



## MACQUARIE UNIVERSITY STUDENT ADVISORY BOARD

Monday 9 September 2013, 3.30-5.30pm

Macquarie International, E3A 244

### MINUTES

#### Chair:

Mr Michael Wall

#### Members:

Mr S. Abbas	Mr J. Morgan	Mrs G. Quinn	Ms M. Jamieson
Mr B. Bailey-Melouney	Mr T. Wearne	Mr A. West	Mr N. Khine
Mr T. Hendry	Ms L. Bunnell	Mr M. Slaven	Ms M. Kwok
Mr N. Falzon	Mr K. Gilmour	Mr B. Vasallo	Ms S. McGarity
Mr T. Hakkinen			

#### Apologies:

Ms B. Slack	Ms A. Nash	Mr E. Baker	Ms M. Gojer
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#### Absent:

Mr M. Foulsham	Mr A. Hughes	Mr R. Gill	Mr M. O'Connor
Ms J. Olling	Ms M. Burgess	Ms Z. Rush	Ms G. Rullis
Mr J. Oakley	Mr L. Di-Paolo	Ms N. Miles	Ms J. Kirkness
Ms E. Liu	Mr J. Manning		

#### In attendance:

Mr Paul Luttrell, General Counsel  
 Mr Craig Oliver, Director Campus Life  
 Ms Anna Glen, Grapeshot Representative

#### Secretariat:

Ms Laura Steele, Executive Officer

#### 1. Welcome

The Chair welcomed the members of the Student Advisory Board and noted the apologies. The Chair also welcomed Mr Paul Luttrell, Macquarie University General Counsel and invited him to present on the Student Code of Conduct currently being developed. It was noted that due to Mr Luttrell's attendance, Agenda Item 3.5 would be moved to the beginning of the meeting.

#### 2. Agenda Item 3.5: Student Code of Conduct

2.1. The Committee noted the tabled Student Code of Conduct report.

2.2. Mr Luttrell discussed the rationale for the establishment of a MQ student Code of Conduct, including the Codes of Conduct which exist at other universities domestically and internationally and the need for improvement in the MQ complaints handling infrastructure.

- 2.3. A new set of disciplinary rules has been prepared. The project will include the process for how disciplinary matters are dealt with and will be circulated to all students. The content reflects a framework similar to Oxford University. The objective was to make it fairer and the framework clearer for students appearing before the Discipline Committee.
- 2.4. Interactions with the criminal law were also noted. Powers of the Discipline Committee will include suspension in cases where there is danger to the University community.
- 2.5. The final Code of Conduct will be provided to students early next year. The document will be broadcasted widely, according to a communications strategy at the moment. The Chair opened up the floor to questions from SAB members.
- 2.6. Questions were asked with respect of the following issues:
- Alcohol and drugs section of the code: It was noted that the provision was intended to common sense and prohibit drunk individuals from being a menace to themselves and others. The use of the phrase “intoxicated and disorderly” was suggested. An ‘alcohol on campus’ policy is being developed which will complement the Code of Conduct’s alcohol provisions. The procedure will also look at the function of security guards on campus.
  - Questions were also asked as to the ability of the charter to protect the safety of the queer community from involuntary ‘outing.’
  - It was identified that the Code of Conduct protects freedom of speech, but does not include freedom of assembly. Concern was raised over the nature of large groups being inherently disruptive by nature, thus the Code of Conduct should have provisions relating to rights of freedom of assembly.
  - Vicarious liability for leaders of student groups: A question was asked as to what would constitute ‘reasonable steps’ in the circumstances of intervening in misconduct. Tolerance of vilification and online harassment cases online were used as examples. It was noted that the vicarious liability provisions have been updated in a subsequent version of the Code of Conduct document.
  - Jurisdiction: The Code will also provide for jurisdiction over conduct at student accommodation as there is ‘sufficient connection’ to the university. The Code will have precedence over existing codes of conduct at the colleges.
- 2.7. Finally it was confirmed that the Code of Conduct is a ‘live’ document and it will be revisited after 12mths-18mths. A FAQ document may be developed including some hypothetical illustrations of the operation of the Code.

**Action: The SAB to be presented with the amended document once the feedback has been incorporated**

### 3. Interests

- 3.1. The Chair called for any declarations of interests and no interests were declared.

### 4. Minutes

- 4.1. The minutes of the previous meeting were accepted as a true and accurate record of proceedings.

### 5. Agenda Item 3.1 Student President

- 5.1. The Committee noted the tabled report and thanked Mrs Quinn for collating the feedback from the SAB members. The preference was for a role of ‘spokesperson’ or figurehead for media purposes. Concern was noted over the position creating the need for a cabinet.
- 5.2. It was reiterated that the vote at the previous meeting was to *further investigate the creation of the position*. Clarification was sought over whether ex-officio members would also be allowed the opportunity to run for president.

*Vote: The Committee voted on whether a position of ‘president’ should be created. 3 members voted in favour so the motion was **unsuccessful**.*

*Vote: The Committee voted on whether a position of ‘spokesperson’ should be created. 8 members voted in favours so the motion was **successful**.*

**Action: Ms. Steele to add this matter to the agenda of the SAB Strategy Day to be workshopped.**

**6. Agenda item 3.7: SAF Finances Updates**

- 6.1. The Chair welcomed Mr Craig Oliver, Director of Campus Life and invited him to address the meeting.
- 6.2. The Committee noted the tabled report on SAF expenditure, Agenda item 3.7. Mr Oliver talked the Committee through the reports and answered the Committee's questions.
- 6.3. It was noted that the after-hours transport service (courtesy bus) was no longer useful due to the hours and frequency. This service is not related to the SAF as it is coordinated by University Security.

*Action: Mr Oliver to investigate the operation of the after-hours transport service.*

- 6.4. The SAB asked how much the University had been spending in SAF related areas prior to the SAF being collected according to the new legislation. This question related to the additional services that students are receiving as part of the student engagement portfolio.

*Action: Mr Oliver to provide a breakdown of the 'Student engagement' sub categories in the document.*

- 6.5. It was noted that this information can be published online via the Communications Sub-Committee.
- 6.6. The SAB was requested to provide Mr Oliver with a list of the services and projects which are not currently being provided, and put these forward via a proposal for utilising the SAF. It was noted that all service, project and budget requests have implications for staffing so funding may not be easily transferrable.

**7. Agenda Item 3.8: Booking Fee**

- 7.1. The booking fee for C10A Level 3 rooms from 8-10pm has been waived for student groups.

**8. Agenda Item 3.9: Presentation on University Budget process**

- 8.1. Mr Oliver gave a brief presentation on the University budgeting process. The University is proposing budgets at the moment, and it is important to identify the priorities of SAB in 2014.
- 8.2. The refurbishment of the Lighthouse Theatre was raised as an issue.

*Action: Mr Oliver to investigate the progress of planned renovations and advise the Board.*

**9. Agenda Item 2.1: Sub-Committee Updates**

- 9.1. **MUSE Sub-Committee Update:** An update was provided on the Sub-Committee's activities. Current areas of discussion included the level of security required in the new space, the code of conduct and responsibilities for users, the strategy for communicating these standards to student, and the use of artwork/signage to make the space more casual and approachable.
- 9.2. **Communication Sub-Committee Update:** An update was provided on the Sub-Committee's activities, including the discussions with the marketing department and the content of the website. The question of representative's privacy on the website was raised and it was decided that email addresses reflecting representative's portfolios would overcome this issue. It was noted that transparency was also important so SAB member's representative duties could be discharged. It was decided that there will be a 50 word executive summary provided in all future reports tabled in order for a 'Communications' section of the website to be regularly updated.
- 9.3. **Conception day Steering Committee Update:** It was confirmed that the preparation for Conception day is going well and the bands have been booked.

**10. Agenda Item 3.2: Voting rights of Ex-Officio Members**

- 10.1. The tabled document was withdrawn. Voting rights of Ex-Officio Members to be added as an item for the SAB review in May 2014.

**11. Agenda Item 3.11: After hours computer lab**

- 11.1. A paper was tabled proposing that the computer labs remain open until midnight seven days per week and 24hrs during exams. It was noted that the safety implications of this proposal must be discussed with Security and a report should be prepared detailing the risks and costs. Further, it is important to evidence the need of this proposal from within the student community. It was noted that consideration must also be given to the new MUSE space and any implications this may have on the computer labs.

12. **Agenda Item 3.6: SAB Discretionary Spend**

- 12.1. \$40k was proposed for SAB discretionary spend.

*Vote: The paper was **unanimously endorsed** by the SAB and is to be put forward to Mr Oliver and the Student Experience Committee of Council for approval.*

13. **Agenda Item 3.13:**

- 13.1. The paper tabled by Mr Marc Bailey, Chief Information Officer on internet congestion was noted.

14. **Other Business**

It was reported that Jack Oakley and Mark Slaven had met with Richard Luxford and Angela Voerman to discuss financial implications of the invoices policy on student groups. It was identified that student groups needed a system in order to comply with the incoming policy. The suggestion was for student groups to have their own debit card.

15. **Meeting close 5.54pm.**

STUDENT ADVISORY BOARD ACTION ITEMS			
Meeting Date	Item	Action	Completed/ Due Date
9/09/13	Student Code of Conduct	<i>Action: SAB to be presented with the amended document once the feedback has been incorporated</i>	Completed
9/09/13	SAB Spokesperson	<i>Action: Ms. Steele to add this matter to the agenda of the SAB Strategy Day to be workshopped.</i>	
9/09/13	After Hours Transport Service	<i>Action: Mr Oliver to investigate the operation of the after-hours transport service.</i>	
9/09/13	SAF Student Engagement Expenditure	<i>Action: Mr Oliver to provide a breakdown of the 'Student engagement' sub categories in the document.</i>	
9/09/13	Lighthouse Theatre Renovations	<i>Action: Mr Oliver to investigate the progress of planned renovations and advise the Board.</i>	