

DEAKIN UNIVERSITY STUDENT ASSOCIATION INC

STUDENT COUNCIL MEETING MINUTES

1st Meeting

26 November 2020

11:00AM

Via Zoom



Student Council Meeting Minutes
Thursday 26 November 2020

★ Indicates starred item

📁 Indicates document attached

⊗ Indicates document absent

DUSA Student Council

Thursday 26 November 2020

Commencing at 11:00AM

Via Zoom

As we gather for this meeting physically dispersed and virtually constructed, let us take a moment to reflect on the meaning of place and in doing so recognise the various traditional lands on which we do our business today.

We acknowledge the Elders past, present and emerging of all the lands we work and live on, and their Ancestral Spirits, with gratitude and respect.

Procedural Matters

1.0 Welcome

- 1.1 The Chair, Emily Sagolj formally welcomed all in attendance and declared the meeting open at 11:09AM.

Present

Emily Sagolj	President and Chair
Katrina Sullivan	Vice President – Education
Saipraneeth Reddy	Vice President - Welfare
Guleid Abdullahi	General Secretary
Naren Shetty	Assistant General Secretary
Jasmine Qi Xing	Student Council Member
Madhab Kharel	Student Council Member
Georgie Brimer	Student Council Member
Brendan Ho Shing Low	Student Council Member

Present for Debate

None

By Invitation

Sue Rolland	General Manager
Robyn Barnden	Services Manager
Tania Evans	Retail Manager
Fionna Cooper	Finance Manager
Gavin Hodgkinson	Advocacy Manager
Lee Emberton	Student Engagement Manager

Observers

Ebony Martinez	Burwood Campus Coordinator
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Minute Taker

Annette Allen	Executive Officer
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1.2 Apologies

None

1.3 Absent

Ivanka Dishan Su	Student Council Member
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2.0 Question Time

- 2.1 The Chair advised no questions had been received prior to the meeting.
- 2.2 The Chair asked if anyone had any questions. None were received.
- 2.3 The Chair asked if there were any conflicts of interest to declare.

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 Accept the Minutes of the Student Council meeting dated 29 October 2020.
 - 4.2 Actions arising from the Minutes
 - 8.0 Strategic Matters of Importance
 - 10.0 Policy, Procedures and Systems
 - 10.1 Monthly compliance reporting
 - 11.0 Reports and Operational Matters
 - 11.1 Human Resources
 - 11.2 Finance Report and Profit & Loss
 - 12.0 Minutes of DUSA's Committees Received
 - 13.0 Reports Received
 - 14.0 General / Other Business
 - 14.1 Website Paper
 - 14.2 Financial Delegations (including change of signatories)
 - 14.3 Ratification of 2021 Budget
 - 14.4 Endorsement of Student Council member to sit on Deakin Community Bank Advisory Board
 - 14.5 NUS Invoice
 - 14.6 Student Council – Social Media Guidelines
 - 15.0 Next Meeting
 - 16.0 Meeting Closed

Items Requiring Resolution

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

SC01/26112020:

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

Moved:	Emily Sagolj	Seconded:	Guleid Abdullahi
For:	9	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.

SC02/26112020:

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:	Emily Sagolj	Seconded:	Naren Shetty
For:	9	Against:	0
		Abstain:	0

Carried

4.1 Minutes of the Student Council Meeting

The Chair advised that if there were no questions regarding the previous minutes, she would now move a motion to accept the minutes of the Student Council Meeting held on 29 October 2020.

SC03/26112020:

That the Minutes of the Student Council Meeting held on 29 October 2020 be accepted as a true and accurate record of proceedings

Moved:	Emily Sagolj	Seconded:	Madhab Kharel
For:	9	Against:	0
		Abstain:	0

Carried

4.2 Actions Arising from Minutes

The Chair advised there was one item on the action list for updating and referred to the General Manager to speak to this

Action Item SCA01/24092020

The General Manager advised this item was still on hold at present as there are technical issues to consider and she will have a clearer picture once the website update has finished.

5.0 Endorse all Motions Approved by Circular Resolution

The Chair advised there had not been any motions approved by circular resolution since the last meeting and she would move on to the next item.

6.0 Requests for Leave of Absence

- 6.1 The Chair advised no requests for leave of absence had been received and she would move on to the next item.

7.0 Board Grant Applications

The Chair advised no board grant applications had been received for this meeting and she would move on to the next item.

8.0 Strategic Matters of Importance to Members

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

The General Manager noted that she had seen a website article regarding Monash opening up their campus to students in Trimester 1, and she had forwarded this to the Deakin Reactivation group for their information. It was interesting to see that Monash are trying to get back to on-campus learning. Discussion ensued.

The Vice President – Education advised that she will be attending the next Deakin Campus Reactivation meeting next week and it will be interesting to see if the ease in Government restrictions over the past week will change what is happening on campus.

Currently they want to see some students back on campus for Trimester 3, with a proposal that all students have at least 2 events to come on campus for, a class and possibly a study group. They want to prioritise the Business and Law and the Arts faculties, as they have already been allowing on-campus practical assessments for the Faculty of Health. They won't be using the smaller rooms, but will use the large lecture halls (with 60 – 95 students per class), and will be using the 1.5 metre distancing rule rather than using room capacities. They are also planning to increase outdoor amenities. Priorities will be given to first and second year students to get them on campus. Residential Services want to run their facility as an ad-hoc hotel, rather than having permanent living arrangements for students. If regional students need to come down to attend a class, they would then just stay one night and return home again.

The University is also looking at a potential opt-in system where students can advise if they are going to come on campus to attend classes. It will be interesting to see if they go ahead with this, as a lot of students are not coming to classes at present.

Discussion ensued.

The Chair noted the recent updates in the Victorian State Budget with \$2billion being allocated to the Geelong fast rail project, and \$2.2million allocated to preliminary work on the suburban rail link, which would include an underground railway station for Burwood which will be very exciting when this finally comes through.

9.0 Regulations and Constitution

The Chair advised there were no items submitted under regulations and constitution and she would move onto the next item.

10.0 Policy, Procedure & Systems

10.1 *Monthly Compliance Reporting – November*

The Chair advised the status of financial and insurance compliance reporting due in November had been provided in the Agenda, and asked the Finance Manager if she would like to speak further to this.

The Finance Manager advised that all compliance items noted in the agenda had now been finalised. She further advised that the General Manager and previous President had attended the FBAC meeting with Deakin and this had gone well.

The Job keeper lodgement for October is finished, and we will know more soon if we qualify for the next payment. We have also lodged an application for a franking credit refund with the Tax Office, however this could take a while. We received \$10,000 from a Victorian Government grant, however we were expecting \$20,000 and have lodged an enquiry regarding this.

The General Manager noted that the insurance certificates of currency have all been received for the year, apart from the Directors and Officer's certificate which we are still waiting on.

11.0 Reports and Operational Matters

The Chair referred to the General Manager to speak to the next item.

11.1 Human Resources

The General Manager spoke to this item and advised that a resignation had been received from Sharni, our Burwood Front of House staff member. Sharni and her husband own a business and now that restrictions have lifted further, she has decided to put more time into their business. Sharni works with us part-time over 2 days per week. Recruitment for this position will commence soon, and we will be looking for someone with some financial knowledge for this role. Sharni finishes with DUSA on 18 December.

The General Manager provided further information on staff welfare.

The Chair referred to the Finance Manager to speak to the Finance Report.

11.2 Finance Report & Profit and Loss

The Finance Manager spoke to this item noting that the finance report and profit and loss statement for October had been provided with the agenda, and she provided an overview of those reports.

The Finance Manager further advised that the figures for October were similar to other months this year, showing a surplus mainly due to the Job keeper program. Many of our expenses are down due to not providing events on campus, which also boosted the surplus.

The COVID ambassador program will be going through to Easter at this stage.

The Bookshop numbers were down for the month, both at Burwood and online.

We are expecting a strong result for 2020 which will support us into 2021 and possibly 2022 as well.

We held the first meeting with our new Auditors recently, and have now started providing them with information.

The General Manager noted that the COVID Ambassador program had been very successful, currently employing 40 students. The criteria used to engage the students was to seek students who were in significant financial difficulty. We will need to engage some more students at some point and may need to come back to Council to assist us with sourcing students if we don't have enough on our waiting list.

12.0 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 19 October 2020, and if there were no questions or comments regarding these minutes, she would now move a motion to endorse them.

SC04/26112020:

That the Student Council receive the Minutes of the Executive Committee Meeting and resolutions therein be endorsed as decisions of DUSA

Moved:	Emily Sagolj	Seconded:	Katrina Sullivan
For:	9	Against:	0
		Abstain:	0

Carried

13.0 DUSA Reports

The Chair referred to the reports received and asked if there were any questions regarding the reports, or if anyone would like to speak further to their reports.

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

SC05/26112020:

That the Student Council receive all presented and written reports

Moved:	Emily Sagolj	Seconded:	Naren Shetty
For:	9	Against:	0
		Abstain:	0

Carried

Items for Discussion / Decision

14.0 General / Other Business

The Chair advised there were several items submitted for discussion under General Business and she referred to the General Manager to speak to the first item.

14.1 DUSA Website Paper

The General Manager spoke to this item advising that our website up to now had been very difficult, and we made a decision to engage Honest Fox to redevelop our website for us. The initial quote had been for an amount of \$100,000, however until we got through the discovery stage and started building and developing, it was very difficult to know exactly how much it was going to cost. We now require further funding to continue this which will come at just under \$50,000. The monthly fee of \$5,000 will ensure the website will be maintained and not run-down as had happened in the past. We have been very impressed with Honest Fox with their great attention to detail, enquiries, dealing with third parties and their regular communications with us which has been very good, with weekly catch-up meetings to keep us informed of progress and involved in the process all the way.

Questions and discussion ensued.

The General Manager advised the new website is going live on 16 December with the most important pages (membership, clubs etc.), and should all be finalised by February.

Further questions ensued.



The Finance Manager and the Student Engagement Manager provided some background information on the previous website and issues experienced, and re-iterated the need for a robust ticketing system that won't crash during peak times.

The General Manager advised that we are in a very strong cash position at present to pay for this, and this is an imperative project to inject cash into.

SC06/26112020:

That the Student Council approves the additional expenditure for the redevelopment of the DUSA website of \$50,000 and endorses the adoption of the \$5,000 SLA monthly fee for continual improvement of the site

Moved:	Emily Sagolj	Seconded:	Guleid Abdullahi
For:	8	Against:	0
		Abstain:	1

Carried

The Chair referred to the Finance Manager to speak to the next item.

14.2 Financial Delegations (including change of signatories)

The Finance Manager spoke to this item and advised that this was an administrative motion required today, referring to clause 64 of the DUSA Constitution regarding payments. In practice, we do approx. 120 payments per week and without approved financial delegations this would mean the Student Council would have to approve every single payment. So the Council delegates authority to various staff to approve. The delegations structure was provided with the agenda. Any payments outside of what has been budgeted for would still come to Council for approval, and the President and General Secretary have ultimate control over the budget.

SC07/26112020:

That the Student Council approves the financial delegations as submitted

Moved:	Emily Sagolj	Seconded:	Katrina Sullivan
For:	9	Against:	0
		Abstain:	0

Carried

SC08/26112020:

That the Student Council approves the change of signatories for the Westpac and Perpetual accounts from Tiarnan Cleary and Hamish Whitten to Emily Sagolj and Guleid Abdullahi effective from 1 November 2020

Moved:	Emily Sagolj	Seconded:	Naren Shetty
For:	9	Against:	0
		Abstain:	0

Carried

The Chair referred to the Finance Manager to speak to the next item.

14.3 Ratification of 2021 Budget

The Finance Manager spoke to this item and advised this budget was provided to Deakin FBAC, which is their Finance Committee. It currently does not factor in any on-campus events or University games.

However, with restrictions now lifting we may be able to deliver some events on campus, and these figures would change if that happens. In order to deliver on campus events we would apply for further funding from the University.

The General Manager noted that it is always difficult as the budget is developed and presented to the previous Council who approve it, and then the new Council comes in and has to ratify it. Some things in the budget will change, such as Bookshop rent. We are moving the bookshop at Burwood from its current location, into Building H opposite reception, which will see a reduction in our rent. We will be able to keep all of the fixtures which are very good, and we are currently negotiating the rent payment, however this will be considerably less than what we are currently paying.

The Finance Manager provided information on some of the expected capital expenditure.

SC09/26112020:

That the Student Council ratifies the 2021 Budget as submitted

Moved:	Emily Sagolj	Seconded:	Guleid Abdullahi
For:	9	Against:	0
		Abstain:	0

Carried

The Chair referred to the Finance Manager to speak to the next two items.

- 14.4 Endorsement of Student Council member to sit on Deakin Community Bank Advisory Board
The Finance Manager spoke to this item advising that this is a joint venture between the University and the Bendigo Bank. A portion of all profits that the bank makes are available to be gifted out to the University through scholarships and other channels. The way the Board is set up allows for a DUSA staff member and a student to sit on the Board. Last year the student on the Board was Hamish, so we need someone to take his place as he is no longer on Council. This role involves reading the papers and attending the monthly meetings which are often less than 2 hours duration. It is also a good opportunity to get the student viewpoint on the Board.

The Chair asked the General Secretary if he was happy to take up this position. He indicated that he was. The Chair asked if anyone had any questions or if anyone else was interested in this position.

Questions and discussion ensued.

The Finance Manager provided information on how the Board operates regarding providing grants.

SC10/26112020:

That the Student Council endorses Guleid Abdullahi as the student representative to sit on the Deakin Community Bank Advisory Board

Moved:	Emily Sagolj	Seconded:	Madhab Kharel
For:	8	Against:	0
		Abstain:	1 *Guleid

Carried



14.5 NUS Invoice

The Finance Manager advised that an invoice for \$18,000 plus GST had been received from NUS for payment, which was for DUSAs affiliation with NUS, and this would need to be approved by Student Council before it could be paid.

The Chair provided some information on the conferences and other events that NUS provide to student associations, noting that they lobbied very hard for students rights this year during the COVID crisis. The Chair asked if anyone had any concerns or questions. None were received.

SC11/26112020:

That the Student Council endorses DUSAs affiliation with NUS and approves payment to the amount of \$18,000 plus GST

Moved:	Emily Sagolj	Seconded:	Jasmine Qi Xing
For:	9	Against:	0
		Abstain:	0

Carried

The Chair referred to the Services Manager to speak to the next item.

14.6 Student Council – Social Media Guidelines

The Services Manager spoke to this item and advised that the social media guidelines provided with the agenda and papers had been prepared by the Marketing and Communications Department and is to be used as a general guideline for Student Council and staff when putting out any posts or information via our social media channels. The guideline outlines DUSAs voice and tone used in all social media, and it has a consistent and unchanging personality which reflects DUSAs values and should be used as a reference guide for all social media put out on behalf of DUSA. The guideline also outlines the approval process to be followed when putting out social media on behalf of DUSA, and we are seeking Student Council endorsement of these guidelines at today's meeting. They have done a great job on this, as it is easy to read and to follow.

The General Manager advised that urgent issues affecting students academically, like the grading schema can be pushed through as a priority when required. Tiarnan had done some posts last year around various issues and these had been put up straight away. However, unless the message is urgent as in those circumstances, there needs to be sufficient lead time for our Communications area to be able to put the messages out effectively.

The Chair asked some questions regarding the process and guidelines which were answered by the Services Manager.

Further questions ensued regarding including the video into the guidelines.

SC12/26112020:

That the Student Council endorses the DUSA Social Medial Guidelines as submitted, with videos to be included in the guideline

Moved:	Emily Sagolj	Seconded:	Katrina Sullivan
For:	8	Against:	0
		Abstain:	1

Carried

DUSA Podcast talks

The Chair apologised for the late circulation of this project paper this morning and referred to Madhab to speak to this item.

Madhab advised the 'DUSA Talks' was something that was started back in July with 2 episodes put out on Spotify, and he now wants to revive the podcast project again. This is about students sharing their experiences, and he would like to put these out as videos and not just audio. We could also use this platform to promote items such as our merchandise, or upcoming campaigns. He would like Council to consider giving approval today to set up a working group which would be overseen by a Student Councillor. Madhab asked whether the Student Engagement Manager had any input around this project.

The Student Engagement Manager advised he had only been involved in supporting the 3 students who had created the first DUSA podcast, but would be very interested to see how DUSA could tell our stories using this medium.

Madhab advised that there is still a lot more homework to be done on the project, and he hopes to come back to Council in the next couple of months with a more planned and detailed proposal.

Questions ensued regarding whether U-tube would be used for the video component, as we do not currently have this built into our website.

Madhab advised that he intended to use U-tube until we were in a position to house this on our website. He further advised that Georgie and Ebony were both interested in being involved in this project, and queried whether Skye could be part of the project by providing her guidance and oversight.

The General Manager advised that we need to be mindful of Skye's time with other commitments, as she is very overloaded at present with the website redevelopment.

The Chair queried whether any thought had been put into what the themes for each podcast would be.

Madhab confirmed that themes such as RUOK Day for mental health week had been suggested, and we could also tie the podcasts into other events such as O'Week and get students to provide their experiences of O'Week, DUSA clubs etc. We could also cover new policies, such as the increase in fees for Arts and Humanities and get guest speakers to come along. We would definitely need to have some professional editing to ensure the podcasts are in line with DUSA's message and values. The working group will need to discuss and agree on the best software to use for this project.

The Student Engagement Manager noted that there is already a structure available for audio podcasts, but not video. The challenge will be with staff resources, especially with Sheridan and Skye who are currently being pulled in other directions.

The Student Engagement Manager advised he would be happy to help guide the working group during December so that they are more ready to start in January. The essence of having a regular student voice is a positive thing to invest in, but we need to be cautious as we currently don't have the mix of expertise available that a recording studio or TV channel would have. We would also need to look at who would be the best group of students to manage this, whether that is Council or other student representatives.

The General Manager advised that they will also need to look at the sustainability of the project in the longer term, as this Council will only be in office for one year and who would maintain it after that.



The Chair advised that she very much liked the idea of getting a DUSA podcast going, however more time needs to be put into the preparation.

Madhab advised that we currently have students who are doing Masters in film and TV media, who have also done documentaries for television, and would volunteer and provide their expertise to this project.

SC13/26112020:

That the Student Council approves the creation of a working group to look into the DUSA Podcast proposal, with Madhab Kharel as project leader

Moved: Emily Sagolj

Seconded: Katrina Sullivan

For: 8

Against: 0

Abstain: 2 * Madhab

Carried

The Chair raised for discussion the student association at University of South Australia who had been able to get the University to agree to a fee freeze. A fee reduction at Deakin would be preferable, however a fee freeze would also be very good if they were to adopt this. She has reached out to the Association President at UniSA and will follow up with him again later today for a discussion on this.

The Chair advised she had received an email regarding the NUS National Conference which is being held online this year on the 9th Dec. This year member organisations will just pay a flat fee of \$750 which will cover as many delegates, observers, office bearers and media that they want to attend for the one fee.

The Chair advised she would move a motion to approve this amount.

SC14/26112020:

That the Student Council approves a one-off payment of \$750 plus GST to NUS to cover attendance of DUSA delegates at the NUS National Conference

Moved: Emily Sagolj

Seconded: Naren Shetty

For: 9

Against: 0

Abstain: 0

Carried

2021 Indigenous sports uniform created for intervarsity / representative teams

The Student Engagement Manager advised one of the products of the 2020 year was the creation of an indigenous sports uniform which will be used at all DUSA intervarsity games and was designed by a student.

The Student Engagement Manager showed some samples of the uniform, noting that this will be officially launched at the Deakin sports awards coming up soon.

Cause Days'

The Student Engagement Manager raised for discussion the 'cause' related days which are often held on campus, and advised that over the next two weeks it is the intention of the Student Engagement team to get more Council buy-in as to which 'cause' days they want to promote and support so that we can schedule these in. Relevant 'cause' days are things such as Movember, and RUOK day etc.

He would like to consolidate a short list with some detail on how we approach these days, as some lead in time is required to be able to deliver these events effectively. At the December Student Council meeting he hopes to have a collated list of 'cause' days that we will be picking up for next year.

Drafted series of events for T1 Orientation

The Student Engagement Manager showed a PowerPoint presentation of the tentative events and concepts scheduled in so far for 2021 Orientation Week, and provided an outline of some of the possibilities for these events and how they would work with either an on-campus or on-line delivery. He noted however that everything was subject to Government restrictions, campus re-activation, and getting funding approved by the University. One of the things being worked on is how to get clubs buy-in for events, and his team are looking to reach out to the clubs to see which events they want to be involved in, i.e. they could run a coffee cart or similar at some events, as it is important to have the clubs involved.

There is a lot of clarification and information still to come from the Government around the holding of large scale events, and tracking attendees at events will be one of the harder things to try and control.

Our priority would be to have a market day for clubs, but it is probably the most likely day that would not get approved due to the capacity restrictions. This has optimistically been pencilled in, but we will have to be very flexible with the delivery. It is more likely to be able to be held in Warrnambool, slightly less likely in Geelong, and almost impossible to have it in Burwood.

Discussion and questions ensued.

Items for Noting

16.0 Next Meeting

The Chair advised that the next Student Council Meeting will be held on Thursday 17th December 2020.

17.0 Close of Business

There being no further business to discuss, the Chair declared the meeting closed at 12:53PM.