

DEAKIN UNIVERSITY STUDENT ASSOCIATION INC

# **STUDENT COUNCIL MEETING MINUTES**

7th MEETING

26 July 2018

11:00AM

Waterfront Campus – Room AD1.122





Indicates starred item



Indicates document attached



Indicates document absent



## DUSA Student Council

Thursday 26 July 2018  
Commencing at 11:00AM  
Waterfront Campus – Room AD1.122

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 11:07AM.

#### 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 ( <i>in transit when meeting opened</i> )

#### Present for Debate

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

#### By Invitation

Sue Rolland	General Manager
Tania Evans	Retail Manager
Robyn Barnden	Services Manager
Gavin Hodgkinson	Advocacy Manager
Lee Emberton	Student Engagement Manager
Sophie Tudor	Communications & Marketing Supervisor

#### Observers

None

#### Minute Taker

Annette Allen	Executive Officer
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#### 1.2 Apologies

Abir Mahmud	Geelong Campus Coordinator
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#### 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 21 June 2018
  - 4.2 Actions arising from the Minutes
  - 5.0 Request for Leave of Absence received from Dani Timtschenko
  - 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 Electoral Tribunal Candidates
  - 13.2 Advisory Group Model
  - 13.3 Capital Expenditure
  - 13.4 Brand Paper
  - 13.5 Student Media
  - 13.6 Campus Coordinators Committee
  - 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.

**SC01/260718:**

**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>Nick O'Neill</b>
<b>For:</b>	<b>7</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.

**SC02/260718:**

**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>Jacinta Spithill</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 21 June 2018.

**SC03/260718:**

**That the Minutes of the Student Council Meeting dated 21 June 2018 be confirmed as a true and accurate record of proceedings**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Alannah Buller</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 previous meetings.

***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 spoke to this item and advised that this has been merged with what the Student Rights Committee are currently doing. Letters have been signed across the campuses which will be sent to Senator Derryn Hinch, advising him that students are not in favour of the proposed changes. Voting is due to take place at the first sitting of Parliament in August, and we will get the letters sent to him as soon as possible before this sitting. There has been a good response from students regarding this, with everyone who was asked having signed the letters.

Discussion ensued.

The Chair advised to start sending the signed letters off now, individually not in bulk, and keep the campaigning going until 6 August to obtain more signed letters.

***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 Social Engagement Officer spoke to this item advising she had sent another email to DLSS on 18 July, but to date has not received a response.

The Student Engagement Manager advised that he has also not received any response to date. Item in progress.

***Social Engagement Officer to circulate information received from the Deakin Law Student Society regarding the use of grants funds***

The Social Engagement Officer advised they are unable to complete this until they receive a response from DLSS. Item in progress.

***Executive Officer to schedule a time in calendars for Student Council and General Manager to discuss the student newspaper proposal further***

The Executive Officer confirmed this had been done. Item completed. Strike from list.

## 5.0 Requests for Leave of Absence

The Chair advised that a request for a leave of absence had been received from Dani Timtschenko for the period 9 August to 16 August inclusive, and she would now move a motion to approve this request.

### SC04/260718:

**That the Student Council approves a leave of absence for Dani Timtschenko for the period 9 to 16 August inclusive**

**Moved: Lauren Hustwaite**

**Seconded:**

**Jacinta Spithill**

**For: 7**

**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 there were any items to discuss under strategic matters. No items were received.

The Chair advised the search for the new Vice Chancellor was continuing. Applications have now closed and a short-list meeting was held recently, which she attended. The process is going very well, with a good range of candidates, and interviews are due to commence the first week of August.

The Chair reiterated that it has been excellent to be able to have a student perspective on this committee.

The Chair spoke to the Higher Education Reform Package, noting that there was strong support in the Senate to get this passed. As the Vice President noted earlier, it is being considered during the first sitting on 13 August and we are currently doing a letter campaign targeting Senator Derryn Hinch.

The Chair advised that the Library at Burwood will be moving to a 24 hour model. Waterfront Campus have had this model for almost a year now and it is working very well there. DUSA have had conversations with the University regarding this, and there is a strong student appetite to have this model at Burwood. The 24 hour opening at Burwood should be up and running by the Trimester 2 exam period and we will do some social media around this.

Discussion ensued.

The Chair advised that she had done some further investigation regarding the University privacy breach, and has been advised that this breach did not meet the criteria for the 'Notifiable Data Breach Scheme'.

The Chair advised that we are coming up to the anniversary of the Australian Human Rights Commissions sexual assault on campus report, and John Devereaux and Ryan Hsu will be joining us later to provide an update on the Respect Now Always campaign.

The Chair advised that she and the Vice President will be putting out a statement on the anniversary date to reiterate DUSAs position on this. If anyone has any thoughts they would like to include, please come along to the Executive Committee Meeting on Monday.

The Warrnambool Campus Coordinator advised that she would like to see us do a video on this, rather than just written communication.

The General Manager confirmed that we have a few options for videographers that we can use to do this.

The General Manager advised that conversations have commenced with the University regarding SSAF funding for next year. As in previous years, we are putting together a written submission, and the consultation period will finish on 13 August.

The Warrnambool Campus Coordinator raised an issue regarding the privacy of 'My Health' records within the University, as it appears this data cannot be sufficiently secured.

Discussion ensued.

The Chair asked whether the Student Council had an appetite to run an awareness campaign around this issue. Further discussion ensued, with the general consensus being that DUSA could make students aware that they do have an option to opt-out of having a 'My Health' record.

The Education Officer advised that there are also many benefits to students to have a 'My Health' record, as it is a centralised hub of medical information that Doctors can tap into, and it may be that the benefits to having this would far outweigh the risks of a data leak.

The Chair asked if any Student Council had interest in participating in a working group around this issue.

<p><b>Action:</b> The Vice President, Warrnambool Campus Coordinator, Community Engagement Officer and Burwood Campus Coordinator to set up a working group regarding 'My Health', to initially interrogate the pros and cons list, and invite other Student Council to discuss further.</p>
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**8.0 Regulations and Constitution**

No items for discussion.

**9.0 Policy, Procedure & Systems**

**9.1 *Monthly Compliance Reporting – July***

The Chair advised the status of financial compliance reporting due in July 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 that for the first time in eight months we are not recruiting. All new staff are now on-board, and we have a full complement of Advocates. However, one of our Advocates will be heading off to Cambodia shortly for eight months secondment.

Our new staff members at Front of House are working well, and Justin has now commenced at Warrnambool. Mark Roberts has now finished with DUSA after taking a redundancy, and has commenced a new job.

Ailish is now working in the bookshop at Warrnambool each day from 9am to 1pm until the end of the year.

Bookshop staff have started working in the warehouse as well as keeping the bookshops going. It is good to get them learning the ropes in the warehouse early, rather than trying to do everything at the end of the year.

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

The General Manager spoke to this item and advised everything was looking good, and we are currently ahead of budget. The Bookshop sales for Trimester 2 are looking close to budget, which is good. Memberships are going well, with numbers currently around 200 up on last year. Corporate Partnerships are going well and building up slowly, but this will take some time to build traction. We recently raised around \$10,000 from an event held in Burwood.

**11.0 *Minutes of DUSA Committees***

The Chair advised the Minutes of DUSA's Committees received this month were from the Executive Committee for its meetings held 22 June and 9 July, the Student Rights Committee for its meeting held 4 June, and the Burwood Campus Committee for its meeting held 1 June 2018, and she would now move a motion to endorse the minutes of these committees.

**SC05/260718:**

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

**Moved: Lauren Hustwaite**

**Seconded: Tegan Whitten**

**For: 7**

**Against: 0**

**Abstain: 0**

**Carried**





The Executive Officer advised the first candidate was Bradley Wright, who had been Electoral Tribunal for us during the 2015 elections. The second candidate was Jim McKenna, who had provided costings to us for the past 3 years, however this is the first year he has been available during the polling week in September.

The Executive Officer advised she had no particular preference, and felt either candidate would be suitable. The only point of difference was that the costings for one of the candidates were slightly lower than the other.

The Chair advised she would now conduct a straw poll for Student Council to decide who they would like to engage as Electoral Tribunal.

Results of straw poll – Bradley Wright – 6 votes, Jim McKenna – 4 votes.

The Chair advised she would now move a motion to approve Brad Wright as Electoral Tribunal.

**SC07/260718:**

**That the Student Council approves the engagement of Bradley Wright to act in the capacity of Electoral Tribunal for the 2018 DUSA Student Elections**

<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**

12:12PM The Cloud Campus Co-ordinator returned to the room.

13.2 Advisory Group Model

The General Secretary spoke to this item advising that this item is actually for noting and discussion only, and approval is not required at this meeting. This model is purpose and objective orientated, to be utilised for new projects where a niche of voices needed to be tapped into. This is an alternative mode of obtaining advice from the student population by utilising an advisory group model.

The General Secretary provided the example of the student paper, where some unit chairs were brought in, together with journalist students, to provide expertise in this area.

This model would offer a consistent structure for Student Council to obtain expertise when starting up a new proposal or project.

Discussion and questions ensued, with Student Council providing their thoughts on the model.

The Chair advised that the Student Council were happy for delegation of approval of this model to go to the Executive Committee, with an example of how this model would be used to be provided to an Executive Committee meeting first.

**SC08/260718:**

**That the Student Council delegates the approval of the Advisory Group Model to the Executive Committee**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Tegan Whitten</b>
<b>For:</b>	<b>8</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>

**Carried**



### 13.3 Capital Expenditure

The General Manager spoke to this item advising that we had initially obtained a quote from Deakin to supply chairs to us, however this would have cost us double what a local vendor had quoted. Annette and Robyn have viewed and tested chairs from the vendor and recommended we purchase these.

The General Manager advised that her vehicle was now due for changeover, and a new vehicle was also required for the Services Manager. This was required due to a previous inequity across the Managers' with regards to vehicles and she recommends a vehicle be purchased for use by the Services Manager to travel between campuses, with this vehicle also being available during the day for use at Burwood campus.

Discussion and questions ensued.

#### **SC09/260718:**

**That the Student Council approves capital expenditure amounts of \$3,469 to purchase new chairs for the DUSA Boardroom, and up to \$70,000 to purchase two new fleet vehicles.**

<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**

### 13.4 Brand Paper

The General Manager spoke to this item and provided an updated brand paper for the meeting to view on screen, advising that this had been created for a workshop in April and articulates what our brand values are. This document has been worked on by one of our new interns who has significantly improved it, and this will assist with our corporate partnerships.

The Chair noted that it is good to have consistency when Student Council are called on to 'spruik' DUSAs services at various events.

The General Manager advised that this is a visible, consistent personality for DUSA which can be used when connecting with students.

Discussion ensued around wording in the brand paper, with an objection to the phrase 'surviving university'.

The General Manager advised she would take these comments on notice to Communications and Marketing.

The Chair congratulated our Marketing and Communications team on the great work they have been doing recently on our promotional materials.

The General Manager then referred to some video snapshots which had been put together for us.

The Marketing & Communications Supervisor advised we currently have two 20 second sizzles and these will be shared on our social media and website.

The General Manager showed the latest electronic proof of copy for our new website, and advised a soft launch is due in October. The General Manager spoke further to the work being done and the current status of the website.





**SC12/260718:**

**That the Student Council meeting move Out of camera at 1:02PM**

**Moved:** Lauren Hustwaite

**Seconded:**

**Alannah Buller**

**For:** 8

**Against:**

**0**

**Abstain:**

**0**

**Carried**

**Action:** General Secretary and Assistant General Secretary to work with the General Manager to establish regulations around the adequacy of insurance coverage and annual reporting to Student Council, and report back to Student Council once this has been finalised

1:03PM The Chair advised that John Devereaux had arrived with Ryan Hsu dialling in to provide us with an update on the Respect, Now, Always Campaign.

## Items for Noting

### 14.0 Next Meeting

The Chair advised the next meeting of the DUSA Student Council was scheduled for Thursday 23<sup>rd</sup> August via VMP.

### 15.0 Close of Business

There being no further business, the Chair declared the meeting closed at 1:42PM.