

DEAKIN UNIVERSITY STUDENT ASSOCIATION INC

# **STUDENT COUNCIL MEETING MINUTES**

5th MEETING

24 May 2018

11:00AM

Waurm Ponds – Room LC1.003





★ Indicates starred item

## DUSA Student Council

Thursday 24 May 2018  
Commencing at 11:00AM  
Waurm Ponds Campus – Room LC1.003

The meeting notes that it meets on the land of the Wathaurong people and we pay our respects to their elders past and present and emerging.

### Procedural Matters

#### 1.0 Welcome

- 1.1 The Chair, Lauren Hustwaite formally welcomed all in attendance and declared the meeting open at 11:00AM.

#### Present

Lauren Hustwaite	President and Chair
Jacinta Spithill	Vice President
Jean-Marc Kurban	General Secretary
Nick O'Neill	Assistant General Secretary
Tegan Whitten	Education Officer
Amogh Chakravarthy	Community Engagement Officer
Alannah Buller	Social Engagement Officer
Dani Timtschenko	Welfare Officer

#### Present for Debate

Vanessa Agar	Queer Officer
Alex Zhang Wang	International Officer
Tam Hovenga-Wauchope	Burwood Campus Coordinator

#### By Invitation

Sue Rolland	General Manager
Tania Evans	Retail Manager
Robyn Barnden	Services Manager
Lee Emberton	Student Engagement Manager

#### Observers

None

#### Minute Taker

Annette Allen	Executive Officer
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#### 1.2 Apologies

Peg O'Keefe	Warrnambool Campus Coordinator
Abir Mahmud	Geelong Campus Coordinator
Josh Gilligan	Cloud Campus Coordinator
Gavin Hodgkinson	Advocacy Manager

#### 1.3 Absent

None

## 2.0 Question Time

The Chair advised no questions had been received prior to the meeting, and asked if there were any questions. None were received.

## 3.0 Starring

- 3.1 The following items were starred for further discussion (*including automatic starring as per agenda*):
- 3.2 To consider a recommendation from the Chair that all remaining unstarred reports be received without further discussion.
  - 3.3 To consider a recommendation from the Chair that all remaining unstarred items on the agenda be received and that all recommendations therein be approved without further discussion.
  - 4.1 Minutes of the Student Council meeting dated 19 April 2018
  - 4.2 Actions arising from the Minutes
  - 5.0 Requests for Leave of Absence received from Jacinta Spithill and Peg O'Keefe
  - 7.0 Strategic Matters of Importance
  - 9.0 Policy, Procedures and Systems
  - 9.1 Monthly compliance reporting
  - 10.0 Reports and Operational Matters
  - 10.1 Human Resources
  - 10.2 Finance Report and Profit & Loss
  - 11.0 Minutes of DUSA's Committees Received
  - 12.0 Reports Received
  - 13.0 General / Other Business
  - 13.1 Map Your Future
  - 13.2 Dissemination of Deakin University Community Bank Funds
  - 13.3 Gifted Grants Policy & Procedure
  - 13.4 Project Proposal – Club Report
  - 13.5 Improving Student Safety – Project Proposal
  - 13.6 Rainproofing Position Paper
  - 14.0 Next Meeting
  - 15.0 Meeting Closed

## Items Requiring Resolution

- 3.2 To consider a recommendation from the Chair that all remaining unstarred reports be received without further discussion.

**SC01/240518:**

**The Student Council agrees that all remaining unstarred reports be received without further discussion**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Jacinta Spithill</b>
<b>For:</b>	<b>8</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>

**Carried**

- 3.3 To consider a recommendation from the Chair that all remaining unstarred items on the agenda be received and that all recommendations therein be approved without further discussion.

**SC02/240518:**

**The Student Council agrees that all remaining unstarred items on the agenda be received and that all recommendations therein be approved without further discussion**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Amogh Chakravarthy</b>
<b>For:</b>	<b>8</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>

**Carried**

### 4.1 Minutes of the Student Council Meeting

The Chair advised she would move a motion to accept the Minutes of the previous Student Council meeting held on 19 April 2018. The Executive Officer advised that an amended version of the April Minutes had been distributed after an omission in the minutes had been corrected.

**SC03/240518:**

**That the Minutes of the Student Council Meeting dated 19 April 2018 be confirmed as a true and accurate record of proceedings**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Nick O'Neill</b>
<b>For:</b>	<b>8</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>

**Carried**

### 4.2 Actions Arising from Minutes

The Chair referred to the Action Sheet to update the status of action items from previous meetings.

***Circulate information to Student Council regarding taxation issues discussed at the January meeting***

The Chair advised that the Cloud Campus Coordinator did circulate an email regarding this. Strike from action list.

***Vice-President to head up a project to look at campaigning and awareness around the capping to the grants scheme, with assistance from the Education Officer and Welfare Officer***

The Vice-President advised this had been discussed at a recent Student Rights Committee meeting, however further discussions need to take place. The next step for this project is to get out on campus to talk to students about this issue.

The Chair asked the Board if everyone was happy to get on-board and assist with this project, and noted that it would be beneficial to have involvement at Campus Committee level at the Campus meetings.

The International Officer advised he would like to assist with this project.

Item ongoing.

**Action:** Add the International Officer to the action item for this project

***General Secretary to be included in action item relating to the campaign and awareness around the capping to the grants scheme***

The Executive Officer confirmed this item has been completed. Strike from action list.

***Social Engagement Officer and Student Engagement Manager to follow up with the Deakin Law Student Society to monitor the progress of their application and how funding is expended***

The Chair noted that this action should have been allocated to the Social Engagement Officer and not the Education Officer and requested this be amended.

The Social Engagement Officer advised a meeting had been held this morning with the Student Engagement Manager. She further advised that she and Student Engagement staff member, Alice Moran will work with the Deakin Law Student Society to keep abreast of how the funds are being expended. Item ongoing.

***President to write a letter of thanks to the Vice Chancellor***

The Chair advised that she had spoken with our Marketing and Communications Supervisor to assist with drafting this letter. However, we will hold off on sending the letter until closer to the Vice Chancellor's departure date. Item ongoing.

## 5.0 Requests for Leave of Absence

The Chair advised two requests for leave of absence had been received. The Vice-President has requested a leave of absence for the period 18 June to 4 July inclusive, and the Warrnambool Campus Coordinator has requested a leave of absence for the period 1 June to 29 June inclusive, and she would now move two motions to approve these requests.

**SC04/240518:**

**That the Student Council approves a leave of absence for Jacinta Spithill for the period 18 June to 4 July inclusive**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Dani Timtschenko</b>
<b>For:</b>	<b>7</b>	<b>Against:</b>	<b>0</b>
			<b>Abstain:</b> <b>1*</b>
<b>Carried</b>			<i>* Jacinta Spithill</i>

**SC05/240518:**

**That the Student Council approves a leave of absence for Peg O'Keefe for the period 1 June to 29 June inclusive**

**Moved: Lauren Hustwaite**

**Seconded:**

**Jean-Marc Kurban**

**For: 8**

**Against:**

**0**

**Abstain: 0**

**Carried**

## **6.0 Board Grant Applications**

The Chair advised that no board grant applications had been received for this meeting.

## **7.0 Strategic Matters of Importance to Members**

The Chair advised that no items had been received, and asked if anyone had anything they would like to discuss under strategic matters.

The Chair spoke to the recent media around the proposed Geelong Convention Centre which is slated to be built on the current site of the Waterfront Campus car park. This has the potential to be very disruptive to students, however is conditional on 540 new car parks being provided close to Waterfront Campus. We will continue monitoring this issue.

The Chair advised that the 2018 budget had been released, and as expected, University funding will remain frozen until 2020, as was previously noted in the mid-year financial outlook. There will still be some funding available for regional students.

The Council noted that the General Secretary had created a budget fact sheet, and this will be pushed through to Marketing and Communications to be finalised before going up on social media.

The Chair advised that the search had commenced for a new Vice Chancellor, noting that the search was also International, with applications closing on 28 May and interviews to be held in August.

The Chair further advised that she had been invited to sit on the selection committee, which is very good for us as an organisation to have a student representative on the selection panel. The Chair confirmed that she would keep the Council updated on any progress and will send around a link to the University's webpage regarding the search for a new Vice Chancellor as it is interesting to read and see what they are looking for. Discussion ensued.

## **8.0 Regulations and Constitution**

The Chair advised there were no items for discussion under Regulations and Constitution, however there will be some proposed amendments coming up at the next meeting.

## **9.0 Policy, Procedure & Systems**

### **9.1 *Monthly Compliance Reporting – May***

The Chair advised the status of financial compliance reporting due in May had been provided in the Agenda, and unless there were any questions regarding this she would move on to the next item.

## **10.0 Reports and Operational Matters**

The Chair advised that she would refer to the General Manager to provide an update on Human Resources and Finance.

10.1 **Human Resources**

The General Manager spoke to this item and advised there have been a couple of new starters over the last month. Siobhan Kavanagh and Mary Stuart have both joined the Advocacy Team.

The staff Conference is being held on Monday and Tuesday next week, and this is the first time DUSA staff have got together as a group at this type of event. The conference will be an opportunity for everyone to get to know each other better and get a better picture of what we all do. Currently as an organisation we have a lot of silo's and this conference is one way of breaking that down and working toward shifting the culture of DUSA. Culture change can take 5 years to implement, and we are currently around half way through this process.

Interviewing has commenced for our new interns and the General Secretary has been involved in this process.

We have a new starter at Front of House at Burwood, with Anita commencing last week and currently undergoing her induction. Anita was one of 500 applicants for this position and comes from a retail background.

10.2 **Finance Report & Profit and Loss**

The General Manager spoke to this item and advised that everyone would have seen the month-end figures looking a little odd this month due to the changes being implemented in accounting and reporting, with some items now being spread across months. Until this settles down, it would be better to look at the YTD figures to get a clearer picture of the current financial status. Savings are continuing to be made on some of our expenses.

The General Manager took questions on the financial figures, and will revert back with answers on questions relating to the 2010 figures.

The Chair asked if everyone was feeling comfortable reading the Profit and Loss and finance reports, and reiterated that the General Manager would be happy to take questions at any time should anyone require clarification.

11.0 **Minutes of DUSA Committees**

The Chair advised that the Minutes of DUSA's Committees received this month were from the Burwood Campus Committee for its meeting held on 23 April, and the Warrnambool Campus Committee for its meetings held on 19 April and 30 April. She noted that there were some points of clarification required for the Warrnambool minutes and we would hold off endorsing these at this meeting. Therefore, we will only be endorsing the minutes received from the Burwood Campus Committee today.

The Chair further advised that the minutes of the Executive Committee Meetings and Student Rights Committee Meeting had not been submitted yet and would be submitted for endorsement at the June meeting.

**SC06/240518:**

**That the Student Council receive the Minutes of DUSA's Committees and resolutions therein be endorsed as decisions of DUSA**

**Moved: Lauren Hustwaite**

**Seconded: Jacinta Spithill**

**For: 8**

**Against: 0**

**Abstain: 0**

**Carried**



## 12.0 DUSA Reports

The Chair referred to the reports received and asked whether anyone would like to speak further to their reports.

The General Secretary advised that there was one amendment to his report regarding Warrnambool, in that he had noted that feedback had been provided to the Student Engagement Team, and this has not occurred yet.

The Chair advised she would now move a motion to accept all reports submitted, with a note that there is a point of clarification that needs to be made regarding the Warrnambool Campus Coordinator's report and we will hold off on accepting this report.

### SC07/240518:

**That the Student Council receive all presented and written reports.**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Jean-Marc Kurban</b>
<b>For:</b>	<b>8</b>	<b>Against:</b>	<b>0</b>
<b>Carried</b>		<b>Abstain:</b>	<b>0</b>

## Items for Discussion

### 13.0 General / Other Business

The Chair advised that there were a number of items for discussion under general business and she would refer to the Welfare Officer to speak to the first item.

#### 13.1 Map Your Future

The Welfare Officer spoke to this item providing an outline of the Map Your Future program. She further advised that they are looking at contacting the DRC (Disability Resource Centre) to ensure there are no conflicts with what they are doing.

Discussion ensued.

### SC08/240518:

**That the Student Council approves the 'Map Your Future' project proposal conditional on consultation with DRC and their subsequent approval**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Jean-Marc Kurban</b>
<b>For:</b>	<b>8</b>	<b>Against:</b>	<b>0</b>
<b>Carried</b>		<b>Abstain:</b>	<b>0</b>

#### 13.2 Dissemination of Deakin University Community Bank Funds

The General Manager spoke to this item and advised we have been provided with \$3,000 to put toward students projects, and relating to this item we also have the 'gifted grants policy and procedure' for discussion further down the agenda.

The General Manager advised that the Student Engagement Manager will be advising Clubs that they can submit proposals for this funding and we hope to have some submissions for review at the next meeting.

#### 13.3 Gifted Grants Policy & Procedure

The General Manager spoke to this item noting this policy has been included in the agenda for approval at this meeting.

Discussion ensued.

The Assistant General Secretary confirmed that this has been written based on the WIGS that were developed at the 2017 conference.

**SC09/240518:**

**That the Student Council accepts and endorses the Gifted Grants Policy and Procedure as submitted**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Jacinta Spithill</b>
<b>For:</b>	<b>8</b>	<b>Against:</b>	<b>0</b>
<b>Carried</b>		<b>Abstain:</b>	<b>0</b>

13.4 Project Proposal – Club Report

The Social Engagement Officer spoke to this item and advised that she and the General Secretary had had discussions with the Student Engagement Team around issues with Clubs engagement. Although numbers for clubs memberships are fairly stable, engagement seems to be decreasing. There are also some issues with Cloud Campus as they are the second largest campus, and also issues around clubs policies and procedures.

The General Secretary advised the project proposal is centred around consulting, reviewing and evaluating certain policies with clubs executives, and filling in the gaps of information that we don't necessarily have access to now. He further advised that this should be done each year as clubs and societies are one of our largest contributors to student life, student engagement, leadership, sports and culture, and given this, we should have more open and active discussions with them.

The Chair advised she had opened up discussions on this proposal via email, and the Student Engagement Manager had also circulated an email which articulated further information as well.

The General Secretary further advised that engagement can mean different things to different clubs, i.e. sporting clubs vs science based clubs, and we need to look at what engagement would look like with the different types of clubs.

Discussion ensued on the accessibility to club events for students not on specific campuses and not being able to attend events.

The Vice President agreed with the importance of engaging with clubs, however noted that there is some uncertainty as to how we measure this engagement. Would this be in the form of surveys or face to face meetings?

The General Secretary confirmed they would meet with the Student Engagement team to discuss what type of information we want to see. He then provided an outline of what the next steps would be.

Discussion ensued regarding:

- Looking at successful clubs vs clubs that may be struggling and ascertaining what the barriers might be for struggling clubs.
- What engagement would look like and how we would go about this.
- Delegation down to Student Representatives as an 'engagement project' to have discussions with Clubs Executives.

- DUSA having a broader involvement with clubs to create better connections and expand on our connections with Clubs Executives to open pathways to bring issues back to the Board.
- Having better collaboration between clubs when running events at the same time.

The Vice President noted that she feels a great deal of dedication towards our clubs and would like to be involved and included in this project.

The Education Officer advised she would be happy to be involved in this project, and include faculty based clubs as well.

The Chair noted that the Student Engagement team are doing some really good work in this space at the moment, and the creation of a Clubs Events Calendar will be a great resource.

The Student Engagement Manager spoke to the various clubs planning events at the same time, which resulted in the need for the clubs events calendar. The University encourages student clubs to work together, and this goes back to clubs executives to liaise with each other and work collaboratively. He advised that in general he is in favour of this proposal, but cautions against going out to clubs executives asking them what they want from DUSA, as clubs need to work within guidelines that are practical and manageable from our perspective.

The Chair advised there still needs to be some further work done on this with some parameters set down in the project proposal. She further advised that work could start on the project by commencing Step 1 and Step 2, with questions being brought back to Student Council at the June meeting for further discussion and approval, before proceeding to the next steps in the proposal. There is scope for this to be an excellent body of work, while still meeting anticipated completion dates. The funding model will also need to be reviewed.

**SC10/240518:**

**That the Student Council approves commencement of the Club Report Project Proposal to assess appropriate questions, identify clubs to contact, and the manner in which we engage with clubs to be in alignment with DUSAs strategic plan as an organisation**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Jean-Marc Kurban</b>
<b>For:</b>	<b>8</b>	<b>Against:</b>	<b>0</b>
<b>Carried</b>		<b>Abstain:</b>	<b>0</b>

13.5 Improving Student Safety – Project Proposal, and

13.6 Rainproofing Position Paper

The Burwood Campus Coordinator spoke to this item and advised she would like to improve student safety at Burwood Campus by having DUSA advocate for improvement of the stairs in the multi-level car park. There is a great deal of risk regarding potential injury when using these stairs when it is raining. She has had discussions with the Vice President who suggested a project proposal be written, and she would now like some guidance on what the next steps should be.

Discussion ensued.

The General Manager advised that this was raised as an issue with the University last year by the then DUSA President, and cost was a major factor at that time.

Further discussion ensued.

The Chair noted that there seemed to be general agreement that further work on a position paper could be done.

**SC11/240518:**

**That the Student Council accepts and supports the Improving Student Safety project proposal**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Alannah Buller</b>
<b>For:</b>	<b>8</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>

**Carried**

The Chair advised she would now move the meeting in camera.

**SC12/240518:**

**That the Student Council move In Camera at 12:22PM**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Nick O'Neill</b>
<b>For:</b>	<b>8</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>

**Carried**

**SC13/240518:**

**That the Student Council move Out of camera at 12:31PM**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Dani Timtschenko</b>
<b>For:</b>	<b>8</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>

**Carried**

## Items for Noting

### 14.0 Next Meeting

The Chair advised the next meeting of the DUSA Student Council was scheduled for Thursday 21<sup>st</sup> June via VMP.

### 15.0 Close of Business

There being no further business, the Chair declared the meeting closed at 12:32PM.