. This Agreement also provides for the transfer of ownership of assets from MUSUL to UMSU (see below.)

The change of employer will take effect on April 7, 2017.

Details of this process were the subject of consultation with the NTEU and all staff were invited to attend a meeting on Tuesday March 21 to be briefed on the next steps. This meeting will have provided a forum for staff to ask questions or raise issues as relevant.

UMSU is in the process of applying for Workers' Compensation Insurance as part of meeting its legal obligations as an employer.

The recruitment process for the HR Manager has been finalised and a commencement date is subject to negotiation with the successful candidate's current employer.

## **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. UMSU is meeting with a representative of University Services Finance team on Wednesday March 22 to address matters of accounting and management associated to the ownership of assets.

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. A capital expenditure plan 2017-19 is being developed to inform UMSU's approach to these negotiations.

### **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.

On March 21 UMSU was received from the University that does not address the issues identified above and raises new questions that require resolution. UMSU will seek to address these matters in a meeting with the University.

### **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 been completed and UMSU is now in the process of ensuring that work meets acceptable standards and that any defects are rectified.

### **Audit 2016 & Financial Reports**

University Services have advised that they will commence the preparation and distribution of UMSU Financial Reports.

### **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. MUSUL have subsequently advised that additional information and advice is required before an Options Paper can be finalised.

In the interim the MUSUL Board will appoint the General Manager, UMSU, as nominee for the purposes of MUSUL's Liquor Licences. This means that:

- The General Manager will be completing relevant training by the end of March;

- For UMSU staff and student representatives the process for purchasing alcohol and for using the MUSUL Liquor Licence will be unchanged except that the process will be managed internally rather than through the CEO, MUSUL;
- MUSUL will provide casual staff resources to assist and support the General Manager in relation to the management of the purchase of alcohol; and,
- A long-term resolution to this matter will need to be determined by September, 2017, when it is anticipated that MUSUL will be formally wound up.

Details of this arrangement will be communicated formally to UMSU staff and student representatives in advance of their commencement around April 14, 2017.

### **Staffing**

A range of temporary variations to staffing arrangements have been made, or are in the process of being determined, in the Arts and Entertainment Division as a result of staff taking long service leave and staff absences due to illness or injury.

### **Occupational Health & Safety**

Ceiling tiles on Level 1 of Union House, near the Women's Room, have fallen out of place. No injuries were sustained and the matter has been reported to the University.