

UNIVERSITY OF WOLLONGONG UNDERGRADUATE
STUDENTS' ASSOCIATION

1st WUSA Council Meeting
5.00pm Thursday January 12 2006
Room - Building 11

PRESENT:

Jessica Moore
Grant Coleman
Paulo Harvey
Jenna Fletcher
Jenna McConnachie
Chad Stronach
Gareth Ward
Jeff Barrett
Toby Kell
Ben Coughlin
Amelia Rhodes-Moylan
Karlee Jones
Hayley Conway
Simon Frew
Maddy Phelan – 5.10pm
Peter Dickson – 5.46pm

1. Apologies

Justin McKinnon
Nathan Barton
Jim McGuire
John Mann
Emma Wade

06/CM01/01 - Karlee Jones/Grant Coleman

It was moved that WUSA accept the proposed 2006 budget for WUSA (and the constitutional changes required) pending approval of the constitutional changes by the University Council. See attachment "A".

CARRIED – 14 For, 1 Against

06/CM01/02 - Karlee Jones/Grant Coleman

It was moved that WUSA contract Zeffa to look after Council's IT needs for a period of six months at a cost of \$14 000. See attachment "B".

Budget Line

Office and Administration Expenses

CARRIED – 12 For, 3 Against (Gareth Ward), 1 Abstention (Ben Coughlin)

06/CM01/03 - Karlee Jones/Grant Coleman

It was moved that WUSA approve the release of \$109.00 to replace the president's phone.

Budget Line

Office and Administration Expenses

CARRIED Unanimously

It was noted that the President should investigate into the possibility of either a cheaper phone or a new plan with a free phone

06/CM01/04 – Grant Coleman/Karlee Jones

It was moved that WUSA representatives be empowered to prepare budgets for pre-approved spending. All executives who were elected for a specific student representative role have access to their monies, amount as per their budget line with preapproval for spending, conditioned to:

1. The executive prepare a budget for the allocating/spending of their monies up to the budget line amount over two sessions and
2. Council approved budget and
3. The executive understand that all WUSA monies spent must be in accordance with the WUSA constitution and regulations and the president of WUSA has the power to cancel or freeze funds as per 4.3.1.1 (b), (d) of the constitution
4. To allow the treasurer to audit spending as per budget during each session and report back to council as per 4.3.1.3 (a),(b) of the constitution

CARRIED Unanimously

06/CM01/05 – Karlee Jones/Grant Coleman

It was moved that WUSA release \$5,860 to purchase 5 new computers as per attachment "C".

Budget Line

Asset acquisition and strategic spending

Gareth Ward declared a conflict of interest and left meeting for length of discussion dealing with motion 06/CM01/05

CARRIED – 10 For, 3 Against, 1 Abstention

06/CM01/06 – Karlee Jones/Grant Coleman

It was moved that WUSA appoint Jenna McConnachie and Jessica Moore to represent WUSA on the staff selection committee. They may be substituted for by Ben Coughlin and/or Gareth Ward if unable to attend.

CARRIED Unanimously

06/CM01/07 – Karlee Jones/Grant Coleman

It was moved that WUSA appoint Ben Coughlin and Jessica Moore to represent WUSA on the personnel committee. If unable to attend they may be replaced by Grant Coleman.

CARRIED unanimously

06/CM01/08 – Karlee Jones/Grant Coleman

It was moved that WUSA approve the creation, advertising and appointment, of the new office manager position. See attachment “D”.

CARRIED Unanimously

06/CM01/09 – Grant Coleman

It was proposed that WUSA allow the putting of “emergency motion” 06/CM01/10

CARRIED

06/CM01/10 – Grant Coleman/Gareth Ward

It was moved that WUSA advertise the position of General Manager. It is to be advertised that the position would be casual (max 10 hours per week) and would be paid at the appropriate award rates.

CARRIED Unanimously

Meeting was closed at 7.28pm

	ATTACHMENT A			
	Proposed WUSA 2006 Budget			
Notes	Description	Costing Factors	Amount	Totals
Income				
1	Student Membership			
	<u>Wollongong (Main) Campus</u>			
	New member entrance fee	\$5.00		
	Number of new members	2536		
	Total - (100% to WUSA)		\$12,680	
	Full year membership fee	\$48.40		
	Number of full year members	10644		
	Total - (100% to WUSA)		\$515,170	
	Half year membership fee	\$24.20		
	10% of half year members (Note: Estimate of 2nd semester based on 1st)	37.5		
	Total - (100% to WUSA)		\$908	
	<u>Shoalhaven Campus</u>			
	Full year membership fee	\$36.00		
	Number of full year members	254		
	Total (20% to WUSA) -		\$9,144	
	Half year membership fee	\$18.00		
	10% of half year members (Note: Estimate of 2nd semester based on 1st)	0.6		
	Total (20% to WUSA) -		\$11	
	<u>Mossvale Campus</u>			
	Full year membership fee	\$49.50		
	Number of full year members	106		
	Total (90% to WUSA) -		\$5,247	
	Half year membership fee	\$24.75		
	10% of half year members (Note: Estimate of 2nd semester based on 1st)	0		
	Total (90% to WUSA) -		\$-	
	<u>Batemans Bay Campus</u>			
	Full year membership fee	\$49.50		
	Number of full year members	71		
	Total (90% to WUSA) -		\$3,515	

	Half year membership fee	\$24.75		
	10% of half year members (Note: Estimate of 2nd semester based on 1st)	0.2		
	Total (90% to WUSA) -		\$5	
	<u>Bega Campus</u>			
	Full year membership fee	\$49.50		
	Number of full year members	122		
	Total (90% to WUSA) -		\$6,039	
	Half year membership fee	\$24.75		
	10% of half year members (Note: Estimate of 2nd semester based on 1st)	0.4		
	Total (90% to WUSA) -		\$10	
	<u>Loftus Campus</u>			
	Full year membership fee	\$49.50		
	Number of full year members	114		
	Total (90% to WUSA) -		\$5,643	
	Half year membership fee	\$24.75		
	Number of half year members (Note: Estimate of 2nd semester based on 1st)	0		
	Total (90% to WUSA) -		\$-	
	Total Membership income			\$558,370
2	Bank Interest			
	Interest rate	3.50%		
	Savings held on the 1st of January	\$1,000,000		
	Total bank interest for the year		\$41,138	\$41,138
	Note: Interest based on compound interest, taking into consideration rev. & exp. at diff. times			
3	Wall Planner Advertising			
	Advertising revenue		\$5,153	
	Total advertising Revenue			\$5,153
4	Book Bank			
	50% Of 2005 total revenue from all books sold		\$68,853	
	less commisions paid to student (12.5% kept by WUSA)		-\$60,246	
	Net Book Bank income			\$8,607

5	Sundry & Other Income			
	Faxing documents for students		\$900	
	Photocopying for students		\$3,000	
	Total sundry income			\$3,900
	Total income			\$617,167
	Expenses			
6	President			
	Honorarium		\$15,000	
	Total President's honorarium			\$15,000
7	Education Campaigns Coordinator			
	Honorarium		\$7,500	
	Total advocacy honorarium			\$7,500
8	Office Manager			
	Salary estimate p.a		\$28,000	
	Total General Manager salary			\$28,000
9	Superannuation			
	9% of all salaries and wages paid		\$4,545	
	Total superannuation			\$4,545
10	Workers Compensation			
	1.19 % of all salaries and wages paid		\$601	
	Total workers compensation			\$601
11	Office & Administration Expenses			
	Stationary		\$3,000	
	Maintenance of Photocopier & Fax Machine	0.02110	\$1,899	
	Photocopier Rental	\$791.38	\$9,497	
	Cost of newspapers per day	\$4.40		
	Number of days per week	5		

	Number of weeks per year	40		
	Total cost of newspapers per year		\$880	
	Paper & Toner		\$4,500	
	Office content insurance		\$3,000	
	Number of transactions			
	Cost per transaction			
	Bank Charges		\$1,500	
	Cost of cleaning per month	\$390.00		
	Total cost of cleaning per year		\$4,680	
	Cost of security per month	\$40		
	Total cost of security per year		\$480	
	Number of transactions			
	Cost per transaction			
	Trustee Management Fees		\$16,000	
	Financial Audit fees		\$6,000	
	Solicitors Fees		\$2,500	
	Cost of Presidential mobile per month	\$150		
	Total cost of Presidential mobile per year		\$1,800	
	Postage		\$1,200	
	Phone & Facsimilie		\$3,000	
	Cost of Returning Officer	\$6,000.00		
	Cost of election software	\$13,000.00		
	Annual General election		\$19,000	
	General Manager's Discretionary Expenditure		\$2,500	
	Sundry Expences		\$6,000	
	Total Office and Adminstration Expenses			\$87,436
12	Tertangala			
	Media Coordinator's honorarium		\$15,000	
	Media officer's mobile phone		\$1,800	
	Layout		\$8,382	
	Superannuation		\$2,779	
	Worker Compensation		\$367	
	Printing Costs		\$24,000	
	Student wall planer 2006		\$4,311	
	Other Sundry Expenses		\$500	
	Total Tertangala			\$57,139
13	IT Support			
	Zeffa		\$28,000	

	Total IT Support			\$28,000
14	Additional Services/Provisions			
	Cost per BBQ	\$250.00		
	BBQs per year	28		
	Weekly BBQs		\$7,000	
	Child care members subsidy		\$10,000	
	Safe sex products and education		\$2,000	
	Momentum- Program for International Students		\$6,000	
	Bike Repairs		\$1,000	
	Total Additional Services/Provisions			\$26,000
15	Event Coordinator			
	Projects, campaigns & theme week.		\$5,000.00	
	Total Event Coordinator			\$5,000
16	Education Campaigns Coordinator			
	Projects & Campains & Education Week		\$5,000	
	Total Education Campaigns Coordinator			\$5,000
17	Welfare Coordinator			
	Projects & Campains		\$5,000	
	Total Welfare Coordinator			\$5,000
18	Women's Representative			
	Projects, Campains & Blue Stocking Week		\$5,000	
	Total Women's Representative			\$5,000
19	Enviroment Representative			
	Projects, Campains & Environment Week		\$5,000	
	Total Environment Representative			\$5,000
20	External Students' Representative			
	Projects & Campains		\$5,000	
	Total External Students' Representative			\$5,000
21	Queer Representative			
	Projects, Campains & Sexuality Week		\$5,000	
	Total Queer Representative			\$5,000

22	International Students' Representative			
	Projects, Campains & International Week		\$5,000	
	Total International Students' Representative			\$5,000
23	Indigenous Students' Representative			
	Projects, Campains & Naidoc Week		\$5,000	
	Total Indigenous Students' Representative			\$5,000
24	Disabilities Representative			
	Projects, Campains & Disabilities Week		\$5,000	
	Total Disabilities Representative			\$5,000
25	Unallocated Campaign Expenditure			
	Projects, Campaigns and Resources		\$30,000	
	Total Unallocated Campaign Expenditure			\$30,000
26	O-Week Activities			
	O-Week Activities		\$15,000	
	Total O-Week Activities			\$15,000
27	Asset Acquisition & Strategic Spending			
	Clubs & Society		\$27,500	
	Executive & Staff Training		\$5,000	
	Strategic Assets and Spending Purchases		\$25,000	
	WUSA Advertising		\$10,000	
	OH&S Compliance		\$10,000	
	Post VSU Contingency Fund		\$40,000	
	Sundry & Unallocated Expenses		\$15,000	
				\$132,500
	Total Expenses			\$481,720
	<u>Surplus/Deficit</u>			\$135,447

ATTACHMENT B

IT SUPPORT

\$2,200/month for remote desktop support including lodging through phone or online job tracking system

onsite support \$90 per hour

the advanced hosting package, including database hosting offsite

<http://www.zeffa.com.au/AdvancedPackage.html>

plus the filemaker pro stuff just to get a license and set it up. would bring it to approx 120/month

also, note theres 1gig data in that package,. additional is 6c/mb (competitive since market is 9-12c at the moment)

as for the online bookshop, that would just be charged at development rate of 90/hr until its completed then it would just be added to their hosting package.

6month figure would be looking at approx: \$14,000 plus excess data, plus call outs, and then the development work.

ATTACHMENT C

ITEM	QUANTITY	UNIT PRICE	EXT PRICE
eMac 1.42GHz Combo Drive	5	\$ 992.00	\$ 4 960.00
Built in Display Accessory Kit 56K internal modem Apple Keyboard Apple Mouse Mac OS 1GB SDRAM 80GB Ultra ATA Drive Combo Drive (DVD-ROM/CD-RW)			
eMac Tilt & Swivel Stand	5	\$ 60.00	\$300.00
AppleCare Next Business Day Onsite- Desktops	5	\$120.00	\$600.00
		Subtotal	\$ 5,860.00
		Shipping	NIL
		Subtotal	\$ 5,860.00
		GST	EXEMPT
		Order Total	\$ 5,860.00

Attachment D

Job Description

WUSA – Office Manager (25-30hrs p/w)

Generally

To be responsible on a day-to-day basis for developing, implementing and managing all administrative practices and procedures, including budgetary, frontline counter and other services (such as the second-hand Bookbank) for the Wollongong Undergraduate Student's Association (WUSA).

Specifically

1. To manage the following tasks, services & activities on behalf of the Association:-

(a) in lieu of the General Manager- the administration and preparation of wages and other entitlements including Superannuation and Workers Compensation Insurance for all WUSA General & Tertangala Staff, including for relevant honoraria;

(b) in lieu of the General Manager-the calculation, preparation, processing, provision and safe storage of all payroll related taxation paperwork, documentation and certificates;

(c) in lieu of the General Manager- the monthly reconciliation of income and expenditure of budget lines and reports for the WUSA Council;

(d) the administration of the student emergency loans scheme, including liaising with the University Administration, and the reconciliation of such accounts;

(e) the preparation and recording of all WUSA's banking transactions including the drawing of cheques, and petty cash reconciliations and replenishment, along with the collection of all monies and the sale of all tickets for all WUSA's ticketed social functions;

(f) As a Justice of the Peace, or holder of another valid document certifying qualification, be available to assist students in the capacity of that role.

2. Perform the following tasks, services & activities on behalf of the Association:-

(a) data preparation, entry and reconciliation for all relevant accounting, BAS, IAS, GST, FBT, CGT and other tax compliance obligations of WUSA;

(b) provision of advise to the WUSA General Manager, President, Council, Representatives and Members in relation to all relevant University and WUSA administrative policies and procedures;

(c) the maintenance, renewal and use of office equipment, including photocopiers and facsimiles machines;

(d) the collection, receipt, stamping and distribution of all incoming letters, memoranda, journals and other such correspondence, and the writing, preparation and distribution of all such outgoing mail;

(e) general office administration and from time to time specific administrative requests made by the WUSA General Manager and / or WUSA Council;

(f) the ordering and receipting of all necessary office, stationary and catering supplies as approved by WUSA Council motions and in accordance WUSA's with standard operating policies and procedures;

(g) the provision to students of free tea, coffee and hot chocolate making supplies, including sugar and milk sachets, and the re-stocking and re-ordering of such supplies.

5. Ensure the provision of the following:-

(a) administrative and secretarial support for WUSA and all of its elected Representatives, including the booking of rooms for the holding of all official WUSA Council Meetings;

(b) all necessary information to ensure that newly elected WUSA Representatives and WUSA Council Office Bearers are adequately informed as to all relevant policies and procedures;

6. Manage the operation of the Association's second hand Bookbank, including overseeing all sales, the maintenance and development of the Bookbank facility, ensure adequate software operation, maintenance and development, ensuring that all books for sale are maintained and in good order, the collection of monies from and on behalf of students, and ensuring that vendors are contacted and remunerated as necessary and required.

7. In lieu of the General Manager the Office Manager will act as a (WUSA Staff) Deputy Returning Officer for all WUSA related elections, including where necessary for the filling of casual vacancies on the WUSA Council.

8. Attend WUSA Council Meetings when required or directed by the WUSA Council or WUSA General Manager.

9. To make recommendations to the WUSA General Manager and / or WUSA Council regarding changes in existing administrative policies, procedures and processes and to ensure that any such approved changes are adequately and appropriately implemented on time and within required operational and decision making guidelines.

10. To liaise when necessary both within WUSA and with other University Faculties,

Departments, Public Bodies, Authorities, Voluntary Agencies and WUSA Council members / Representatives on matters affecting the administration and services under the control of the post-holder.

11. In discharging the duties of this role to have due regard and diligence to the requirements of Occupational Health and Safety legislation and obligations in the workplace.

12. To understand and promote Equal Employment Opportunities policies compatible with the duties of the role.

Reporting

The WUSA "Office Manager" will report directly to the WUSA - General Manager, or in their absence to the President as Acting General Manager.

Technical Requirements

1. Sound working and operational knowledge of University of Wollongong administrative policies and procedures, including how they relate to WUSA.

2. Sound working and operational knowledge of the WUSA Constitution, Regulations, EBA and administrative policies and procedures, including how they inter-relate to the University of Wollongong and University Council.

3. Extensive experience preparing, compiling and reconciling BAS, IAS, GST, FBT, CGT and other relevant tax compliance and submission obligations.

4. Relevant and extensive employment experience in an administrative position, including working in a high paced, deadline driven customer service environment, including with students, and persons of a non-English speaking background.

5. Hold relevant sales, cash and petty cash handling skills and experience, including daily balancing, reconciliations and replenishment, banking and float related activities.

6. Proficient with using and administering the MS Office software suite.

7. Excellent working and operational knowledge of the Filemaker-Pro computing software suite, including the ability to perform medium level trouble-shooting, system maintenance and data redundancy activities.

8. Current holder of a Justice of the Peace, or other valid document certifying qualification.