

MONSU CAULFIELD INC
STUDENT COUNCIL SUMMER EXECUTIVE 2020/2021
MEETING SCSE 20/21.3

Held on 1st December 2020 at 2:00pm
Zoom Meeting

MINUTES

1. PREAMBLE

MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Boon Wurrung and Wurundjeri peoples of the Kulin nation, the traditional owners of the land on which MONSU Caulfield operates.

Present: Caitlyn Dunne, Alyssa Wheaton, Daniel Stonehouse

Apologies:

Absent:

Others: Lyn Nye, Ebony Hartridge-Linton

At 2:05PM, President Caitlyn Dunne contacted members of the Summer Executive absent to ensure their attendance. In response, she was informed by Anna Purtil that an email had been sent to Daniel Stonehouse, the Vice President, regarding attendance today.

In response, Vice President Daniel Stonehouse checked their student emails to find the following sent at 12:09PM, which was additionally forward to the Vice President email at 2:10PM.

"Hi Dan,

We have sought legal advice on the claims you have made in the unconfirmed minutes from MONSU lawyer, Holding Redlich.

Given we were only sent these unconfirmed minutes last night, advice cannot be provided prior to today's meeting.

As such, myself, Maxi, Hannah and Julia will not attend the SCSE Meeting that you seek to hold today, and suggest that we reschedule this meeting.

I'm sure you're aware that with our absence this meeting does not meet quorum and therefore has no standing.

Regards,
Anna"

Due to the decision made by these four members to not attend the meeting, the meeting was not able to take place due to a lack of quorum. It was noted, that due to Representative Reports not having been tabled, that Honorariums for the month of November could not be released until such a time that they are tabled and accepted.

2. BUSINESS ARISING

3. MINUTES OF THE PREVIOUS MEETING

3.1 SCSE20/21.2 Minutes

4. GENERAL BUSINESS

4.1 October Profit and Loss

4.2 Representative Reports

5. **CONFIDENTIAL BUSINESS**
6. **OTHER BUSINESS**
7. **PAPERS PROVIDED FOR INFORMATION**
 - 7.1 **October Profit and Loss**
 - 7.2 **Procurement Policy**
 - 7.3 **Minutes of the Previous Meeting SCSE20/21.2**
8. **DATE OF THE NEXT MEETING:**
9. **MEETING CLOSES: 2:30PM**

Job Profit & Loss Statement

October 2020

ABN: 42 911 556 610

Account Name	Selected Period	Year To Date
Income		
Income - Advertising	\$0.00	\$1,288.63
Income - Hire Charges	\$0.00	\$102.27
Income - Sponsorship	\$0.00	\$7,500.00
Income - Grants University	\$327,839.00	\$655,678.00
Income - Grants General	\$0.00	\$10,000.00
MONPEN - Service Agreement	\$9,000.00	\$18,000.00
Photocopying & Printing	\$183.13	\$17,702.68
Binding	\$0.00	\$51.83
Other Service desk income	\$1.45	\$115.72
Till Variances	\$0.00	\$0.06
Paper	\$0.00	\$107.18
Total Income	\$337,023.58	\$710,546.37
Expense		
Honorariums	\$2,953.20	\$25,581.02
Salaries - Permanent staff	\$35,706.67	\$384,090.76
Salaries - Casual Staff	\$3,230.08	\$31,324.37
Superannuation	\$4,020.16	\$40,594.86
Workcover Expense	\$2,411.40	\$2,411.40
Rewards & Recognition	\$679.64	\$2,139.04
Training & Development	\$0.00	\$30,079.35
Venue Hire	\$0.00	-\$5,066.86
Hire Equipment	\$0.00	\$18.00
IT operating expenses	\$8,752.89	\$21,834.77
Replacement & Additions	\$0.00	\$1,225.55
Maintainance	\$0.00	\$1,460.82
Clubs Grants Given	\$67,500.00	\$112,026.66
CAV - Incorporation Fee	\$185.10	\$421.90
Emergency relief	\$0.00	\$8,686.36
Vehicle Hire	\$0.00	\$52.52
Merchant Fees	\$125.45	\$1,334.83
Election costs	\$9,000.00	\$16,669.55
Audit Fees	\$0.00	\$14,215.20
Bank Charges	\$0.00	\$200.07
Catering Expenses	\$0.00	-\$3,626.20
Insurance	\$0.00	\$2,818.71
Advertising & Promotion	\$0.00	\$1,570.84
Branding	\$0.00	\$2,428.31
Publications	\$0.00	\$316.53
Merchandise	\$5,888.25	\$8,419.82
Uniforms/Garments	\$0.00	\$239.68
Legal Fees	\$6,750.00	\$20,100.00
Accounting/Bookkeeping	\$800.00	\$8,984.54
Parking	\$0.00	\$1,696.38
Postage	\$0.00	\$170.70
Stationery/Office Supplies	\$0.00	\$953.89
Telephone, Fax & Internet	\$64.37	\$814.48
Activities / Events	\$986.23	\$2,038.20

This report includes Year-End Adjustments.

Job Profit & Loss Statement

October 2020

ABN: 42 911 556 610

Account Name	Selected Period	Year To Date
Photocopy Rental	\$1,218.76	\$12,187.60
Photocopying / Printing	\$1,182.73	\$12,657.54
Binding	\$0.00	\$67.95
Meter Readings	\$0.00	-\$381.57
Total Expense	\$151,454.93	\$760,757.57
Other Income		
JobKeeper Subsidy	\$36,000.00	\$234,000.00
Total Other Income	\$36,000.00	\$234,000.00
Net Profit/(Loss)	\$221,568.65	\$183,788.80

This report includes Year-End Adjustments.

PROCUREMENT POLICY

Policy number	001	Version	0.1/September 2017
Drafted by	Lyn Nye	Approved by Board on	
Responsible person	General Manager	Scheduled review date	

Purpose

To ensure that the procurement of all goods and services is conducted in an honest, competitive, fair and transparent manner that delivers the best value for money outcome whilst at the same time protecting the reputation of MONSU Caulfield Inc., taking into account the required specification, quality, service, delivery, reliability, environmental, ethical and social issues and the total cost of ownership.

Scope

All MONSU expenditure regardless of funding source, including the following types of commitments:

- Letters of intent
- Heads of agreement
- Memorandum of understanding
- Purchase orders
- Oral commitments
- Formal contracts

Core Policy

MONSU requires accountability for the spending of MONSU funds which is justified, planned and transparent. Goods and services procured must be 'fit for purpose' and represent value for money while being socially responsible and ensuring probity in the procurement process.

Purchases from all suppliers must be covered by an official MONSU purchase order unless direct invoice procedures are in place, or where cash or a MONSU corporate credit card is used in accordance with the Credit Card Policy or Reimbursement Policy.

Approved Suppliers with an agreement with MONSU to supply goods and/or services at agreed terms must be used. The appointment of Approved Suppliers is to be undertaken as a result of a competitive process in accordance with the threshold values established in this policy. Exemptions to this policy may only be approved in accordance with Strategic Procurement procedures. Any apparent breach of this policy may be reported to the executive committee of the elected student council.

For purchase of goods and/or services from non-Approved Suppliers less than the 3 Quote Threshold, a documented quote must be received from at least one supplier and stored locally.

For the purchase of goods and/or services from non-Approved Suppliers in excess of the 3 Quote Threshold Value, but less than the Tender Threshold Value, a minimum of three documented quotes is required.

For the purchase of goods and/or services from non-Approved Suppliers in excess of the Tender Threshold Value a formal tender process must be conducted by a properly constituted Tender Evaluation Panel.

Policies can be established or altered only by the Student Council, however the GM must approve the changes before they are presented at the Council meeting: **Procedures** may be altered by the GM.

The threshold values are to be applied on the anticipated total expenditure, accumulated over the term of the contract or a three-year period, whichever is the shorter period and exclude GST.

Gifts other than items of small intrinsic value should not be accepted from suppliers or prospective suppliers. If a conflict of interest exists, the person must immediately declare this conflict.

Threshold Values

Type of Purchase	Threshold	Requirements
Simple	\$0 - \$499	Minimum 1 quote
3 Quote Threshold Value	\$500 - \$4,999	Minimum 3 quotes
Tender Threshold Value	\$5,000 +	Tender process

Definitions

Approved Supplier: An Approved Supplier is appointed as a result of a tender or other selection process in accordance with the threshold values established in this policy.

Best Value for Money Outcome (BVMO): The outcome that gives the best value for money for MONSU overall. This does not necessarily mean the lowest price or the result that just delivers the lowest cost for the business. In many instances the selection of a Supplier or their products should take into account other considerations such as the lowest overall Total Cost of Ownership (TCO) giving due consideration to the total cost to MONSU whilst we own the products, and covers other factors not exclusive to purchase price. These factors can include the cost of sourcing, procuring and paying for the products, the estimated cost of parts and ongoing maintenance charges, installation and de-installation costs. TCO should also consider inputs to the manufacture and maintenance of a product such as energy, water, paper, toner, chemicals, software etc., and, importantly, the cost of environmentally responsible disposal at end of life.

Fit for Purpose: Appropriate, and of a necessary standard, for its intended use.

Probity: Is the evidence of ethical behavior in a particular process. Probity is defined as complete and confirmed integrity, uprightness and honesty. It contributes to sound procurement processes that accord equal opportunities to all participants. A good outcome is achieved when probity is applied with common sense. Probity should be integrated into all procurement planning, and should not be a separate consideration. Risk management of 'probity in the procurement process' requires a higher level of control (mitigation) over the procurement process where there is a higher likelihood of exposure to claims about the process. In summary, procurement decisions are to be made in a transparent manner, which allows them to be understood and justified subsequently.

Simple 'Threshold': The threshold at which at least 1 documented quote must be obtained.

3 Quote Threshold Value: The threshold at which at least three documented quotes must be obtained from Suppliers for the proposed supply of goods and/or services.

Tender Threshold Value: The threshold at which a tender must be issued to Suppliers for the proposed supply of goods and/or services.

Direct Invoice: An invoice processed by MONSU without there being an initiating Purchase Order issued by MONSU (Buyer). Direct invoices are allowed for a limited and select group of goods and/or services where on-going supply is provided on a regular basis and are normally covered by an overarching contract or agreement. All other invoices require a reference to a Purchase Order in order to finalise settlement with a Supplier.

Environmentally responsible procurement (issues): Environmental issues cover all environmental impacts of products and services from cradle to grave including: reducing the amount of products purchased, minimising energy, water and materials; recycled, recyclable, biodegradable and reusable components; minimal packaging, maintenance, waste, emissions, chemicals and transportation; and environmentally responsible disposal.

Purchase Order: A formal document initiated by a Buyer and forwarded to a Supplier normally used to form the basis of a one-off contract between the parties for the supply of goods and/or services to the Buyer.

Probity Auditor and/or Advisor: Is appointed to review and/or advise on the deliberations of a Tender Evaluation Panel to ensure that all processes are conducted in a transparent, honest, fair and competitive manner.

Documented Quote: A submission from a Supplier that specifies the cost of supplying goods and/or services, or a record of a published price from a Suppliers website.

Tender: A competitive process used to seek bids from a Supplier.

Socially responsible procurement (issues): Social issues cover all social impacts of products and services including: health, safety, human rights, ethical production processes, social justice, Fair Trade, diversity, access, and purchasing locally and domestically made products.

MONSU: Means Monash Student Union Caulfield or related entities that are bound by MONSU regulations or can acquire goods and/or services under MONSU contracts and agreements with Suppliers.

Authorisation

President signature

General Manager signature.....

<Council approval date.....

MONSU Caulfield Inc..

PROCUREMENT PROCEDURE

Procedures number	001	Version	1/September 2017
Drafted by	Lyn Nye	Approved by GM on	
Responsible person	General Manager	Scheduled review date	

RESPONSIBILITIES

It is the responsibility of the GM to ensure that:

- Staff are aware of this policy;
- Any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of all employees to ensure that they conform to this policy.

PROCEDURES

Exemptions to this policy may only be approved in accordance with Strategic Procurement procedures. Any apparent breach of this policy may be reported to the executive committee of the elected student council.

Employees must receive the required number of quotes dependent upon the value of the transaction.

Once the quotes are collated you are required to request a purchase order from the Finance Officer.

After the purchase order is generated it must be authorised by your reporting manager before you order the good/services.

The authorised purchase order gives you authorisation to proceed with the order and to request an invoice from the supplier.

The invoice, quotes and authorised purchase order must be submitted to the Finance Officer for weekly payments.

If you wish to proceed with a supplier that has not provided the lowest cost available, your reporting manager must grant authorisation before a purchase order is generated.

The invoice must be submitted to the Finance Officer before 10am Wednesday for your payment to be processed.

AUTHORISATION

General Manager

Date.....