

DEAKIN UNIVERSITY STUDENT ASSOCIATION INC

# **STUDENT COUNCIL MEETING MINUTES**




6th MEETING

21 June 2018

11:00AM

Via VMP #39382



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

## DUSA Student Council

Thursday 21 June 2018  
Commencing at 11:00AM  
Via VMP #39382

The meeting notes that it meets on the land of the Wurundjeri people and 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 11:05AM.

#### Present

Lauren Hustwaite	President and Chair
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
Josh Gilligan	Cloud Campus Coordinator
Abir Mahmud	Geelong Campus Coordinator

#### By Invitation

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

#### Observers

None

#### Minute Taker

Annette Allen	Executive Officer
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#### 1.2 Apologies

Peg O'Keefe	Warrnambool Campus Coordinator ( <i>on leave</i> )
Jacinta Spithill	Vice President ( <i>on leave</i> )
Lee Emberton	Student Engagement 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 24 May 2018
  - 4.2 Actions arising from the Minutes
  - 5.0 Request for Leave of Absence received from Vanessa Agar
  - 7.0 Strategic Matters of Importance
  - 8.0 Regulations & Constitution
  - 8.1 Proposed amendments to Electoral Regulations
  - 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 Queer Collaborations Project Proposal
  - 13.2 Student Newspaper
  - 13.3 Student Initiatives Fund Submission
  - 13.4 Process for submitting agenda items through Executive 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.

**SC01/210618:**

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

Moved: Lauren Hustwaite                                  Seconded: Jean-Marc Kurban

For: 7                                  Against: 0                                  Abstain: 0

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.

**SC02/210618:**

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

Moved: Lauren Hustwaite                                  Seconded: Amogh Chakravarthy

For: 7                                  Against: 0                                  Abstain: 0

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 24 May 2018.

**SC03/210618:**

That the Minutes of the Student Council Meeting dated 24 May 2018 be confirmed as a true and accurate record of proceedings

Moved: Lauren Hustwaite                                  Seconded: Alannah Buller

For: 7                                  Against: 0                                  Abstain: 0

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 Chair advised that as the Vice-President was not present, she would ask for another member of this project to provide an update. The Education Officer advised the Vice-President had emailed everyone involved and a meeting will be scheduled shortly. Item in Progress.

***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 provided an update on this item advising she had been in touch with the Vice-President of the Deakin Law Student Society to follow-up on how the grant money was being utilised. She has received a response, with an update advising that the event date had been moved to 9<sup>th</sup> July. They also advised they intend to use the grant money for multiple events, and have put together some terms and conditions as an outline for students applying for the grant. They are also looking at doing some off-campus support workshops.

The Chair requested the information received be circulated to Student Council.

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

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

The Chair advised this item has basically been completed as she has spoken to Marketing & Communications who have assisted with drafting the letter. However, we are holding off on sending this until closer to the Vice Chancellor's departure date. Item can be struck from action list for now.

**5.0 Requests for Leave of Absence**

The Chair advised that a request for leave of absence had been received from Vanessa Agar. Vanessa has requested leave of absence for the period 24 October to 28 October inclusive, and she will now move a motion to approve this request.

**SC04/210618:**

**That the Student Council approves a leave of absence for Vanessa Agar for the period 24 October to 28 October inclusive**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Jean-Marc Kurban</b>
<b>For:</b>	<b>7</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>

**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. No items were received.

11:14 Geelong Campus Coordinator left room.

The Chair advised that a significant data breach had occurred recently within the University, resulting in 186 students being impacted from this breach. An email containing details of students' information had been widely circulated. The University have followed up with the students who incorrectly received the email to ensure they have deleted the information. The University Privacy Officer has also undertaken an investigation, with TESQA having also been informed of the incident.

11:17 Geelong Campus Coordinator returned to the room.

The Cloud Campus Coordinator queried whether the University had sufficiently covered off their responsibility to students, as legislation introduced on 22 Feb this year stated that all companies and entities (and he believes this also applies to Universities) where a data breach had occurred were required to make the data breach publicly known. According to this legislation, the University should have notified all students of the data breach. This legislation comes under the Privacy Act and is called the 'Notifiable Data Breaches Scheme'.

The Chair advised she would follow-up this up with the University and do some investigation as to whether this legislation does apply to Universities.

The Chair provided an update on the search for the new Vice Chancellor, advising that applications closed on 28<sup>th</sup> May with interviews scheduled for the first two weeks in August. The Chair confirmed she would keep everyone updated on any progress.

The Chair advised the ABC released an article last week regarding the University funding freeze and how this would impact mostly on regional campuses. Deakin have since come out and clarified the changes that were made last year at Warrnambool, advising that the Warrnambool campus is now more sustainable as a campus and the funding freeze would not specifically impact on that campus.

The Chair noted that this is a good opportunity for us to re-assert our stance regarding Warrnambool Campus, and she would ask the General Secretary to draft a release from us regarding this.

Discussion ensued regarding the re-structuring of our organisation at Warrnambool Campus and the need to reiterate to students that our level of services offered to Warrnambool campus will not change as a result of the re-structure.

The Chair advised that a Campus Committee Meeting will be held in Warrnambool next week, where planning for activation days will be discussed, including how to best facilitate the needs of the students there.

## **8.0 Regulations and Constitution**

The Chair advised that some proposed amendments to the Election Regulations had been included in the agenda, and she would refer to the Assistant General Secretary to speak to these changes.

The Assistant General Secretary advised an email had been circulated to everyone outlining the suggested changes and provided information on why these changes were required. There are three major changes proposed to the Election Regulations. The first is to change the system we use when co-opting representatives. The other two changes were recommendations provided by the Returning Officer after last year's elections.

The Assistant General Secretary advised that we need a more holistic approach to voting on co-opted representatives and this can be achieved with a scoring system.

The Assistant General Secretary further elaborated on how the scoring system would work.

Discussion ensued, with questions raised and considered.

The Chair summarised that the feeling was that some additional wording was needed to the proposed amendments to clarify that the co-option scoring system would not apply to co-option of Office Bearers, with the exception of the International Officer and Queer Officer positions.

The Assistant General Secretary outlined the proposed changes that were suggested by the Returning Officer. Questions and discussion ensued.

**SC05/210618:**

**That the Student Council approves the amendments to the Election Regulations as submitted, with additional wording to clause 39 to clarify that the scoring system for co-option would not apply to co-option of Office Bearers with the exception of the International Officer and Queer Officer positions**

<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>
<b>Carried</b>			

**9.0 Policy, Procedure & Systems**

**9.1 *Monthly Compliance Reporting – June***

The Chair advised the status of financial compliance reporting due in June 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 referred 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 they were currently reference checking a candidate for the Warrnambool position and they hope to have the new person commence on 9<sup>th</sup> July. This position will be for 3 days per week.

Recruiting is currently taking place for casual Front of House staff in Geelong. Our regular Front of House staff member who has been away on extended sick leave has returned this week and it is great to have her back working with us.

The new Advocacy staff are all settling in very well.

Last month we held the first staff conference at Waurm Ponds Estate. After the conference, 60% of staff responded to a satisfaction survey which revealed positive results. It was great to have all staff together for two days, and it would be beneficial to hold the conference as an annual event, as it had been very well received by staff.

The Chair advised that she had dropped-in on the conference for a couple of hours to see how it was going, and found that it was very well run and seemed to be a success.



10.2 **Finance Report & Profit and Loss**

The General Manager spoke to this item and advised the budget was going well and was currently ahead of YTD by approx. \$170,000. Student Engagement have not been hiring as many performers for events, which has saved on some expenses. However, engagement with students at events is still high, we are just engaging in a different way.

The Investment account had recently dipped by approx. \$6,000 and this was mainly due to the purchase of shares.

SSAF funding is due on 1 July.

The Chair referred to the question that was taken on notice by the General Manager at the May meeting.

The General Manager advised this had been due to the fact that SSAF funding had been a lot lower in that year.

The General Secretary queried the 'quick asset ratio', asking whether the General Manager knew what the 'quick asset ratio' had been last year. Discussion ensued.

The General Manager outlined how cash assets worked, and the apparent spikes in funding which are mainly due to when SSAF funds are 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 its meetings held 9<sup>th</sup> and 23<sup>rd</sup> April, and 7<sup>th</sup> and 21<sup>st</sup> May; the Student Rights Committee for its meetings held 9<sup>th</sup> April and 14<sup>th</sup> May; and the Cloud Campus Committee for its meeting held on 29<sup>th</sup> April, and she would move a motion to endorse these minutes.

**SC06/210618:**

**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>Tegan Whitten</b>
<b>For:</b>	<b>7</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>
<b>Carried</b>			

12.0 **DUSA Reports**

The Chair referred to the reports received and asked if any Student Council or Managers would like to speak further to their reports. The Chair apologised for not submitting her report in time for the meeting and advised that she would provide this for the next meeting.

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

**SC07/210618:**

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

## Items for Discussion

### 13.0 General / Other Business

12:00PM The Chair advised that there were a few items for discussion under general business, however she would like to adjourn the meeting for a short break to resume again at 12:05PM.

12:08PM The Student Engagement Manager joined the meeting.

12:08PM The Chair re-opened the meeting and advised she would refer to the Burwood Campus Coordinator to speak to the first item on the Queer Collaborations Project Proposal.

### 13.1 Queer Collaborations Project Proposal

The Burwood Campus Coordinator spoke to this item and advised this is a basic project proposal requesting DUSA provides endorsement for her to apply at the upcoming Queer Collaborations Conference for DUSA to hold the next Queer Collaborations Conference in Warrnambool. If our application was successful, she would then provide a more in depth proposal. It is anticipated this would be cost neutral, but would involve quite a lot of work. She would organise an affiliation agreement, and also arrange for students to sit on a Queer Collaborations Organising Committee.

Questions and discussion ensued.

12:12PM The Assistant General Secretary, Community Engagement Officer and International Officer re-joined the meeting.

The Chair queried whether her assumption was correct in that a 'Queer Committee' would put together the conference, which would be supported by DUSA. Although anticipation was that it would be cost neutral to DUSA, would DUSA be expected to pay for items up-front and then be reimbursed.

The Burwood Campus Coordinator advised that they anticipate that funds would be utilised as they came in, which would negate any funding being required up-front from DUSA. She further advised that she has had conversations with Warrnambool Residential regarding plans to hold the conference there in 2019, and they have confirmed that they do have sufficient accommodation facilities to accommodate this.

#### SC08/210618:

**That the Student Council approves the Queer Collaborations Project Proposal as submitted.**

**Moved: Lauren Hustwaite**

**Seconded:**

**Nick O'Neill**

**For: 7**

**Against:**

**0**

**Abstain: 0**

**Carried**

The Chair advised she would refer to the General Secretary to speak to the Student Newspaper item.

### 13.2 Student Newspaper

The General Secretary spoke to this item advising that he had attempted to be very comprehensive in his email to provide as much information as possible. He confirmed that this would be a very big project, as they were aiming for the newspaper to become an institution within the University. He further advised that this item was for information and discussion purposes today to allow for any questions and concerns to be raised, and would not be voted on at this stage.

The proposal is for a student newspaper titled 'Alfred Times' to be created, which would be an on-line, informative, non-fiction newspaper for Deakin University students, run by Deakin University students. This model has been very successful in other Universities and other Countries.

The General Secretary further outlined the proposed structure of the newspaper, noting that the General Manager had raised some questions and concerns around the Constitution in a meeting this morning, and there is some further work to be done on this.

The General Secretary referred to the media policy and provided an outline of the policy and its purpose, discussing some concerns that have already been raised.

The Chair opened up the meeting for questions on this proposal.

The General Secretary confirmed that they believe an application process would be their preferred process as this is a better model, rather than an election process. If a Student Representative was qualified to take up a position on the newspaper, he would encourage them to apply. However, Student Council members would not be eligible to apply for positions.

The Community Engagement Officer referred to the University of Melbourne's Student Union newspaper – 'Farago' which was started in the 1920's and has a strong culture and is focal to University life. He re-iterated that appointments via an applications process would be the best way to commence, however there is no reason why this could not develop into an elections process further down the track as the newspaper grew.

The General Manager queried why this proposal is not being considered as a Club.

The General Secretary advised that although they have utilised the 'clubs' constitution template to create the constitution for this proposal, they do not see this specifically as a club model.

The Community Engagement Officer advised that as this would have a connection with the student union and clubs are more autonomous in the way they are run, this would not fit the model to be a club. The proposal is that the newspaper would be funded and supported by DUSA, but be independently run.

Questions and discussion was raised regarding whether the newspaper could be critical of DUSA, and whether structure and framework could be provided around this. A suggestion was to have an 'Editors guideline' which outlined what would be acceptable, to a larger degree than what was covered in the media policy.

The General Manager advised that we would also need to consider conflict of interest as well, as if the General Secretary was an Editor, he would then not be able to make decisions regarding the newspaper at Student Council meetings.

The General Secretary advised that by the time the proposal is ready to be submitted to Council for voting, he will have made changes to the Constitution which reflect the concerns that had been raised. He further noted that our clubs and societies model is not in-sync with the sort of newspaper they are trying to start, and provided further information on how Wordly is run.

The Chair noted that there is still a lot of discussion to be held regarding this proposal which can be held off-line. She would request the Executive Officer to schedule a time in everyone's calendars, including the General Manager, to discuss this further.

The Student Engagement Manager noted that this is a substantial project and a very strong business case would need to be provided.

The General Secretary noted that Farago is a print based newspaper, however it has some on-line content which receives 25,000 views per month. The Alfred Times has huge potential to be a source of revenue to DUSA and also be self-sustaining.

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

The Chair advised she would refer to the General Manager to speak to the Student Initiatives Fund submission received.

13.3 Student Initiatives Fund – Submission from Deakin Dive Club

The General Manager spoke to this item and advised the dollar value for the submission received is only \$270 which would pay for some training for a couple of their members.

The General Manager advised funds received from the Community Bank for student initiatives totalled \$3,000 and to date we have only received one application. She asked whether the Student Council would be happy for the remaining funds to be put towards student scholarships for Trimester 2.

The Advocacy Manager advised that these additional funds would be very useful in providing additional scholarships.

A suggestion was received that five scholarships of \$500 each be provided rather than one or two additional scholarships.

The Chair confirmed that the general consensus in the room was that everyone was in favour of providing additional scholarships. She advised that it would not be necessary to move a motion regarding this, as it would be minuted that the Council agreed to put the remaining funds into scholarships.

**SC09/210618:**

**That the Student Council approves an amount of \$270.00 to be provided to the Deakin Dive Club for their submission under the Student Leadership Fund**

<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**

The Chair advised she would refer to the General Manager to speak to the new process for submitting agenda items through the Executive Committee.

13.4 Process for submitting agenda items through Executive Committee

The General Manager spoke to this item and advised that we would like to get some more structure around submitting agenda items to Student Council meetings, and feel that submission via the Executive Committee first would be a good way of vetting items and sorting out any questions or concerns before the item is submitted to Council.

The Chair confirmed that this would be a better way to manage submission of agenda items, while allowing for discussion, and finalising the submission through Executive first. The Executive Officer has drafted a template to be used when submitting agenda items, and this provides a good framework of the information that is required when submitting an item.

12:53PM The Cloud Campus Coordinator left the meeting.

The Executive Officer advised that the template is pretty straight forward and outlines the type of information required when submitting agenda items, and she would circulate this to everyone after this meeting so that they can start using it for the next Student Council meeting.

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

**SC10/210618:**

**That the Student Council move In Camera at 12:53PM**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Jean-Marc Kurban</b>
<b>For:</b>	<b>7</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>

**Carried**

**SC11/210618:**

**That the Student Council move Out of camera at 12:58PM**

<b>Moved:</b>	<b>Lauren Hustwaite</b>	<b>Seconded:</b>	<b>Jean-Marc Kurban</b>
<b>For:</b>	<b>7</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>

**Carried**

12:58PM The Student Engagement Manager left the meeting.

The Services Manager advised she had some samples of proposed items for next years' membership pack that she would like to show the Student Council and get their feedback.

Discussion ensued.

The Chair asked for a straw poll to determine the choice of colour for the 2019 hoodie. It was agreed to proceed with the burgundy marl colour.

## Items for Noting

### 14.0 Next Meeting

The Chair advised the next meeting of the DUSA Student Council was scheduled for Thursday 26th July by attendance at Waterfront Campus.

### 15.0 Close of Business

There being no further business, the Chair declared the meeting closed at 1:09PM.