

TUU State Council

MINUTES and PAPERS



25 August 2014, 17:30

CC.D212 Boardroom, Cradle Coast
NH.L172.Video, Launceston
SB.MMLib.B106.Video, Hobart



COUNCIL AGENDA

- Section 1 Introductory Items
- 1.1 Acknowledgement of Country
 - 1.2 Attendance and Apologies
 - 1.3 Observers
 - 1.4 Declaration of Interest
 - 1.5 Items on Notice
 - 1.6 Items to be Starred
 - 1.7 Motions on Unstarred Items
- Section 2 Minutes and Matters Arising
- 2.1 Minutes from Previous Meeting
 - 2.2 Matters Arising
 - 2.3 Work Health and Safety
- Section 3 Correspondence
- 3.1 Inward Correspondence
 - 3.2 Motions by Correspondence
- Section 4 Reports
- 4.1 *Report from President
 - 4.2 *Report from General Secretary
 - 4.3 *Report from Postgraduate President
 - 4.4 *Report from Campus President South
 - 4.5 *Report from Campus President North
 - 4.6 *Report from Campus President Cradle Coast
 - 4.7 *Report from Societies Council President
 - 4.8 *Report from Sports council President
- Section 5 General Business
- 5.1
- Section 6 Other Business
- 6.1 Close of Meeting



Agenda Item 1.1
Acknowledgement of Country
Presenter: President

Tasmania University Union, Inc.
State Council Agenda
Monday, July 21st, 2014

The Tasmania University Union pays respect to the traditional owners and custodians of the land on which we work.

The **Mouheneenner**, of the land on which the Sandy Bay and Hobart city campuses were built.

We acknowledge the contemporary Tasmanian Aboriginal community, who have survived invasion and dispossession, and continue to maintain their indigenous identity and culture.



Agenda Item 1.2-1.3
Attendance, Apologies, Observers
Presenter: General Secretary

Tasmania University Union, Inc.
State Council Agenda
Monday, July 21st, 2014

Present

Isaac Foster
Waqas Durrani
Cassandra Shim
Olivia Jenkins
Shanty Priya
Sue Kole

Apologies

Saraswathy Varatharajullu

Absent

Arathi Khanal

Observers

Harry Rolf (Member of the Board of Management)
Tabitha Fletcher (Editor in Chief)



Agenda Item 1.4
Declaration of Interests
Presenter: General Secretary

Tasmania University Union, Inc.
State Council Agenda
Monday, July 21st, 2014

N/A



Agenda Item 1.5
Items on Notice
Presenter: President

Tasmania University Union, Inc.
State Council Agenda
Monday, July 21st, 2014

N/A



Agenda Item 1.6
Items to be Starred
Presenter: President

Tasmania University Union, Inc.
State Council Agenda
Monday, July 21st, 2014

N/A



Agenda Item 1.7
Motions on Unstarred Items
Presenter: President

Tasmania University Union, Inc.
State Council Agenda
Monday, July 21st, 2014

N/A



Agenda Item 2.1
Minutes from Previous Meeting
Presenter: President

Tasmania University Union, Inc.
State Council Agenda
Monday, July 21st, 2014

Minutes from 21st July meeting were emailed on the 24th July 2014 and I am awaiting SC to pass it via email.



Agenda Item 2.2
Matters Arising from Minutes
Presenter: President

Tasmania University Union, Inc.
State Council Agenda
Monday, July 21st, 2014

N/A



Agenda Item 2.3
Work Health and Safety
Presenter: President

Tasmania University Union, Inc.
State Council Agenda
Monday, July 21st, 2014

N/A



Agenda Item 3.1
Inwards Correspondence
Presenter: General Secretary

Tasmania University Union, Inc.
State Council Agenda
Monday, July 21st, 2014

N/A



Agenda Item 3.2
Outgoing Correspondence
Presenter: General Secretary

Tasmania University Union, Inc.
State Council Agenda
Monday, July 21st, 2014

N/A



Agenda Item 3.3
Motions by Correspondence
Presenter: General Secretary

Tasmania University Union, Inc.
State Council Agenda
Monday, July 21st, 2014

N/A



Happy election season!

Congratulations to everybody who has sought re-election, and for those of us concluding our time with the union this November, I look forward to working with you all a little while longer.

- **August 20th NDA – Hobart, New South Wales, Burnie, Launceston**



Attendance was down for the third NDA, which I think was a realistic expectation to have given the similarity of the design conducted by the national officer, the lateness in the year, and the lack of a clear rallying point as was the case in the month of the release of the 2014 Federal Budget.

Nevertheless, we took the challenge of distinguishing ourselves once again, and achieving the dual goal of 1) adding capacity to the national movement of students rallying against cuts to higher education, and 2) simultaneously standing out, speaking with a unique Tasmanian message, and ensuring that, as we have done for the past two NDAs, that students at the University of Tasmania punch above their weight (pictured above). For the first time in the campus' history, UTAS students were represented at a National Day of Action.



- **University Reading Room**

I am awaiting response from Sam Todd with respect to development negotiating for a bigger floor plan. We have approximately two months before the best-possible deadline (Week 13/SWOTVAC 2014), which if things progress at a renewed rate will allow us to.

Some complications have arisen from the manner in which the SSAF Consultation Committee allocated funding to our proposal, in combination with the proposal for a UTAS Marketplace. Although we had internal discussions about this proposal, and I was keen to follow these up, CSD never approached me and no discernible consultation has occurred with students as to the event that has, apparently, occurred.

This contrasts starkly with the fact that the Deputy Vice Chancellor (S&E) communicated to me his view that we ought to work together on a combined initiative, and that the two proposals were *strictly not* approved as a joint proposal during session of the committee just so that the two stakeholders could separately manage their events with undisclosed funding requirements. If this is the case then we will inevitably have to return to the Deputy Vice-Chancellor to discuss and potentially renegotiate the funding that we have been provided.

- **Organisational Structure and Governance (Student Representation) - Report**

This agenda includes the first paper with findings and initial recommendations of the 2014-15 Structural Audit of Representative governance in the union. Altogether it culminates the single largest expenditure of labour and energy in my year, and I hope that it will come to be a worthy cause as we move forward, develop recommendations, and continue to consult with stakeholders.

Priorities for the Next Three Months:

1. Progress on TUU Report, structural review
2. Handover development
3. Concluding negotiations for affiliate fees for 2015 with the National Union of Students.
4. Concluding base funding negotiations.
5. Securing location and implementation of cooperative book space (deadline: October 20th).
6. Continuing Board restructure



WAQAS DURRANI

Informal Study Space – Library Café

Going back to my report of 12th May, the progress of having an informal study space that is in a central location of the University and provides microwave heating and other necessary facilities to students is progressing well so far. The need of having an informal study space is vital for students and the CSD is very supportive of this project.

Students Matter Forum 2014 – Sydney Students Attendance:

The UTAS Student Centre is organizing its second “Students Matter Forum” held on the 1st of September 2014. The focus of the 2014 Forum is on student views on the type of experiences and services that students are seeking from university.

The forum theme, *Defining the quality student experience for the future*, represents the crucial role that student experience plays, particularly as we move into new funding environments, and the importance of students contributing to defining this experience.

I believe this would be a great opportunity for Sydney students to attend and voice their concerns as to what they would like their student experience to be being a distance or/and online student. I would like the TUU to sponsor accommodation and flight for students from Sydney to be able to attend this forum and benefit from it by sharing their experiences and voicing the challenges faced by them. I would therefore like SC to pass a motion stated at the end of my report to approve the costs for Sydney students.

TUU Rep – Darlinghurst Campus, Sydney

To be implemented next year I think it would be a good idea to have a separate Sydney Student Representative for Darlinghurst campus in addition to the Rozelle campus TUU Representative. Both Sydney campuses have different dynamics and having a TUU Rep in each campus would not only strengthen the TUU's presence in Sydney but would also ensure stronger advocacy and a well heard student body. This would help increase the awareness of inequality of services and the challenges faced by Utas Sydney. This would also assist in having more

initiatives such as the Sydney Charity Ball held in Sydney and other activities for social inclusion.

State Council Meeting Deadlines and State Council Members Reports

As all of you are aware I had prepared a schedule of State Council meetings and this was emailed to all the State Council members at the beginning of their terms in January which was received by all of you. A hardcopy was also placed in the pigeon holes of our office and a softcopy is also uploaded on our TUU Facebook page. I am also giving a 3 day reminder before the meeting for you all to submit reports and the schedule is attached each time in the reminder email. Please ensure that I receive the reports as per the schedule. I have attached the schedule in this report as Appendix A.

Minutes Online

It would be great if all of you reply when I email the minutes to all of you. Minutes from 21st July meeting were emailed on the 24th July 2014 and I am still awaiting SC to pass it via email. It's been over a month now and this delays the minutes to be published online to be made available for the students. ☺

Interstate Conferences and Reports Submission

I would also like to remind State Council and to be passed to SRC that student reps attending conferences on behalf of TUU are expected to provide a report back to their respective councils to share information/ideas disseminated and discussed at the conference. Also if TUU has paid for students to attend conferences and they do not attend, they are expected to reimburse TUU for the costs incurred. Councils must authorise the cost to attend any conference/forum before students attend the conference/forum.

Motion – Sydney Students Attendance for SMF 2014

Motion to approve \$3500 from State Councils special events budget a total of \$3500 to cover the flight expenses and accommodation (if needed) of TUU Sydney Rep Alex Rollo and 7 students from Sydney.

Isaac
Favour

Waqas

All in

Motion Passed



Agenda Item 4.3
Postgraduate President's report
Presenter: Postgraduate President

Tasmania University Union, Inc.
State Council Agenda
Monday, July 21st, 2014

None submitted.



SARASWATHY VARATHARAJULLU

1. Administrative Matters:

- ATSI Officer
Nicole our ATSI officer has stepped down. The SRC have decided that instead of opening up EOI for a new ATSI officer, we will wait till the new ATSI officer is elected in the elections and possibly ask if they would like to start their term straightaway.

- Past Budget Reports
 - Creating a budget report for every team and determining how much money is left over for each portfolio to start shifting money around to be spent.
 - All this is up on the google docs

- Budgets for Events
 - I've asked that from here on out, if a rep would like to pass a motion, a simple budget report is needed for the committee to approve it
 - Also if you are organising an event, a proposal should be submitted along with this report. This proposal does not need to be too long. This allows the committee to read through the document and make a more educated decision.

2. Events

- TUU Games
TUU Games went really well. The event was jam packed and the BBQ was successful. SRC members were unable to come down and help as such I had several friends come in to volunteer. Shanty has done a wonderful job on this project together with Ingrid and they should be commended.

On this note, I am happy to work with any other rep should they want to do such collaborations.

- TUU Funk Run
 - Date: 12 September
 - 2pm- 5pm
 - Sales are both online and over the counter at the Contact Centre
 - Cost: \$15 (3km) and \$20 (6km)

- In conjunction with Make A Wish Foundation.
 - For both Students and Staff
 - Budget: \$2000
 - It's coming along well. Wrist bands and colour powder have been ordered. Now in the process of finalising the run route and secure the permits. We are also in the midst of ordering the runner's tag.
- International Film Night
 - This takes place right after the Funk Run from 6- 9pm
 - SRC contributed towards securing the screen
- Console Game Competition
 - At our informal meeting, we discussed new ideas and this is one I put forward. The committee seemed keen so I'll be looking into it.
 - Most probably a Fifa tournament.

3. Money Approval for Med School

- Olivia and I have talked about this once before and I have emailed her, Ingrid, Dave, Jenny and Isaac with regards to be Med Rep's response.
- We will set up a meeting to discuss this or it can be discussed at our meeting on Monday



CASSANDRA SHIM

Good wishes, everyone. I hope all is well.

The Northern campus has been active with all sorts of events and activities in the past few weeks. The societies have been particularly active in hosting trips such as the Chinese Association's trip to Cradle Mountain and the Malaysian Student's Association's trip to Ben Lomond which both had favourable feedback from the students.

The Northern SRC was also invited to Senator Helen Polley's office to discuss the budget cuts in correlation to the "Board of Opinions" held late last semester. The session had two distinct agendas, which was a general discussion around the repercussions and outcomes of the budget whilst the other was a Q&A session with questions brought forth by students.

In addition to that, Amanda Rishworth Shadow MP also visited our campus for a short tour and also to sit down with a few students and the SRC to get a first hand stories about how the budget is already/going to affect their lives. It was a great opportunity for the students as they felt that they were being heard and that their problems were all equally as important.

Other major events that has happened on campus includes the International Students Forum in which various speakers from Fair Work Ombudsman, Tasmanian Ombudsman, UTas English Learning Center, Visa Lawyers Australia and CISA came to give a short forum on various topics. The aim of the event was to educate and give pointers to International Students regarding their rights, work, permanent residencies and the IELTS test. The Inveresk Pizza Movie Night was also held and was the first of its kind to be attempted on said campus. Both events had large and encouraging responses from the students. The Northern campus students also took part in the Southern TUU Games that was indeed well organized.

Upcoming events include a barbecue on Monday (which would have already happened) to signal the end of the first half of the semester. Stufftember is also well on its way with three major themes for three weeks, Art's Week, Cultural Week and Health & Science Week, happening throughout September.

That is it from the North.



Agenda Item 4.6
CC Campus President?
Presenter: CC Campus President

Tasmania University Union, Inc.
State Council Agenda
Monday, July 21st, 2014

SUE KOLE

Wednesday 13th August – Blue Stocking Day BBQ Lunch to promote women in Higher Education, this event was well attended considering there not being many students on campus on this day. Sunday 31st August – UTAS Open Day stall and BBQ, we hope that is event will be well attended like previous years. Friday 12th September – R U Ok morning tea, I have also sent out a challenge to all the students at Cradle Coast that if they can raise \$150 for the Motor Neuron Disease research by this day, I will partake in the Ice Bucket Challenge, and consent to it being recorded and posted on Facebook. Coming events are Monday 6th October – Mental health morning tea to promote October being Mental Health Month, and Wednesday 15th October – Stress Less Day BBQ Lunch.

We have had a lot of feedback from students so far this year in a positive way in relation to the amount of events that have been held. This reflects the hard work being put in by the SRC team at Cradle Coast this year. I have put in my nomination for re-election as Campus President, and hope that I have the opportunity to continue to represent the students of the North West Coast.



OLIVIA JENKINS

Scav Hunt

I was lucky (interesting choice of word there I'll admit) enough to be a judge for this event, which went off pretty well! I did get a bit over all the nakedness, there was a lot of it, but I think the event really assisted with changing some student's ideas about the TUU and gave everyone the chance to have a bit of fun, which is always necessary.

Student Health Safety and Wellness Working Group Meeting and Election

I have been sitting on this committee this year, but unfortunately the timeline for this continues until mid-2015. Obviously I'll be out at the end of this year (yay graduation) and so luckily both Heidi LaPaglia and Kat Induni are now sitting on this committee with me. We have been working on assessing the areas of health and wellbeing that need to be attended to and putting together a list of three areas that we would like to address and fix by the end of the committee's tenure. I mostly bring this up as it did make me think of the committees that we all sit on that may continue onto next year and the fact that a few of us are either graduating or not contesting the election. As we will know mid-September who will be taking over the roles next year, I thought it would be wise to maybe start meeting with those undertaking the roles for the next year and taking them along to the committees we sit on so that they know what is expected of them and what work they will be required to undertake.

Societies Council

We're still pottering along nicely over at Societies Council. At our last meeting we still had \$14,000 in our budget, however, now that there are online grant forms (best thing ever) we are quickly blowing through this money! So as per usual I

want you to encourage anyone you know in societies to put in their grant application forms and claim all the money they can before we run out. Because I don't want to deal with grumpy societies who didn't put their claims in, I'll just be mean to them. Also the close off date for all grants to be in is October 24th and all receipts and paperwork need to be in by the 14th of November as I will then be going to Cairns and refuse to deal with anything whilst I'm tanning myself on a beach.

Finally everyone, I've attached a motion that I want to put forward to State Council on behalf of some of the societies in regards to funding for events they are putting on.

Societies Council motion for TUU State Council

Currently the Societies Council places a maximum amount for grants at \$1000. This allows us to ensure that the small amount of money that we have is dispersed fairly and evenly amongst all societies. There are two grants, for large-scale events that the Council wanted to provide further funding to, but were unable to due to this ceiling. As such, Ingrid and I have discussed the matter and wanted to approach the State Council in the hope that we would be able to secure some extra funding for these societies from the State Council. There is money remaining in the State Council's 'Special Activities' budget, and, with only seven weeks left of semester, I think we should start spending the money on events for the students.

Islam Awareness Week - Islamic Society, Saudi Arabia Students' Association, Malaysian Students' Society and the Pakistani Society

The Islam Awareness Week and 'Fast With Us' event were organised by the above societies, following a similar event last year, as part of a greater initiative undertaken throughout the world to introduce and share the true meaning of Islam with the wider community. This week and event was designed as a means of showcasing the true meaning of Islam, in order to promote tolerance and

harmony within the community between all cultures and to provide an understanding of the true values of Islam.

This event provided for exhibitions, talks and discussions surrounding the true meaning of Islam and raised the profile of Islamic students on campus. It allowed for domestic and international students of different religions to gain an understating of the true meaning of Islam and to change the minds of those who see Islam as a 'radical' religion.

The 'Fast With Us' aspect of the week was also held for both Islamic and non-Islamic students. It allowed members of the Muslim community to introduce food from their culture to other students as well as educating them on Ramadan and the Islamic culture in general. The event was centred on the breaking of the fast that is Ramadan and about raising awareness of the culture and increasing tolerance between the wider community and our Islamic students.

In order to encourage people to attend this event, the societies chose to run the week for free, putting the entirety of the costs onto the societies. As it was more important to use this week to raise awareness of Islam and the true teachings of this religion it is understandable that the societies did not want to charge people to attend, as this may have affected attendance.

Events of this nature are incredibly important to the Societies Council and to the University as a whole. They provide the ability to change minds of students who only hear about the 'radical Muslims' and do not have a true understanding of the culture or the teachings of the Islamic religion. Any event that fosters the relationship between students of different backgrounds is incredibly important and so I do believe that it is incredibly important for the TUU to be able to provide extra assistance to an event of this nature.

Come Fast With Us Expenses:

Activities Centre Hire & Cleaning	\$600
Hire of chairs (Dave Quinn)	\$760
Decorations & Misc	<u>\$530.03</u>

Total Grant	\$1890.03
Food Expense	<u>\$4500</u>
	\$6,390

Dark Laneway – Engineering Society

Dark Laneway is the second ‘Laneway’ event run by The Engineering Society this year. The first event was incredibly well attended by students and there was a lot of positive feedback provided by students in regard to this. The Engineering Society is attempting to undertake a second event of this type, but this requires a large outlay of funds and a dedicated effort by the Society members. The event provides students the opportunity to see some live music, relax after a hectic first half of semester and forget about the multitude of assignments due after the (so-called) mid-semester break. The first ‘Laneway’ event held earlier this year was attended by approximately 1000 students, making this one of the most well attended events all year, beaten only by Societies Day and easily the best attended event produced by a single society. The event is being advertised to all students, including those at the Menzies and Hunter Street campuses and is obviously open to all students, with students receiving free entry to the event.

The Society has been granted \$1000 from the Societies Council for the event, but as this is our ceiling amount, we cannot grant them any further funds. Ingrid and I are hoping that the TUU would be able to provide some further funding to the Society in order for them to provide an event that enhances campus culture and evidences just what can be done with SSAF funds. The further funding would allow for the Society to provide supplementary heating and marquees and assist with the costs associated with the staging, lighting and sound equipment, all of which is currently coming out of the Society’s funds.

As Societies Council President this is the type of large-scale event I would love to see more societies undertaking. I want to encourage all societies to plan something a bit out of the box, an event that requires a lot of effort and dedication from the whole team, but can provide students with a unique on

campus experience. If other societies can be inspired by this kind of event then I believe providing extra funding to the Society is well worth it.

I also believe that being able to show TUU support to an event of this nature will assist in curing the apathy of students towards the TUU. Around campus there is the definite notion of students that “The TUU does nothing for me” and whilst they may not understand the work we do behind the scenes, being able to show sponsorship of an event designed purely for the students to have fun will definitely assist in changing the minds of some. Particularly with the TUU elections coming up it would be great to generate some good publicity for the TUU to encourage students to vote and learn more about the TUU and the work we do.

I have the budget for this event and will provide that tonight to the Council.

Motion to approve \$3500 out of State Council’s special events budget for the Islam Awareness Week organized by the Tasmania University Islamic, Saudi, Pakistani and Malaysian Society.

Olivia

Waqas

All in Favour

Motion Passed

Motion to approve \$3500 out of State Council’s special events budget for the Dark Laneway Event organized by the Tasmania University Engineering Society.

Olivia

Sue

All in Favor

Motion Passed



SHANTY PRIYA

1. **TUU UniGames**

The TUU Unigames that was held on 16 August was such a great success. It would not have been possible with the support of the sports council, SRC and the people from the north. The deputy vice-chancellor was very pleased with the turnout and is hoping for more in the coming years. In total we had 300 students/Alumni who participated across 10 sports. Red Bull and Red frogs were even at the event.

2. **Community Cup Games**

The UniGym will be holding a games day for students living in the accommodation across the campuses on 20 September. This event is free and the sports being offered are Netball, Basketball and Futsal.

3. **Spare Room that was previously used for Community and Friends**

Sports Council would like to check if that unused space could be given to clubs and societies who want to hold their AGM or general meetings. As currently, there is no space available for such purposes.

4. **Training and Workshops**

Sports Council will be offering a range of trainings/workshops for clubs throughout the month of August and September.



WAQAS

Waqas brought attention of the SC that Isaac has missed the following meetings recently without providing any apology to or informing any SC member to attend in his absence:

- Board meeting with the new Chairman, Mr Simon Overland
- Academic Senate Meeting
- Opening speech for Zer-O week missed without notice
- The Work Health Safety Committee meeting
- The No Smoking on Campus Working Group
- Jane Skalicky & Matt Hingston have been chasing Isaac regarding Students Matter Forum
- Dr Sara Booth has been chasing Isaac regarding eValuate upgrade
- Unattended two Board meetings without an apology
- Meeting with Tabtitha Fletcher, Editor in chief Togatus, Jenny and Dave missed without an apology
- Isaac attended the NUS NDA March in Sydney, and missed the Hobart rally and should have informed other members of the SC/SRC to make necessary arrangements. The SRC reps Heidi (Women's Officer) and Liam (Education Officer) felt unsupported and were not aware that Isaac would not be attending the conference. Isaac however commented that he had passed on all necessary details to Heidi and Lewis to take charge in his absence.
- Report from conference attended in Perth is still due to be received by SC
- Waqas has submitted a complaint with the IT to fix Isaac's webmail and they have advised that Isaac needs to keep on deleting previous emails in order to ensure his mailbox capacity doesn't reach full limit.

TABITHA

Tabitha formally raised with State Council the repeated lack of response to contact by Isaac regarding work issues. There are some things regarding the budget, specifically, that Tabitha has been advised Isaac is the one to speak with - and indeed he is - but despite trying in multiple ways to reach him for sometimes weeks at a time, he does not respond. The only time Tabitha is able to speak with him is by running into him and he agrees to meet, etc, but then completely disappears again not to be heard from until the next chance meeting. Many others have reported this issue, as well as not turning up to engagements and meetings without notice. Tabitha has also been advised by others that this is very much an external communications issue also. Tabitha mentioned that she is putting it in writing with hope that at least a discussion will take place around reducing the current neglect of the role, given the employment conditions in place and the significant, student-funded salary attached to the position of State President. Tabitha has informed that a complaint was also received from the ANU student council during these weeks about "the TUU" ignoring repeated attempts by them to communicate over the course of several months.

As per our last meeting, Isaac had taken the responsibility to meet with Dave Quinn and provide him with appropriate content for the new website. Dave Quinn has advised that Isaac has not been in contact with him and hasn't provided any information.

It was discussed that Isaac should inform the staff and SC members of TUU before leaving for interstate so that in Isaac's absence the staff and SC members can make necessary arrangements. Isaac was also advised to inform when he plans not to attend any meetings that he has committed to and inform well in time for other SC members to attend. An apology should also be submitted when he is absent from the meetings as it reflects poorly on the entire TUU staff and members.

SUE

Sue informed that she has been approached by students to start a "Chess Society". Olivia and Shanty to follow it up if it is to be classified as a Society under Societies Council or Sports Council.

HARRY

Harry suggested the TUU to provide a breakdown of the SSAF that could be published on the website.

TOGATUS

Tabitha presented a detailed budget assessment to the SC attached herein as Appendix B. this was circulated via email to the State Council on 22nd August 2014.

State Council viewed this as a positive investment for the Togatus and increase of assets for future use in coming years. The savings made by Togatus depicts their effective and responsible use of funds allocated to them during the year.

Motion that State Council approves the proposal that savings in the Togatus budget are re-allocated to invest in equipment. Procurement subject to price-negotiation (schedule attached).

Isaac

Olivia

All in Favor

Motion Passed



Agenda Item 6.1
Date of Next Meeting
Presenter: President

Tasmania University Union, Inc.
State Council Agenda
Monday, July 21st, 2014

The date of the next informal meeting will be 8^h September 2014, to be held at 5:30pm in CC.A119, SB.MMLib.B106 and NH.L172 via videolink.



Agenda Item 6.2
Close Meeting
Presenter: President

Tasmania University Union, Inc.
State Council Agenda
Monday, July 21st, 2014

Motion that the meeting be closed.

TOGATUS BUDGET ASSESSMENT

INTRODUCTION

Togatus has identified significant savings in the printing costs allocated to our budget. We believe that these funds can be put to a greater use by investing on production facilities and equipment, of which our student media provides none. Togatus magazine, and by extension the TUU, does not provide students with any equipment at all to undertake media work. This is a considerable participation and functionality issue. To require students to own their own equipment is a barrier to participation. It also limits our ability to cover TUU and student events. When attending meetings with sports & societies councils this year, to encourage them to share events with us for coverage, and that we can promote their club, we have been asked what kind of equipment we have and for what purpose. Unfortunately the answer is “we have none - students either have their own equipment or rely on the journalism department for loans.” The journalism department media lab does not loan to non-journalism students, and equipment loan is only possible two days per week, if there are not major assessments requiring the equipment. In addition to this, it is not possible to access the media lab after 6pm. After hours passes are not permitted. We have consulted with other student media around the country, and found that by and large Togatus is the only student magazine without and equipment or software provided to student participants. Our office contains one poorly running, unusual noise-emitting Windows PC, without any software. Most outlets have three or more desktop suites, at the very least. The type of equipment needed to produce good content is simply not within students personal budgets, and is an unreasonable expectation. It was not disclosed to staff when applying for positions that they must provide their own equipment.

Please note that Togatus’ print output has doubled under this administration, while reducing overall print costs. We spend less to print 8 editions as opposed to 4. Furthermore, we are confident that the change in print runs has not compromised our quality. The feedback from a variety of areas of the UTAS community and beyond, has been favourable and encouraging. We also note that we have reached out to an entirely new writer and contributor base, and received many great contributions. We also actively facilitate opportunities for students by encouraging them to utilise the magazine as a career-building experience.

This budget assessment arises from a clear need. Multiple savings are apparent and reallocation is necessary to ensure our resources are used well. Please see our detailed explanation of the proposed budget allocations in the spreadsheet supplied.

PRINTING COSTS

The most significant savings are in our printing allocation for the print magazine. The allotment is \$40 000, however our total spend for the new print run of seven monthly editions, during semester 1 & 2, is \$25 620, excl. GST. This figure excludes the final edition, which will be a 'yearbook.' The total savings for regular printing costs is therefore \$14 380.

The yearbook will be our final edition, as occurred in 2014, with the release of 'the annual'. Please note that the Yearbook requirement was not made known to staff when applying for roles with Togatus, or signing contracts, nor was it discussed with us until the funding allocation was noted upon final SSAF budgets were made known, some time into semester 1. We are prepared to carry out this task, however accommodations must be made to facilitate an additional project. \$13 500 is allotted for this project.

We wish to scale down the idea of the 'yearbook', and instead allot double the regular printing costs for the final edition. With this considered, our total printing costs for this project will be \$6 320. We also aim to possibly use an additional \$2000 to produce a CD of conservatorium students' music to accompany the yearbook. The total savings is \$5180.

The total re-allocation of print costs saves: \$19 560.

SALARIES

The salary allotment for 2014 is 25 000. This covers the wages of editorial staff, in a total figure of \$23000.

The salaries allotment in our original budget did not provide an adequate amount to pay our casual designers. The remaining \$2000 only allows us to pay our design team for 4 editions. Togatus has traditionally always paid several design students from the School of Art to complete the digital design and layout phase of production. This is integral to producing a quality product. Currently we pay two students \$250 each, per edition, for approximately 15 hours work. This is an extremely low cost for the work that they do. With this in mind, our print savings funds must allocate an additional \$2500. This covers the wages necessary to pay designers for all editions. This figure also allows a double allotment for the 'yearbook' so that we can pay 4 design students, and allocate the extra work more appropriately instead of doubling the regular designer's workload while not paying additional wages.

Less this expense, savings are now at \$17 060.

MARKETING AND DISTRIBUTION

This budget proposal also includes an allocation for online promotion. We believe that to build up the resources, output, and goals of the magazine such as we have, but to not undertake active promotion, would be a great loss. It would essentially undermine the resources and work which have been channelled into improving Togatus so far. This includes paying for online social media promotion after semester 2 ends, until the new staff begin their term. This ensures that Togatus does not lose all visibility during the break. It will also continue to drive traffic to the website, which provides a great tool for us when promoting the benefits of advertising with us, hence creating greater potential for securing offers of paid advertising. This will work best if it is listed as a miscellaneous expense which is drawn from remaining funds or advertising revenue.

Togatus is also lacking in distribution points. We've heard from multiple sources that the magazine is often thrown out or cleared to a low-traffic space as leaving a pile on a table becomes messy, and wind from people constantly entering doors blows them around. We would like to purchase approximately 15 portable magazine stands for display purposes.

Other marketing expenses include a waterproof banner for events.

EQUIPMENT

From the savings of \$17 060, we have proposed a quote on a full suite of equipment to make Togatus much more accessible to students, and enable wider and better coverage. There are many other practical reasons for the magazine to possess its own equipment:

- We propose that the equipment will allow Togatus to produce regular video content and more, in a manner which is not widely seen on any other student media platforms in Australia. Historically the majority of our output has focussed on print editions. However, online media is far wider-reaching and has a greater capacity for variety of topic and type of content.
- Having equipment on hand will allow student contributors and Togatus staff to follow events more closely and post the content sooner.
- By providing resources and a welcoming, deliberately-purposed cooperative work space, we also believe it is possible to further increase the output, networking and skill-building of UTAS journalism students, writers and other content producers across all UTAS faculties. This will, in effect, make far greater use of our resources and in doing so increase the usefulness of Togatus services to the student body.

Included in our proposal is an allocation for a heavy duty lockable steel cabinet to secure these purchases. We also intend to have the equipment engraved.

CONCLUSION

Thank you for your time taken in considering our proposal. We look forward to discussing it with you in more detail.

In deliberations we hope that there can also be an understanding that the sources for prices given are subject to change and further investigation. We also note that this budget does not account for every dollar. In previous years of operation, Togatus has worked closely with Development Coordinator David Quinn when making purchases and for other general expenditure. This proposed budget re-allocation will only be a functional process if we are permitted to have some autonomy in the selection and purchase of goods, choosing alternatives where suitable, and perhaps purchasing additional units where a deal can be reached with the supplier or cheaper options are available.

Please don't hesitate to contact Editor-in-chief Tabitha Fletcher if you have any questions before the decision goes to a motion of State Council.

Email: Editor.togatus@utas.edu.au

Phone: 0407 839 814

Or please visit in person.

Detailed list			
Production equipment			
Macbook pro 13in, 256ghz, 8g	\$1,658		utas procurement - https://secure.utas.edu.au/procurement-services/documents/hardware/Apple-Laptop-Pricelist.pdf
Rode Reporter Microphone	\$175		http://www.kayellaustralia.com.au/rode-reporter-p-1849.html
Rode Lavalier Microphone	\$250		http://www.kayellaustralia.com.au/rode-lavalier-lapel-microphone-p-1740.html
Rode MiCon-5 Adaptor	25		http://www.kayellaustralia.com.au/rode-micon-connector-p-3305.html
Vantage 9M XLR Cable	x2 @ \$25.95 ea - 51.90		http://www.kayellaustralia.com.au/vantage-microphone-cable-p-2204.html
Canon 7D (body only)	\$1,299		http://www.camerahouse.com.au/products/DSLR/EOS-7D.aspx
Sigma 17-50mm	\$875		http://www.camerahouse.com.au/products/Standard/Sigma-AF-17-50mm-F28-EX-DC-OS-HSM-Lens-for-Canon.aspx
Loweprro Bag	\$55		http://www.camerahouse.com.au/products/Bags-2/Loweprro-Adventura-160-Black-Bag.aspx
Loweprro Roller Bag	\$299		http://www.camerahouse.com.au/products/Bags-2/Loweprro-Pro-Runner-X350-AW-Rolling-Bag.aspx
Canon XF105 Video Camera	\$3,499		http://www.camerahouse.com.au/products/Professional-Video-Cameras/Canon-XF105-Full-HD-Digital-Video-Camera.aspx
Sandisk 32GB CF Card	x2 @ \$323ea - \$626		http://www.kayellaustralia.com.au/sandisk-extreme-128gb-p-3275.html
Tripod	x 2 @ 196 ea - \$292		http://www.digitalcamerawarehouse.com.au/prod2534.htm
Digital voice recorder	169		http://www.dicksmith.com.au/audio-mp3/digital-voice-recorders
SD card for DSLR	2x\$20 - \$40		
Sub Total	9313.9		
Office hardware			
Surge protected power board		\$50	
Teac 21.5" TV		\$249	http://www.jbhifionline.com.au/plasma-lcd-tvs/tvs-led-lcd-15-26/teac-lev2294fhd-21-5-full-hd-led-lcd-tv-with-integrated-dvd-player/691264
Seagate 4TB Desktop External		199	http://www.officeworks.com.au/shop/officeworks/seagate-4tb-backup-plus-desktop-hard-drive-black-sgbp4000gb?searchTerm=WDEL1000PT%20SGBP4000GB
AM/FM radio docking staion		100	retailer tba
iMac 27in 3.5ghz i5 8gb ram		2120	utas procurement (corporate discount)
- incl. mouse & keyboard & ext. warranty on all			
Tablet computer - 16gb ipad		603	utas procurement (corporate discount)
USB drive 3.0 64GB	3 x 89		http://www.officeworks.com.au/shop/officeworks/tdk-64gb-lor-usb3-0-flashdrive-platinum-tdplat64g3?searchTerm=usb%20drive%203.0
Secure lockable cabinet		\$232	http://www.officeworks.com.au/shop/officeworks/corcoran-riggs-metal-stationery-cabinet-large-grey-owst7000?searchTerm=cabinet
Sub Total		\$3,356	
Production software			
Adobe Creative Cloud		179.88	https://creative.adobe.com/plans?plan=edu&store_code=au
Final Cut Pro		\$379.99	https://itunes.apple.com/au/app/final-cut-pro/id424389933?mt=12
Sub Total		559.87	
Other expenditure			
Portable magazine rack	15x@\$103 - \$1545		http://www.slimlinewarehouse.com.au/pg/Portable-B-Stand/Portable-Budget.aspx
Whiteboard - wall mounted		\$127.00	http://www.officeworks.com.au/shop/officeworks/quartet-melamine-contour-graphite-board-900x600mm-peqt7553?searchTerm=whiteboard
Magazine holders	10x\$3 - \$30		
Sub Total:		\$1,702	
Events			
End of year event w. TARTS			
TBA - proportional share		1500	
Final total		\$16 078.90	