

**MINUTES OF THE MEETING OF THE COUNCIL OF SYDNEY UNIVERSITY  
POSTGRADUATE REPRESENTATIVE ASSOCIATION HELD IN THE SUPRA  
OFFICES ON THURSDAY 9<sup>TH</sup> FEBRUARY 2006 AT 6.00 PM**

**Present:** Jenny Leong (President and Chair), Roozbeh Araghi (Vice-President), Richard Bailey, Kate Barnsley, Jaclyn Booton (to 8.30 pm), Jack Clegg (from 7.15 pm), Frances di Lauro, Caroline Hamilton, Lian Jenvey, Adrienne Jerram, Anthony Kachenko (Treasurer), Xue Yan Li (to 8.50 pm), Zhen Yi Li (to 8.50 pm), Will Noonan, Estelle Noonan, Julian Pinder, Timotheos Roussos, Rosemary Whitecross (Secretary)

**Apologies:** David Carmichael, Sophia Leon de la Barra, Roni Demirbag, Alison Doriean, Kirsten Harley

**In attendance for first report:** Peter Hedge (previously interim Receiver/Manager)

1. The Chair reported that recent minutes and policies of the previous SUPRA Council were not available.
2. Mr. Peter Hedge, the Receiver/Manager appointed by the Supreme Court to manage the affairs of SUPRA from 8 November 2005 to 7 February 2006, reported to the meeting.
  - Mr. Hedge thanked the Committee of Inspection appointed by the Court (Roozbeh Araghi, Jack Clegg, Janet Lee, Jenny Leong, Estelle Noonan and Rosemary Whitecross) for their assistance during his managership of the Association.
  - Mr. Hedge reported on the current financial situation of SUPRA. He estimated that the cost of the recent legal proceedings, including the receivership, were approximately \$250,000. He also estimated that approximately \$150,000 of the 2006 subscriptions would be required to bring the association's liabilities up to date to the end of February 2006.
  - Mr Hedge advised that there are two outstanding matters before the Industrial Relations Commission – one involving the previous Administration Manager and one the former Finance Manager.
  - The Chair proposed a vote of thanks to Mr. Hedge for his and his staff's work in sorting out the affairs of SUPRA and establishing guidelines to assist in its future operation.  
Mr. Hedge left the meeting.
3. President's Report.
  - Offices have now been rearranged to enable all office bearers to have access to office facilities..
  - We are now looking forward to re-establishing SUPRA as an organization that can represent postgraduate students.
  - We are planning to have regular meeting with staff, starting with an informal afternoon tea.
  - Complaints have been received from students about the payment of SUPRA fees, questioning what SUPRA does. The President suggested we should raise postgraduate awareness of SUPRA and what it does and that there is now a different Council.  
Moved to accept President's Report: Roozbeh Araghi, seconded Adrienne Jerram.  
Accepted unanimously.
4. Vice-President's report.
  - In the past, there was either a full-time President or the role was split between the President and Vice-President. The current President and Vice-President are determining how the functions will be divided between them.
  - No formal staff meetings have been held for 18 months.

- Motion: *THAT Council empower the Administration & Finance Committee (AFC) to commence a staff consultation process to be facilitated by the Vice President and involving not less than 3 members of the AFC. That this meeting investigate current staffing concerns and aim to establish a regular process for student/staff and staff/staff communication, and resolve any concerns regarding the contracts of current staff members.*
  - Motion: *THAT this Council supports staff being members of a union.*  
Moved to accept Vice-President's Report including motions: Mark Kelly. Seconded: Tim Roussos. Accepted unanimously.
5. Treasurer's Report.
- Approximately \$70,000 remains from the 2005 subscription year. This does not allow for the approximately \$150,000 of provisions and contingencies mentioned by Mr. Hedge.
  - A detailed budget for the 2006 year will be prepared once 2006 subscriptions are finalised. This budget will be necessary for committees to be able to function.
  - Motion: *THAT SUPRA continues the contract of John Fell, the Finance Officer, for a minimum of ten hours per week with the AFC approving extended hours..* Moved Mark Kelly, seconded Will Noonan. Passed unanimously.
  - The University is holding monies to cover staff entitlements in their account. This reserve will be reassessed to take account of the current staff situation.
  - Motion: *THAT SUPRA acknowledges the immediate need for a bank account and endorses the National Australia Bank account established by the Emergency Management Committee in October 2005 as its official bank account. THAT the signatories to that bank account be the persons listed in SUPRA's Financial Management Policy, and that the two senior staff member signatories be the two current staff members who have been in the longest employment with SUPRA.* Moved Roozbeh Araghi, seconded Caroline Hamilton. Passed unanimously.
  - The Finance Manager has drafted a Financial Management Policy (see 7).  
Moved to accept the Treasurer's Report: Jaclyn Booton, Seconded Rosemary Whitecross. Accepted unanimously.
6. Secretary's Report
- The office bearers have started to clear up the offices and rearrange them.
  - The computer contract with IT Services has lapsed and we are arranging to establish a new one.
  - Arrangements for new keys and security codes are in progress.
  - A contact list for councillors is being prepared.
- Moved to accept the Secretary's Report: Jaclyn Booton. Seconded Anthony Kachenko. Passed unanimously.
7. Regulations. Three draft policies have been prepared:
- 7.1 Financial Management Policy. Amendments - Under Policy Statement, insert "For the purposes of this document the definition of Executive Council is President, Vice-President, Treasurer and Secretary". Under Guidelines, 1 "The overall financial management of SUPRA is the responsibility of the Council". 8. "The President, Vice-President, Treasurer and Secretary and any other members of Council as Council may determine from time to time and two senior staff members are signatories to the SUPRA accounts. All cheques must be co-signed by a student signatory and a staff signatory. Moved to accept amendments: Jack Clegg, seconded Mark Kelly. Passed unanimously.

Motion: *That the Financial Management Policy with amendments above be accepted as an interim policy and be passed to the AFC for redrafting, and that the AFC's draft be sent to all councillors at least 24 hours in advance of the next Council Meeting, where it will be revisited.* Moved Roozbeh Araghi, seconded Will Noonan. Passed unanimously.

## 7.2 Office Bearers Stipends Policy – suggested amendments

Point 3. Replace “approval” with “periodic review”. Moved Julian Pinder, seconded Kate Barnsley. Passed unanimously.

Motion: *That the AFC work out a process of timesheet approval.* Moved: Julian Pinder, seconded Kate Barnsley. 1 against. Passed.

Section 13, Leave: Suggested that the AFC consider differentiation between unpaid, sick and paid leave.

Motion: *THAT the Officer Bearers Stipends Policy be accepted as an interim policy and be passed to the AFC for redrafting, and that the AFC draft be sent to all councillors at least 24 hours in advance of the next Council Meeting, where it will be revisited.* Moved Roozbeh Araghi, seconded Caroline Hamilton. Passed unanimously.

## 7.3 Office Bearers and Functions Policy - suggested amendments

Point 13. Remove second sentence.

New Point 14. "The Policy Officer is the convenor of the Policy Advisory Committee and is responsible for the analysis, development and review of Policy in the committee."

Point 14 becomes Point 15.

Motion: *Accept changes to points 13-15.* Moved Roozbeh Araghi, seconded Jack Clegg. Passed unanimously.

Point 11. Amend first sentence to: "the Director of Student Publications is a member of the Publications, Activities and Services Committee."

Point 16. In a situation where the position of Policy Officer, Activities Officer or Education Officer is not filled, for the purposes of the Office Bearers Stipends Policy, a committee convenor is deemed and officer.

Motion: *Accept changes to points 11 and new point 16.* Moved Estelle Noonan, seconded Adrienne Jerram. Passed unanimously.

Point 10. Remove 'publications' in ... has overall responsibility for ..." add "and e-grad" at the end of the second sentence.

Motion: *Accept change to point 10.* Moved Jack Clegg, seconded Will Noonan. Passed unanimously.

Point 4. Add "The Secretary may deputise for the President or Vice-President in their absence."

Motion: *Accept change to point 4.* Moved Jack Clegg, seconded Roozbeh Araghi. Passed unanimously.

Motion: *THAT the Officer Bearers and Functions Policy be accepted as an interim policy and be passed to the AFC for redrafting, and that the AFC draft be sent to all councillors*

at least 24 hours in advance of the next Council Meeting, where it will be revisited. Moved Adrienne Jerram, seconded Roozbeh Araghi. Passed unanimously.

8. Motion: *THAT Council immediately rescind all motions passed by Council and any of its committees after 1<sup>st</sup> July 2004 and until the election of this Council, but that this not apply to the actions of the Receiver, Peter Hedge. This is done due to concerns about the constitutionality of such meetings, the lack of availability of minutes for them, and because of broad ethical concerns. THAT all policy passed prior to 1<sup>st</sup> July 2004 be subject to review by the Policy Advisory Committee before it may be acted upon by this Council.* Moved Jack Clegg, seconded Will Noonan, passed unanimously.
9. Motion: *THAT SUPRA acknowledges the vacancy for an Indigenous Officer. The President, in discussion with other officers, will liaise with the Koori Centre with a view to setting up an indigenous caucus in the second week of semester.* Moved Roozbeh Araghi, seconded Jack Clegg. Passed unanimously.
10. Elections. Motion: *THAT Roozbeh Araghi be nominated as Returning Officer.* Moved Jack Clegg, seconded Anthony Kachenko. Passed unanimously.

Director of Student Publications: Estelle Noonan

Convenor of the Publications and Activities Committee: Timotheos Roussos

Policy Officer: Jack Clegg

No nominations were received for the Education Officer or the Convenor of the Social Awareness and Activities Committee (SAAC). In the interim, SAAC will be convened by the Secretary and the committee will consider a rotating convenorship.

Motion: *THAT the report of the Returning Officer be accepted.* Moved Kate Barnsley, seconded Caroline Hamilton. Passed unanimously.

Motion: *THAT the following hours for office bearers be stipended until after O-week:*

*President: Up to 21 hours*

*Vice-President: Up to 14 hours*

*Secretary: Up to 14 hours*

*Treasurer: Up to 14 hours*

*Director of Student Publications: Up to 14 hours*

*Women's Officer: Up to 7 hours*

*International Officer: Up to 7 hours*

*Queer Officer: Up to 7 hours*

*Policy Officer: Up to 7 hours*

*PASC Convenor: Up to 7 hours*

Moved Jack Clegg, seconded Anthony Kachenko, passed unanimously.

11. Proposals from O-Week Committee were tabled, and amended as below.

Motion: *THAT up to \$500 be allocated for food and drinks for a BBQ to be held on the Thursday of O-Week (2/3/06) at 5.30 pm, co-hosted with the Union, to be held on the small lawn outside the SUPRA offices. THAT this even be referred to PASC for further organization.* Moved Roozbeh Araghi, seconded Jack Clegg. Passed unanimously.

Motion: *THAT Council approves PASC in discussion with Lian Jenvey to print 100 t-shirts with a budget of up to \$1,500. Moved Roozbeh Araghi, seconded Mark Kelly. Passed unanimously.*

Motion: *THAT \$75 be allocated for the hiring of a stall at O-Week from USU.*

Motion: *THAT we stuff 1000 SUPRA canvas bags to distribute at O-Week, faculty welcomes, affiliated campus welcomes and International Students' O-Week. THAT the President organise this to occur on Friday 17/2/06.*

Motion: *THAT the Secretary be responsible for drawing up a schedule of faculty inductions, affiliated campus welcomes and other such coming events and a roster of people to attend them. THAT this prioritise attendance by the President and any particularly relevant councillor or officer (e.g. someone from the faculty in question or the International Students Officer for the ISSU welcome) where possible, with other councillors (especially the Vice-President) deputising where necessary.*

Motion: *THAT SUPRA create an O-Week leaflet for ISSU O-Week.*

Motion: *THAT the AFC be given authority to approve the release of funds for print production of an O-Week edition of express and production of a wall-planner for O-Week release, subject to cash flow constraints..*

Motion: *THAT the proposals from the O-week committee, as amended, be accepted. Moved Roozbeh Araghi, seconded Jack Clegg. Passed unanimously.*

Motion: *That Council approves the AFC allocating up to \$1,000 in total to the Women's, Queer and International officers for O-week activities. Moved Roozbeh Araghi, seconded Will Noonan. Passed unanimously.*

12. Publications. Most cannot be updated in time for O-week. It was suggested that a small issue of Express be produced, with staff and office bearers introducing themselves. Estelle Noonan will investigate cost of producing it, to be presented to the AFC for approval. Jack Clegg to talk to SRC about using their master to produce a wall-planner for the O-week handout bag. Motion: *To accept Publications report.* Moved Estelle Noonan, seconded Kate Barnsley. Passed unanimously.

- 13a Motion: *Regular Council meetings be held fortnightly until decided otherwise, at 6.00 pm on Wednesdays. The next meeting will be at 6.00 pm on Wednesday 22<sup>nd</sup> February 2006.* Moved Kate Barnsley, seconded Estelle Noonan. Passed unanimously.

13b. Motion struck out.

#### 14. Other Business

- The Treasurer reported that The Co-op Bookshop will provide a \$200 and a \$100 gift voucher for an O-week competition at the stall and on-line, in return for SUPRA including their promotional material in our handout bags.
- Motion: *THAT SUPRA Council expresses its gratitude to SUPRA staff members for the exceptional job they have done keeping the essential SUPRA services functioning over the*

*past 18 months. Further, Council asks the AFC to approve funding to take the staff members to lunch at the Forum Restaurant, with Councillors. Moved Kate Barnsley, seconded Roozbeh Araghi. Passed unanimously.*

- The Registrar has advised that the former President, Janet Lee, has requested on conscience grounds that she not be a member of SUPRA and that her fee be given to a bursary organisation. The Council wished to recognise that SUPRA is 100% committed to universal student unionism, and voluntary student unionism is not something the Council should endorse. However, in view of Section 3.3 of the Constitution, the final decision should rest with the university.

The meeting concluded at 10.55 pm.