

DEAKIN UNIVERSITY STUDENT ASSOCIATION INC

# **STUDENT COUNCIL MEETING MINUTES**

1st Meeting

24 January 2019

11:00AM

Waurm Ponds JB2.107




**Student Council Meeting Minutes**  
**Thursday 24 January 2019**

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 Indicates starred item

 Indicates document attached

 Indicates document absent

## DUSA Student Council

Thursday 24 January 2019

Commencing at 11:00AM

Waurm Ponds Campus – Room JB2.107

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

### Procedural Matters

#### 1.0 Welcome

- 1.1 The Chair, Jean-Marc Kurban formally welcomed all in attendance and declared the meeting open at 11:04AM.

#### Present

Jean-Marc Kurban	President and Chair
Tegan Whitten	Vice President
Amo Chakravarthy	General Secretary
Kristen Warren	Assistant General Secretary
Hamish Whitten	Education Officer
Josh McFarlane	Welfare Officer
Maryam Hasanova	Community Engagement Officer
Tiarnan Cleary	Social Engagement Officer

#### Present for Debate

Vanessa Agar	Queer Officer
Lauren Hustwaite	Geelong Campus Coordinator
Sushant Mahajan	Burwood Campus Coordinator
Louise Cairney	Warrnambool Campus Coordinator
Bethany Carter	Cloud Campus Coordinator <i>(joined meeting at 11:20am from the Netherlands)</i>

#### By Invitation

Sue Rolland	General Manager
Tania Evans	Retail Manager
Robyn Barnden	Services Manager
Fionna Cooper	Finance Manager
Lee Emberton	Student Engagement Manager <i>(via VMP from Warrnambool)</i>
Gavin Hodgkinson	Advocacy Manager

#### Observers

None

#### Minute Taker

Annette Allen	Executive Officer
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#### 1.2 Apologies

Alex Zhang Wang	International Officer
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#### 1.3 Absent

None



- 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.

**SC02/240119:**

**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>Jean-Marc Kurban</b>	<b>Seconded:</b>	<b>Amo Chakravarthy</b>
<b>For:</b>	<b>8</b>	<b>Against:</b>	<b>0</b>
<b>Carried</b>		<b>Abstain:</b>	<b>0</b>

**4.1 Minutes of the Student Council Meeting**

The Chair advised that as discussed at the 'Pre-Meeting' today, it had been decided to defer accepting the December minutes until the 2018 Student Council had been able to review them as they had not been distributed as yet to the outgoing members of the 2018 Student Council.

**4.2 Actions Arising from Minutes**

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

***DUSA 2018 President to circulate information to Student Council regarding the University re-structure and continued support for Warrnambool Campus***

The Geelong Campus Coordinator spoke to this item advising that she will obtain the updated information on this and will circulate it to Student Council. She advised that this referred to information she had raised at the November Student Council Meeting under strategic importance regarding the reduced Government funding for Warrnambool which had been cut last year by \$58M. She will circulate this shortly to the 2019 Student Council.

Questions and discussion ensued regarding the impact on Warrnambool campus and it was noted that the universities stance at present seems to be 'business as usual' at Warrnambool.

Chair advised that the university are also implementing a pathway from local TAFE's into the Warrnambool Campus, and are also focussing on shorter intensive units, and introducing a journalism scholarship. It does appear that the university are attempting to make Warrnambool campus more viable.

Item ongoing.

***Queer Officer and Student Engagement Manager to report back with further information on organization of the Queer Collaborations Conference***

The Queer Officer advised this item had been updated at the December Student Council meeting, but she would provide a further update for the incoming Student Council.

A lot of work is being done on the event organisation. She and the Student Engagement Manager have looked at various rooms which have lifts that could be utilised for the conference.

She is working with Brother Fox on food pricing for conference catering.

Working with other organisations who may be able to assist with events. Also working on engaging a key note speaker (or similar) for the conference.

A 'road trip' to be held shortly with the Accessibility Committee to look at room options.

There has been some resignations in the PR and Marketing team which has resulted in some inactivity in this area.

The Queer Officer advised she hopes to have some social media set up by tomorrow.

The Student Engagement Manager advised he needs to review the financial obligation to our organisation, and at this stage does not have sufficient detail on the planning to be able to do this.

The Queer Officer advised she will be creating a timeline covering the final four to five months of conference planning which will make it easier to see where we are at, and assist us with planning and budgeting.

The Queer Officer advised the conference has been in existence for 28 years, and this was the first time that it will be hosted by DUSA / Deakin. Last year's conference had approx. 220 attendees, and previous conferences have seen up to 400 attendees.

The Queer Officer answered questions and provided an outline of some of the costs involved for attendees.

The Student Engagement Manager discussed the Deakin Commercial Events Team and what sort of assistance they may provide. At this stage we do not know what the Queer Collaborations will need from the Commercial Events Team, and until we do they cannot provide a costing to us.

Further questions and discussion ensued.

The General Manager advised that DUSA will need to obtain legal advice as to our obligations in relation to injuries etc. that could occur during the conference, as 'Queer Collaborations' is not actually an entity.

It was noted that the Student Council can set up regular discussion sessions as required to obtain progress updates on the conference.

***The Chair (2018) to organize another discussion with Student Council, possibly on Thursday 20 December, to finalise the matter discussed in camera***

The Geelong Campus Coordinator updated this item advising that it had been decided a meeting was not required, and therefore it did not proceed.

Strike from action list.

***The Chair (2018) to form a sub-committee early in 2019 to consider recommendations for DUSA Honorary Life Membership***

The Geelong Campus Coordinator updated this item advising this has not been done as yet as she has been on leave, but she will do this shortly.

The Chair advised that he and the Vice President would like to be included in this committee.

<b>Action:</b> Add the President and Vice President to the 'Honorary Life Membership' Committee
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### 5.0 Requests for Leave of Absence

The Chair advised that a request for leave of absence had been on the agenda for Tegan Whitten, however Tegan has since cancelled her leave request, therefore no motion is required for this today.

### 6.0 Board Grant Applications

The Chair advised no applications had been received for this meeting. However, some discussions had been held regarding changing the guidelines for board grant applications and he would like to action the Social Engagement Officer to review our current board grant guidelines and report back to Student Council.

**Action:** Social Engagement Officer to review the current board grant guidelines and report back to Student Council

### 7.0 Strategic Matters of Importance to Members

7.1 The Chair advised no items had been received and asked whether anyone had anything they would like to raise under strategic matters.

The Chair advised he had spoken to the issues regarding Warrnambool campus under the action items.

The Geelong Campus Coordinator advised that the graduate results for 2018 had been released, and outlined some of this data.

### 8.0 Regulations and Constitution

The Chair advised we had some amendments to our General Regulations for discussion, and referred to the Vice President and the Assistant General Secretary to speak to this item.

#### 8.1 Changes to General Regulations – Dissolution of Student Rights Committee

The Vice President spoke to this item and outlined the reasoning behind this proposed change. She advised that she had sat on the Student Rights Committee last year and there had been a general consensus among committee members that the committee did not achieve a lot and basically consisted of members reporting back to the committee on what they had been doing. It was felt that rather than having a committee with monthly meetings, it would be more beneficial to have specific *ad-hoc* project meetings during the year as projects occurred.

The Assistant General Secretary spoke to the changes to the general regulations advising that all amendments related to removing any reference to the Student Rights Committee from the regulations. The Assistant General Secretary asked if anyone had any questions regarding the changes. No questions were received.

The Geelong Campus Coordinator advised that this was a similar situation to the Events & Activities Committee which had been dissolved, and noted that she was in support of dissolving the Student Rights Committee.

The Chair advised that if everyone was happy with the changes to the regulations he would move a motion to accept these.







The Finance Manager provided further details of revenue, cost of sales, wages, expenses, memberships, bookshops, and finally the cash position.

The Finance Manager advised the Auditors will be here the second week of February and until they sign off on the figures they are not considered final.

Goodwill is currently unchanged, however may be reviewed during the Audit.

Questions and discussion ensued.

The Retail Manager answered questions regarding items currently sold in the bookshop, and discussed the decline in general in book sales across the industry Australia wide. Sales of other items in the bookshop are monitored regularly. Some texts can be returned, however this is dependent on the percentage of texts ordered and returned.

12:12PM The Warrnambool Campus Coordinator left the meeting.

The Geelong Campus Coordinator provided some information regarding surplus vs deficits for not for profit organisations such as DUSA.

12:17PM The Warrnambool Campus Coordinator returned to the meeting.

12:18PM The Welfare Officer left the meeting.

12:20PM The Welfare Officer returned to the meeting.

Questions were raised as to why PTV are not installing Myki machines on campus.

The Chair asked whether we could speak with some other Universities that have Myki machines on campus to try and ascertain how they managed to get PTV to install these.

The General Manager confirmed she would do this.

The General Manager advised that the Myki cards previously sold at Waterfront and Waurm Ponds bookshops is being transferred to front of house, however there has been a hiccup in the transfer to front of house due to the Wi Fi signal not working downstairs and this is being worked on.

#### 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 meeting held on 17 December 2018, and he would now move a motion to endorse these minutes.

#### **SC04/240119:**

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

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



Questions ensued regarding the budget figures.

The Chair asked if everyone was happy to now accept the budget.

**SC06/240119:**

**That the Student Council accepts the 2019 Budget as submitted**

<b>Moved:</b>	<b>Jean-Marc Kurban</b>	<b>Seconded:</b>	<b>Josh McFarlane</b>
<b>For:</b>	<b>8</b>	<b>Against:</b>	<b>0</b>
		<b>Abstain:</b>	<b>0</b>

**Carried**

13.2 Staff Survey Results - Presentation

The General Manager showed a presentation of the results of the 2018 Staff Survey, and provided some background information for the benefit of the new Student Council on the types of surveys undertaken in the past.

The General Manager ran through the presentation and spoke to the results, providing comparisons to the 2018 not for profit benchmark and also compared the data with previous staff survey results. The General Manager noted that this survey compares against other charities, which is not an ideal benchmark, but something to keep in mind when looking at the results.

The General Manager advised she will put together a plan based on the results of the survey and bring this back to Student Council.

13.3 Campus Coordinators Committee

The Chair referred to the General Secretary to speak to this item.

The General Secretary advised this had been on the agenda last year but had been deferred due to the large number of proposals at that particular meeting, so this is now being re-visited. It is proposed that Campus Coordinators, the President and General Secretary, will meet quarterly and discuss what has occurred that quarter and provide feedback and support to each other.

The Chair advised this proposal had also come about due to the perception that there was a lack of consistency between campus committees. He further noted that it will be a good opportunity for the President and General Secretary to move across all campuses and meet regularly with the Campus Coordinators to discuss any issues. It was felt that a regulation change would not be necessary at this stage, and the proposal will be put forward as a policy while the meetings are being trialled. This will also be an opportunity for the General Secretary to ensure that all Campus Committees provide their meeting minutes to the Student Council.

The Geelong Campus Coordinator advised that she has been doing some work on campus coordinator reports so that they include details of their campus meetings, and noted that she is in support of this proposal.

The Cloud Campus Coordinator advised that she thinks this is a great idea and will provide a connection between the Executive and the Campus Coordinators.

The Burwood Campus Coordinator confirmed that he was in support of this proposal.

The Warrnambool Campus Coordinator advised that it will be great to have the opportunity to collaborate in this way and provide assistance and ideas to each other.

**SC07/240119:**

**That the Student Council accepts the Campus Coordinators Committee proposal as submitted**

**Moved: Jean-Marc Kurban**

**Seconded:**

**Tegan Whitten**

**For: 8**

**Against:**

**0**

**Abstain: 0**

**Carried**

13.4 Clubs Executives – Conflict of Interest

The Chair spoke to this item and advised that an issue had been highlighted at a recent Executive Committee meeting, that all of our current Student Council voting members are also Clubs Executives, and this will cause an issue if any items regarding clubs are being discussed at Student Council Meetings as it will be a conflict of interest and will prohibit voting members from being able to vote.

The Chair advised everyone will need to re-declare their conflicts of interest, especially relating to clubs and we may need to look for external advice as to how to proceed if voting members have conflicts of interest on matters that are being voted on.

The Geelong Campus Coordinator outlined her thoughts on this, noting that while it is good to be active with clubs, the Student Council should always have their DUSA hats on when voting at meetings.

The Student Council agreed with the Geelong Campus Coordinator.

The General Manager advised that it is not just the legality around this, but the perception of students.

The Chair went around the room and asked everyone for their views on this issue.

The Social Engagement Officer advised that he needs to be actively engaged with students and clubs in order to effectively perform his role.

Discussion ensued.

The General Manager advised we can obtain some legal advice on this issue.

The Chair requested that we do this.

The Geelong Campus Coordinator advised that currently there is also no requirement for the General Manager to complete a conflict of interest form, and this is something we need to implement.

The Community Engagement Officer advised that when declaring conflicts of interest on the form, it was not specifically highlighted that being a clubs executive would be an issue. However, she feels that when voting on a motion, Student Council should be able to separate their personal interest and vote in the best interest of DUSA.

The Queer Officer advised that following this line of reasoning, she would innately have a conflict of interest on all discussions relating to queer students, and although she does not have voting rights, she can still argue and influence discussion relating to queer issues.

The Education Officer noted that as voting members we do not have the expertise to assess this issue and need to obtain legal advice on how we should move forward.

The Student Engagement Manager provided his thoughts on the issue, outlining the clubs regulations.

It was also noted that board grant applications would be an area where it would obviously be a conflict of interest if Student Council were involved in any of these clubs.

The General Manager advised she would write a brief for the lawyers and provide this to the Executive Committee first before proceeding to obtain advice.

1:49PM The Student Engagement Manager left the meeting.

**Action:** General Manager to write a brief to submit to the lawyers and provide this to the Executive Committee before obtaining legal advice

**Action:** Amend our current conflict of interest form to specify 'clubs memberships' and relationships with other Student Council members, and also implement the requirement for the General Manager to complete a conflict of interest form

The Chair advised he would now move the meeting In Camera.

**SC08/240119:**

**That the Student Council meeting move In Camera at 1:49PM**

<b>Moved:</b>	<b>Jean-Marc Kurban</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**

**SC09/240119:**

**That the Student Council meeting move Out of Camera at 1:58PM**

<b>Moved:</b>	<b>Jean-Marc Kurban</b>	<b>Seconded:</b>	<b>Maryam Hasanova</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 that the final meeting of the DUSA Student Council for 2018 was scheduled for Thursday 21st February via VMP.

### 15.0 Close of Business

There being no further business, the Chair declared the meeting closed at 1:59PM.