

**University of Melbourne Student Union**

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

**To Students' Council  
February 15, 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. The UMSU Harm Minimisation Initiative;
4. University staff and Club camps;
5. The UMSU Bar and Liquor Licencing

### **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.

#### *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 will meet on February 13 and will consider any additional 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 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.

### **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.

There is no definitive timeline for the transfer of this responsibility to UMSU; however, it is anticipated that the transmission of business will be completed by the end of March.

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. This position is being advertised currently and applications will be close on Friday February 17.

### **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 it 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.

### **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.

CICE have advised that UMSU will receive a final report in the week commencing February 13.

### **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.

An initial meeting to with the builder was held on Friday February 10 and the anticipated timeline for the completion of these works is 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**

UMSU and MUSUL have met with Colin Mann, Licencing Consultant, and determined that the following proposal should be assessed:

1. That MUSUL will transfer to UMSU existing Liquor Licences that relate to the Bar on Level 1 which would allow UMSU to:
  - a. Operate a bar;
  - b. Serve alcohol at UMSU events
  - c. Provide the potential for clubs and societies to serve alcohol under the terms of a Liquor Licence held by UMSU.
2. That UMSU will create a subsidiary entity to hold the Liquor Licence as previously agreed by Students' Council in 2015.

This proposal requires the MUSUL Board and the University's approval.

MUSUL has undertaken to meet the costs associated with the creation of any UMSU subsidiary entity.

Accordingly, the Bar Business Plan and staffing arrangements have been reviewed and will be addressed in other reports. Implementation of any decisions relating to the Business Plan or staffing arrangements need to be subject to the transfer of Liquor Licences to UMSU.

### **Staffing**

In addition to the Manager, Human Resources, recruitment processes for the Event Assistant position in Communications and Marketing is currently underway.

The Advertising and Sponsorship role has been filled.

### **Occupational Health & Safety**

There are no major incidents to report.

## **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.