

University of Melbourne Student Union

Meeting of the Students' Council

Agenda

12 PM, 27th March 2012

Meeting 6

**Location: 3rd Floor Training Rooms
Union House**

1. Procedural Matters

- 1.1 Election of Chair
- 1.2 Acknowledgement of Indigenous Owners
- 1.3 Attendance
- 1.4 Apologies
- 1.5 Proxies
- 1.6 Membership
- 1.7 Adoption of Agenda

2. Confirmation of Previous Minutes

- 2.1 28th of Feb
- 2.2 13th of March

3. Matters Arising from the Minutes

4. Correspondence

5. Office Bearers' Reports

- 2.1 Secretary
- 2.2 Environment (submitted for previous meeting)
- 2.3 Education Public (submitted for previous meeting)
- 2.4 Media (submitted for previous meeting)
- 2.5 Arts (submitted for previous meeting)
- 2.6 Welfare (submitted for previous meeting)
- 2.7 VCASA
- 2.8 President (submitted for previous meeting)

6. Standing Committee Reports

7. Other Reports

- 2.1 Justin Baré – Manager
-

8. Motions on Notice

- 2.1 Proposed finance regulations
- 2.2 Proposed Procedures for Student Representatives
- 2.3 Proposed Arts Grant Terms
- 2.4 VCAMSA Spending
- 2.5 Environment Spending
- 2.6 Media Spending

9. Other Business

- 2.1 **Smoking on Campus – University Policy Consultation**

10. Next Meeting

11. Close



University of Melbourne Student Union

Meeting of the Students' Council

CONFIRMED Minutes

12 PM, 28th March 2012

Meeting 6

**Location: 3rd Floor Training Rooms
Union House**

Meeting opened at 12:16pm

1. Procedural Matters

1.1 Election of Chair

Motion 1: That Mark Kettle be elected Chair

Mover: Mark Kettle

Seconder: Steph Field

CARRIED WITHOUT DISSENT

1.2 Acknowledgement of Indigenous Owners

So acknowledged

1.3 Attendance

Office Bearers

Quinn Oakley, Stephanie Field, Jonno Webb, Kara Hadgraft, Mark Kettle, Amy Jenkins, Ella Dyson, Vicky Smith, Rachel Deans, Sam Vero, Belinda O'Connor, Anna Morrison, Ruthie Hambling, Max Denton, Scott Whinfield, Alice Dawes, Devrim Van Dijk.

Students' Councillors

Patrick Clearwater, Mercedes Marsh, Galih Pangetsu, Sarina Murray, Esther Bohmer, Madee Clark, Steph Met, Steven Burak, Ying Amy Chen, Joanna Jellie, Lachlan Russel, Jason Lim, Bridie Walsh

Other

Zoe Efron

1.4 Apologies

Stephen Smith, Bridie Walsh

1.5 Proxies

Stephen Smith to Steph Met

Bridie Walsh to Mercedes Marsh

1.6 Membership

Ticket Appointment is occurring to the Enviro and Arts committees – full details next council

1.7 Adoption of Agenda

Motion 2: That the agenda be adopted with the following alterations: that 5.9 Clubs and Societies OB Report, 5.10 Education Academic, 5.11 Media OB report and 5.12 Wom*ns OB report be added, and the Agenda reorganised to jump from 4:correspondence to 8: Motions on Notice to 7: Other Reports to 5:OB Reports to 9:Othe Buisness

Moved: Mark

CARRIED

2. Confirmation of Previous Minutes

2.1 28th of Feb

2.2 13th of March – Alterations sought that Education Academic and the President both submitted written reports, and the Steven Burak be spelt with a 'v' not a 'ph'.

Motion 3: That Students' Council accept both previous minutes as a true and accurate record.

Mover: Mark Kettle

CARRIED

3. Matters Arising from the Minutes

No Issue

4. Correspondence

None

8 Motions on Notice

8.1 Proposed finance regulations

Sam Vero spoke, explaining the need for changes to the UMSU Financial Regulations so that UMSU can get a Credit Card, to be held by the General Manager, and available to Student Office Bearers for purchases. The credit card will be under the same process as any other money transfer in UMSU.

Esther spoke about how much a Credit Card was needed, and how good it will be for the Office Bearers to quickly be able to pay for things.

Motion 4: That Students' Council approve updated finance regulations as below:

20 UMSU Credit (or Debit)Card

20.1 An UMSU credit card may be used only in for transactions that comply with the other regulations set out in this document.

20.2 The Senior Staff member of UMSU is eligible to hold an UMSU credit card; this does not include Student Office Bearers.

20.3 Conditions of Use by Cardholder

20.3.1 The cardholder must sign the Card immediately upon receipt.

20.3.2 The Card cannot be used to obtain cash advances.

20.3.3 The Card is only to be used for official UMSU expenditure.

20.3.4 No personal transactions may be charged to the card

20.3.5 Should a monthly statement comprise of both UMSU and personal expenditure, the Cardholder prior to reconciling the balance should pay the personal expenditure component direct into the card account.

20.3.6 Card expenditure must be reconciled with the relevant financial staff within five business days of the receipt of the Card statement.

20.3.7 Breach of the conditions of these regulations may result in cancellation of the Card and/or lead to disciplinary action against the cardholder.

20.3.8 In all cases of misuse, UMSU reserves the right to recover money from the cardholder.

20.3.9 The card will be subject to a daily expenditure limit as agreed with UMSU's bank which will not exceed \$5 000.

20.4 The Cardholder has certain responsibilities in holding the card:

20.4.1 The Cardholder is responsible for all expenditure incurred on the Card.

20.4.2 The Cardholder must ensure that the card is used in accordance with the Bank Credit Cardholder agreement.

20.4.3 The Cardholder must ensure that all transactions are clearly documented, and must retain original receipts as transactional evidence, including those transactions made electrically, by phone, or

by mail.

20.4.4 The Cardholder must retain all original documentation (receipts and invoices) outlining any GST component of a bill.

20.4.5 The Cardholder must keep details of the card confidential.

20.4.6 The Cardholder must keep the card secure.

20.4.7 Lost cards must be immediately reported.

20.4.8 The Cardholder releases, indemnifies and shall keep indemnified MU Student Union Ltd / UMSU, its officers and members in respect of all liability, actions, proceedings, suits, demands, claims and costs of every description which they or anyone or more of them may incur or receive at law or otherwise, directly or indirectly relating to or arising from the Cardholder's use of the Card.

20.5

20.5.1 Card expenditure must be reconciled with the MU Student Union Ltd. Finance Department within 5 business days of each monthly statement.

20.5.2 If Card expenditure is not reconciled or reimbursed within 10 business days of a monthly statement, or a plausible explanation has not been received by the MU Student Union Ltd. Finance Department for such a failure the card may be cancelled and the cardholders salary debited for the amount outstanding, subject to consultation with UMSU President and UMSU Secretary.

20.6 Goods and Services Tax

20.6.1 The Cardholder must retain all original documentation (receipts and invoices) outlining any GST component of a bill in accordance with these Regulations.

20.7 Termination of Cardholder Employment

20.7.1 Prior to departure, termination of duties, or transfer to a position that does not warrant use of a Card, the Cardholder must reconcile all expenditure on the Card account.

20.7.2 It is the responsibility of the departing Cardholder to ensure that his / her account is settled prior to departure.

20.7.3 UMSU may recover amounts in arrears from the Cardholder's salary or institute legal proceedings to recover any such amounts.

20.7.4 The Card must be surrendered to the relevant party on termination of employment.

20.8 An individual must be provided with §20 of these regulations prior to becoming a Cardholder.

20.9 Cancellation of Credit Card

20.9.1 UMSU may cancel any Card by a resolution of Students' Council.

Mover: Samuel Vero

Seconder: Isabelle Kingshott

CARRIED WITHOUT DISSENT

8.2 Proposed Procedures for Student Representatives

Sam Vero spoke, outlining the additions to the terminations procedures to ensure continuity from year to year with FaceBook accounts, voicemail codes and other Social media platforms. A change from passwords” to “access rights” was requested and acceptable to the mover by Amy Jenkins

Motion 5: That Students’ Council approve the updated Procedures for Student Representatives as follows:

14. Termination of Office Bearer Positions

14.1 This section applies to all methods of termination including the exhaustion of a term in office.

14.2 In order to receive the final payment of their term in office, Office Bearers must, in accordance with the fields set out in the SOB Termination Checklist:

14.2.1 Handover all access rights and other access details for any accounts including UMSU computers (unless continuing for another term) and social media accounts pertaining to their office’s activities.

14.2.2 Handover voicemail access codes for their office phone.

14.2.3 Complete a final report in the template provided by the UMSU secretariat.

14.2.4 Return office keys.

14.2.5 Return any outstanding loan items to the Rowden White Library

14.2.6 Ensure that their office is clean

14.2.7 Provide to the organisation all minutes and finance documents yet to be finalised.

14.2.8 Handover parking permits if any.

14.2.9 Provide an archive consisting of any of the following items not required by the incoming Office Bearer:

Letters

Pamphlets

Posters

Flyers

Files

Photographs

Video recordings

Audio recordings

T-shirts

Computer files

Banners

14.2.10 The UMSU General Manager and the UMSU Secretary will be responsible for ensuring the office bearers are provided with further instructions in relation all termination arrangements prior to November 30 each year.

Mover: Samuel Vero

Secunder: Isabelle Kingshott

CARRIED

2

ABSTENTION

8.3 Proposed Arts Grant Terms

Changes needed to the Arts Grants system, as there are no Union Members any more.

Motion 6: That Students' Council approve new terms for Arts Grants as below (changes from previous terms in italics):

Proposed Arts Grants Terms*

1. *Individual grant applicants must be students of the University of Melbourne. If the application is for a group project, 66% of the applying group must be University of Melbourne students; this shall apply unless the committee deems some special circumstance warrants an exemption (e.g. training is to be provided to University of Melbourne students).*
2. Grants may be used on any type of artistic project including, but not limited to, performing arts, creative writing, visual arts, music, film and media.
3. The Arts Committee will award grants for an amount deemed appropriate to the merits of the proposal to a *maximum of the grants budget divided by the year's numbers of grant rounds divided by five, so long as the result of this formula is not lower than \$500.*
4. **The applicant/s must arrange a consultation with the Arts Officers prior to submitting a grant application. No application will be considered unless this condition is fulfilled.**
5. Applications will only be considered if the form is completed correctly and all additional information is provided as detailed below.
6. Grant applications must be submitted prior to the completion of the project. No retrospective applications will be considered.
7. Applicants must set a specific time limit in which the project will be completed.
8. No grant funding will be permitted for events used to promote explicitly, or by their nature imply, racist, sexist, homophobic or militaristic views.
9. Arts Grants will not be given for work that is part of course assessment.
10. Applicants must make all information regarding their project available to the Arts Committee. Information not submitted with the application cannot be used to positively influence the Committee's decision.
11. The Arts Committee strongly encourages and looks favourably on experimentation, innovation and new works created by students.

Clause Deleted

All decisions made by the Arts Committee are final and may only be reviewed by an appeal to the UMSU Student Council.

12. If any condition of the grant is breached the Arts Committee has the right to revoke or partially revoke the grant depending on the circumstances. In such circumstance the applicant may be required to refund money already granted.

*In establishing these terms, the Arts Committee recognise that cultural expression itself is, and should be beyond institutional control, but that clearly articulated institutional values, principals and strategies can significantly aid and improve the development, understanding and benefits of cultural programs.

Moved: Alice Dawes
CARRIED
ABSTENTION

Seconded: Samuel Vero

1

8.4 VCAMSA Spending

Motion 7: That Students' Council approve the following spending from the VCAMSA Budget line:

- Up to \$130 to be reimbursed to Jacob Battista to be spent on the purchase of a vacuum cleaner and sandwich press for the VCAMSA space from the budget line repairs and maintenance.
- Up to \$300 be reimbursed to Jacob Battista for the purchase of materials and goods from the budget line special projects and events so that VCA students can decorate the street for the 40th Birthday Party.
- \$75 to be reimbursed to Jacob Battista for the purchase of laminating sleeves for the laminator.

Further that Students' Council approve that the following be moved from budget line Orientation Expenses:

- \$500 into the Stationary line
- \$1000 into repairs and maintenance
- \$500 into Special Projects and Events

Moved: Jacob Battista
CARRIED

Seconded: Samuel Vero

8.5 Environment Spending

The Enviro Committee has met and approved the budget and some spending, but more spending needs to occur for next week for and easter egg hunt and subsidies for attending iDEA

Motion 8: That Students' Council approve the following expenditure from the Environment Department Budget:

- \$300 to subsidise attendance to the iDEA health and environment conference in April from budget line 'Special Projects and Events' (3839)
- \$300 for the environmental Easter egg hunt from budget line 'Special Projects and Events' (3839)

Moved: Rachael Deans
CARRIED

Seconded: Ruthie Hambling

8.6 Media Spending

Motion 9 :That Students' Council approve the following expenditure from the Media Department Budget:

- \$500 for the Edition 2 launch party from budget line budget line Events 3622 (Food and Beverage)
- \$150 for payment for the Mark Knight cartooning workshop from the budget line Training and Development 03 70 700/3161

Moved: Vicky Smith
CARRIED

Seconded: Samuel Vero

7. Other Reports

7.1 Justin Baré – Manager

Discussion surrounding Justin Baré's report to council. Due to the need for by-elections for the Indigenous Department, Burnley and VCAMSA, money needs to be moved from the Whole of Union budget line to the the Elections Budget line, and Council needs to approve Justin as the Returning Officer for the by-election.

Motion 10: To approve the transfer of \$3000 from the Whole of Union budget line, to the Elections budget line, for the purposes of the by-election.

Mover: Mark Kettle

Secunder: Sam Vero

CARRIED

Motion 11: To accept Justin Baré's report and recommendations

Mover: Mark Kettle

CARRIED

5. Office Bearers' Reports

Esther Bohmer suggests to allow discussion about all the OB reports and then move them en bloc. General consensus agrees with this. Questions asked during this period are under each item.

5.1 Secretary

5.2 Environment (submitted for previous meeting)

5.3 Education Public (submitted for previous meeting)

5.4 Media (submitted for previous meeting)

5.5 Arts (submitted for previous meeting)

5.6 Welfare (submitted for previous meeting)

Amy Jenkins would like it noted that Wom*ns was spelt wrong in the Welfare report.

5.7 VCASA

5.8 President (submitted for previous meeting)

5.9 Clubs and Societies

Zoe Efron asked about how C and S is going to have all their events on the website, and if Clubs can submit posters to go on the website.

Steph replied that Fiona puts events on the website currently, and there is a way to put posters and publicity up there.

Zoe asked for clarification re: the running of AGM's

Steph and Quinn replied that the OB's will go to any club's AGM/SGM if the club is having issues or are confused about the process.

5.10 Education Academic

5.11 Media

5.12 Wom*ns

5.13 Enviro (verbal)

Enviro have run Play with your food, and Ride to work breakfasts which have been successful. This Friday is an Earth Hour event, in North Court, organised in conjunction with the University and Evie.

Motion 12: To accept all the Office Bearers' reports en bloc.

Mover: Mark Kettle

CARRIED

6. Standing Committee Reports

None

9. Other Business

9.1 Smoking on Campus – University Policy Consultation

Mark has received correspondence from the University regarding the potential banning of smoking on campus. Mark would like to alert Students' Councillors to this and ask for input about how a student consultation should occur.

General discussion about having an online survey, publicising it via the Portal and flyering. Major points:

- Dislikes breathing in smoke, but will it discourage student life on campus, if people are going to leave to smoke?
- Maybe the University should consider encouraging a better smoking environment – bring in more enviro tubes for butts etc
- How will the policy be enforced?
- Will clubs be hindered perhaps, as their members are smokers, so will leave campus?
- Will smokers all just stand on the footpath, meaning everyone has to walk through a smoke cloud anyway?
- Maybe we should consider specific smoking areas to start with?

Esther Bohmer left

- Will tenants be enforcing the rule? Will it be a blanket ban?

10. Next Meeting

Tuesday the 24th April in JOE NAP B – PLEASE NOTE CHANGE OF VENUE

11. Close

Meeting closed at 12:54

