

DEAKIN UNIVERSITY STUDENT ASSOCIATION INC

# STUDENT COUNCIL MEETING MINUTES

2nd MEETING

22 February 2018

11:00AM




VMP 39382 (03 5223 9382)

Burwood DUSA Building A Meeting Room

Waterfront – Room AD1.122

Waurm Ponds – Room KA4.622



-  Indicates starred item
-  Indicates document attached
-  Indicates document absent



## DUSA Student Council

Thursday 22 February 2018  
Commencing at 11:00AM  
VMP 39382

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

### Procedural Matters

#### 1.0 Welcome

- 1.1 The Chair, Lauren Hustwaite formally welcomed all in attendance and declared the meeting open at 11:06AM.

#### Present

Lauren Hustwaite	President – 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

#### Present for Debate

Vanessa Agar	Queer Officer
Alex Zhang Wang	International Officer
Josh Gilligan	Cloud Campus Coordinator
Abir Mahmud	Geelong Campus Coordinator
Tam Hovenga-Wauchope	Burwood Campus Coordinator
Peg O'Keefe	Warrnambool Campus Coordinator

#### By Invitation

Sue Rolland	General Manager
Tania Evans	Manager – Bookshop & Retail
Robyn Barnden	Services Manager
Gavin Hodgkinson	Advocacy Manager

#### Observers

None

#### Minute Taker

Annette Allen	Executive Officer
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#### 1.2 Apologies

Lee Emberton	Student Engagement Manager
Dani Timtschenko	Welfare Officer

#### 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 25 January 2018
  - 4.2 Actions arising from the Minutes
  - 7.0 Strategic Matters of Importance
  - 8.0 Regulations and Constitution
    - 8.1 Proposed amendments to General Regulations
    - 9.0 Policy, Procedures and Systems
      - 9.1 Monthly compliance reporting
      - 9.2 New DUSA Policies
  - 10.0 Reports and Operational Matters
    - 10.1 Human Resources
    - 10.2 Finance Report and Profit & Loss
    - 10.3 Minutes of OH&S Meeting
  - 11.0 Minutes of DUSA's Committees Received
  - 12.0 Reports Received
  - 13.0 General / Other Business
    - 13.1 Update on Website - PACE
  - 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.

### SC01/220218:

**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>7</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>
<b>Carried</b>			



- 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.

**SC02/220218:**

**The Student Council agrees that all remaining unstarred items on the agenda to 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>7</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 25 January 2018.

**SC03/220218:**

**That the Minutes of the Student Council Meeting dated 25 January 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>7</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 the January meeting.

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

The Cloud Campus Coordinator spoke to this item and advised that he was waiting on further advice regarding this matter before he could proceed, and once he had received this he would distribute the information to Student Council. In Progress.

***Provide the annual compliance reporting schedule to Student Council***

The Executive Officer confirmed she had circulated this document. Item completed.

***Circulate the document referred to during the Retail Managers verbal report, together with a copy of the Retail Doctor report to the Student Council for their information***

The Chair noted that these documents had been circulated to Student Council on 31 January. Item completed.

Discussion ensued regarding the importance of Student Council reading the documents that had been provided by the Retail Manager as they contained important information regarding the DUSA bookshop.

**5.0 Requests for Leave of Absence**

The Chair advised that no requests for leave of absence had been received.

## 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 raised the issues regarding the Higher Education Reform Package and the capping of the Commonwealth Grants Scheme and how these could impact Deakin, and noted that she and the General Manager will discuss both of these issues during their meeting tomorrow with the Vice Chancellor.

The Chair noted that the University of Newcastle had recently received some very bad press around hazing rituals during O'Week. She advised that this very much ties into the 'Consent Matters' modules which are still available, and she asked for a show of hands from Student Council as to who had completed this training.

The Chair requested an action item be recorded for all Student Council members to complete the consent matters training before the next Student Council meeting in March.

<p><b>Action:</b> All Student Council members must complete the 'consent matters' training module before the March Student Council Meeting.</p>
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The Chair advised that 'Response to Disclosure' training was currently being run for Deakin staff and we have been invited to participate in this. The Chair further advised that she would provide further information regarding this and discuss this with Student Council off-line with a view to participating in this training.

The Chair advised that press coverage around the Australian Human Rights Commission Report which was released last year has died down a little, however this could resurface again once O'Week gets underway with the potential of more press releases around hazing rituals.

The Chair advised that International Women's Day is on the 8<sup>th</sup> of March, and she recommended that everyone attend this if they can.

The Chair advised that International Students Week had been held recently, and it had been great to see that attendance numbers at Burwood and Geelong had doubled from last year's attendance.

## 8.0 Regulations and Constitution

The Chair referred to the General Secretary to speak to the proposed amendments to the General Regulations.

- 8.1 The General Secretary advised these amendments are one of the projects that the Assistant General Secretary has been working on and he would refer to him to provide information on the changes.

The Assistant General Secretary advised that at the January meeting there had been discussions around changing some of the cross-referencing from the General Regulations to the Constitution, as over the years amendments had been made to the Constitution with renumbering of clauses and this had not been reflected in the Regulations as cross-referencing had not been checked to ensure the correct clauses were being referenced.

The Assistant General Secretary further noted that there was one amendment that had not been included in his 'summary of changes' document which related to changes to the wording under the Community Engagement Officer's position, and he provided some information regarding these changes.

The Executive Officer confirmed that a motion was not required from Student Council to move forward with these amendments, as they were largely corrections to grammar and cleaning up cross referencing and did not alter the actual content or meaning of the clauses.

The Chair asked if everyone was happy for the draft changes to proceed. All indicated that they were happy with the amendments.

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

### **9.1 *Monthly Compliance Reporting – February***

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

### **9.2 *New DUSA Policies***

The General Manager spoke to this item and advised that some of DUSAs new policies had been provided with the Agenda for this meeting, as these policies related to governance (legislative) issues. All of DUSAs policies are currently under revision, however she would only submit the governance policies to Student Council, as the other policies were of an operational nature and did not need to be approved at Student Council.

The General Manager further advised that some of these policies are reflected in our current Enterprise Agreement and therefore could not be altered.

The Chair asked if there were any questions on the policies for the General Manager.

The General Manager took questions from the Student Council, with an amendment to the equal employment policy being requested around the wording 'his / her' when later in the policy it referred to transgender. The General Manager was also advised that in Clause 5 of the policy, the addition of the word 'ethnicity' would also be beneficial.

The General Manager confirmed she would incorporate these suggested changes into the policies.

The Chair advised she found the new policies to be concise and well written.

## **10.0 Reports and Operational Matters**

The Chair advised 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 that all of our 'new starters' had now commenced. Sophie Tudor had commenced in the Marketing role, and her experience is already proving to be invaluable.

Sarah Minogue had also commenced part-time in the Corporate Partnerships role and she is currently speaking with staff and Student Council to gather information required to enable her to move forward with her feasibility study.

The Enterprise Agreement had been voted on with an outcome of 33 to 14 in favour. This has now gone to Fair Work for approval.

The General Manager advised that she is very conscious of staff workloads at present, with the lead into O'Week. Student Engagement and Front of House staff are under the pump already, and the Executive Officer has a very full workload with scholarships. The General Manager advised that she does not want staff or Student Council who are fatigued to be taking any risks, especially while driving between campuses, and stressed that everyone must take breaks and if they are feeling fatigued they should not be driving.

The Chair reiterated the General Managers comments for all staff and Student Council to take care with their own safety around O'Week and take breaks when needed.

General discussion ensued regarding the recent staff interviews in which Student Council members had the opportunity to sit in on the interview panels, and the Chair advised all Student Council to take up this opportunity when it arises as it is a very good skill to have.

#### 10.2 **Finance Report & Profit and Loss**

The General Manager spoke to this item and advised that she felt we need to do a re-forecast. Although this would not change the bottom line too much, it does need to be done. The Auditors have requested that the funds we received from Deakin late last year when we gave vending back to them, be recorded in the 2017 revenue figures, instead of being spread over 2018/19.

The General Manager discussed the timing of budgets and provided some information on how we currently treat accruals and other items. She provided further information around this and asked the Student Council to provide their thoughts on the proposed accounting practices she had outlined.

The General Manager further explained how we could look at implementing a stock system with Great Plains which would provide us with tighter controls over our stock movement.

Discussion ensued

The Student Council were in general agreement with the changes proposed by the General Manager on how we treat accruals, as this would more accurately reflect how DUSA handles money, and were also in agreement with implementing a better stock control system.

#### **Systems**

The General Manager advised that our increase in membership had been 80% due to the new Salesforce system sending out reminder emails to students, with approx. 20% being due to the increased marketing around memberships. This has highlighted that we need to get more of our areas onto Salesforce to be able to better track performance in all areas. Clubs are now on Salesforce, and this will make the sign up process much more streamlined for them.

Discussion ensued around our digital assets, with the General Manager advising that this is currently being considered by our new Corporate Partnerships staff member.

#### 10.3 **OH&S Committee Meeting Minutes**

The Chair advised that a copy of the DUSA OH&S Committee Meeting minutes had been provided with the papers and asked if anyone had any questions regarding OH&S. No questions were received.

#### 11.0 **Minutes of DUSA Committees**

The Chair advised the Minutes of DUSA's Committees received this month were from the Executive Committee, for meetings held on 11 December 2017, 15 January and 1 February 2018, the Student Rights Committee for the meeting held on 20 November 2017, and from the Burwood Campus Committee for the meeting held on 11 December 2017, and she would now move a motion to endorse the Minutes of these committees.





**SC04/220218:**

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

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Amogh Chakravarthy</b>
<b>For:</b>	<b>7</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>

**Carried**

**12.0 DUSA Reports**

The Chair referred to the reports received and asked if any of the Managers or Student Council would like to speak further to their reports.

The Community Engagement Officer provided a verbal report, noting that he had been on leave overseas until recently, and apologised for being unable to provide a written report.

He further advised that he has had conversations recently with the General Secretary around increasing the responsibilities of his position, which would also in turn increase his contribution to the Student Council and DUSA.

At the recent Burwood Campus Committee meeting he took the lead for Mental Health Week.

He met recently with the 2017 Community Engagement Officer who provided him with a handover.

The Vice-President advised that she had inadvertently used an old template for her report this month which had included the old strategic plan.

The Chair advised that a focus this year will be streamlining processes for handover and succession planning for incoming Boards, and it will be good to get some improved framework and support around each of the roles this year.

The Education Officer advised that she had attended the MeDUSA O'Week, and outlined some of the things that were being done by them, such as clubs signing people up using phones which made the process much easier for them.

Discussion ensued regarding the use of tablets during the sign up for DUSA membership at O'Week this year.

The Chair reiterated the importance of Student Council getting out and about to these events so we can see what other areas and clubs are doing, and also have a DUSA presence at events. She further advised that the Student Rep t-shirts are on their way to all Campus Representatives ready for O'Week.

The General Manager advised that Deakin will be doing a Cloud orientation day the Saturday after O'Week at Burwood, and on Sunday in Geelong. The General Manager will attend these days and would appreciate if any Student Council members could also attend and advise her who would be attending which day, as it is important that we have a strong presence at these events. The DUSA bookshops will also be open on both days.

The Chair advised she would now move a motion to accept all reports submitted.

**SC05/220218:**

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

**Moved:** Lauren Hustwaite

**Seconded:**

Jacinta Spithill

**For:** 7

**Against:**

0

**Abstain:** 0

**Carried**

## Items for Discussion

### 13.0 General / Other Business

The Chair advised that Sophia Blakebrough from PACE would be joining us at Burwood at 12:30pm to provide an update on the progress of work being done on our Website.

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

**SC06/220218:**

**That the Student Council meeting move In Camera at 12:00noon.**

**Moved:** Lauren Hustwaite

**Seconded:**

Jean-Marc Kurban

**For:** 7

**Against:**

0

**Abstain:** 0

**Carried**

**SC07/220218:**

**That the Student Council move Out of Camera at 12:29PM.**

**Moved:** Lauren Hustwaite

**Seconded:**

Jean-Marc Kurban

**For:** 7

**Against:**

0

**Abstain:** 0

**Carried**

### 13.1 PACE Website Update

12:30PM Sophia Blakebrough from Pace, Sarah Minogue, DUSA Corporate Partnerships, and Lee Emberton, Student Engagement Manager joined the meeting.

Sophia provided a presentation and update on the DUSA website redevelopment.

12:50PM The Retail Manager left the meeting.

Sophia advised that she would like to get some affirmation from Student Council and staff that they haven't missed anything in the redevelopment that is considered critical or major structural.

Questions ensued regarding log in and how systems would work within the new website.

Sophia advised that the next stage called EPOC, is a basic version of the website functionality and this will be provided to everyone to review and provide feedback.

The General Manger advised that all feedback should be provided to PACE by 8<sup>th</sup> March or earlier.

12:54PM Sophia Blakebrough left the meeting.



The Chair introduced Sarah Minogue to the Student Council. Sarah provided her feedback and thoughts on the website redevelopment, including items the Student Council need to consider to move forward with this.

## **Items for Noting**

### **14.0 Next Meeting**

The Chair advised the next meeting of the DUSA Student Council was scheduled for Thursday 22<sup>nd</sup> March by attendance at Burwood Campus.

### **15.0 Close of Business**

There being no further business, the Chair declared the meeting closed at 12:57PM.

## STUDENT COUNCIL MEETINGS ACTION SHEET

Number	Action	Responsibility	Status
<b>25 January 2018 Meeting</b>			
SCA01/250118	Circulate information to Student Council regarding taxation issues discussed at the January meeting	Josh Gilligan	In progress
SCA02/250118	Provide the annual compliance reporting schedule to Student Council	Annette Allen	Completed
SCA03/250118	Circulate the document referred to during the Retail Manager's report, together with a copy of the Retail Doctor report to the Student Council for their information	Tania Evans	Completed
<b>22 February 2018 Meeting</b>			
SCA01/220218	All Student Council members must complete the 'consent matters' training module before the March Student Council Meeting	All Student Council members	