



November ECU Student Guild Senate Meeting Agenda

Location: JO 1.447

Date: Monday 27th November 2017

Time: 16:30 – 18:30



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1.0 Attendance

1.1 In Attendance

President – Sam Martyn

General Secretary – Caitlin Gibbs (proxy Oliver Kung)

Vice-President (Academic) – Stewart Lee (proxy Shariq Ahmed)

Vice-President (Social Activity) – Jason Duffin

South West Officer – Rebecca Joyce

General Senator – Simon Waddilove

CEO - Brett Callender

1.2 Apologies

Vice-President (Equity & Diversity) – Aqila Burhani

Environmental Sustainability Officer – Oliver Kung

General Senator – Shariq Ahmed

General Senator – Adnan Akram



2.0 Preliminary Matters

2.1 Acknowledgement of Country

"I would like to acknowledge that we are meeting on Wadjuk Nyoongar land, and I would also like to acknowledge their elders, both past and present. We recognise that the land was stolen and never ceded, and it always was and always will be Aboriginal land."

2.2 Declaration of Conflict of Interest

Caitlin and Stewart declare a conflict of interest for Items 3.5 and 4.1 as they will be Secretariat members in 2018 and the decision will impact them financially. The Senate resolves that they are welcome to participate in discussion, but will be unable to vote.

Rebecca declares a conflict for Items 3.6 and 4.3 as she is the elected Southwest Officer for 2017 and 2018 these items directly impact her financially. The Senate resolves that Rebecca will not be present for the discussion or vote for Item 3.6, however may participate in the discussion for Item 4.3.

2.3 Announcements

2.4 Office Bearers Reports

2.4.1 President

Sam reports that he has been working on the transition protocols and handover for the incoming Senate. He has continued to sit on a number of Student Appeals and submitted his SSAF Report for the 4th Quarter.

2.4.2 General Secretary

Caitlin reports that she has been finalising documentation and administration duties for her role as 2016 and preparing for handover to the incoming General Secretary, as well as working with Jason for his handover to her as the incoming Vice-President (Social Activity). The Guild Club Awards occurred over the previous weekend. There were a few minor hiccups that were the result of CSO not communicating to Security that the Guild had booked venue space, however they were able to deal with this and attendees enjoyed the night and the chance to have their club recognised.

2.4.3 Vice-President (Academic)

Stewart reports that he has been in contact with a number of industry bodies to facilitate their engagement with the Guild in 2018. He is coordinating the introduction of complimentary Guild tea and coffee stations to be placed around the university. He has sat on the Policy and Accountability Committee and is finalising his work as VP(A) by contacting clubs, completing his SSAF Report, and preparing for handover with the incoming VP(A).

2.4.4 Vice-President (Social Activity)

Jason reports that he has spent the last month working on the final activities for 2017. The Guild Ball was a massive success and sold out months in advance. The End of Semester



Halloween Party was very successful and had minimal, if any incidents. He is busy contacting the clubs within his department to finalise Finances for 2017 and preparing for handover with the incoming VP(SA).

2.4.5 Southwest Officer

Rebecca reports that Bunbury had a Halloween event that was very popular and had a lot of engagement from students. They have held a number of events recently including Wellness Day, and have the Southwest Guild Ball coming up this weekend. She would to facilitate Summer Courses for students to participate in over the holiday period including first aid and barista courses.

2.4.6 General Senator (S.W)

Simon reports that he has been on leave.

2.4.8 CEO

Brett reports that the Returning Officer's final report for the elections will be released in the coming week; it will likely include a referral to Discipline Committee.

He has been drafting policies for the Policy and Accountability to review. The Dircksey editor position applications opened and only one application was received. The position was appointed again to Holly.

The Guild's IT equipment will be undergoing software upgrades over the next week; they will have more programs available, and fix a number of issues that have been discovered over the last year.

2.5 Approval of Previous Senate Meeting Minutes

Procedural Motion

PSM17/11/01 – Motion that Items 2.5.1; 2.5.2; and 2.5.3 be moved en bloc.

Moved

Seconded

Motion Carried Unanimously

2.5.1 August 2017 Senate Meeting Minutes

SM1711/01 – Motion that the ECU Student Guild Senate approves the minutes from the August Senate Meeting as formal, accurate and read.

Moved

Seconded

Motion Carried Unanimously

2.5.2 September 2017 Senate Meeting Minutes

SM1711/02 – Motion that the ECU Student Guild Senate approves the minutes from the September Senate Meeting as formal, accurate and read.

Moved

Seconded

Motion Carried Unanimously

2.5.3 October 2017 Senate Meeting Minutes

SM1711/03 – Motion that the ECU Student Guild Senate approves the minutes from the October Senate Meeting as formal, accurate and read.

Moved

Seconded

Motion Carried Unanimously



3.0 Priority Items

3.1 Guild Affiliation Policy Amendment

SM1711/04 – Motion that the ECU Student Guild Senate approve the proposed amendments to the Guild Affiliation Policy, after recommendation by the Policy and Accountability Committee, as attached in Appendix A.

The Policy and Accountability Committee recommends this be adjourned as there is a lot more work that needs to be done to it before it is ready.

Moved

Seconded

Adjourned

3.2 Senate Office Bearer Engagement Policy

SM1711/05 - Motion that the ECU Student Guild Senate approve the adoption of a 'Senate Office Bearer Engagement Policy' as attached in Appendix B.

This policy explains the responsibilities that relate to governance. Simon queries if the Guild can perform background checks. Bret responds that the University refused to include this procedure as part of the Election Procedures submitted to University Council. The University's stance is that a condition like that must be decided in a meeting of the membership.

Moved

Seconded

Motion Carried Unanimously

3.3 Senate Transition Training Policy

SM1711/06 - Motion that the ECU Student Guild Senate approve the adoption of a 'Senate Transition Training Policy' as attached in Appendix C.

This policy is a relatively new procedure to allow a smooth transition for the incoming Senate. It also obligates outgoing Senators to fill out handover form; it ultimately acts as a protection base so that new Senators understand their roles.

Moved

Seconded

Motion Carried Unanimously

3.4 Senate Schedule of Delegation Authority

SM1711/07 – Motion that the ECU Student Guild Senate approve the proposed amendments to the Schedule of Delegation Authority, after recommendation by the Policy and Accountability Committee, as attached in Appendix D.

Moved

Seconded

Motion Carried Unanimously

3.5 2018 Secretariat Hourly Rate

SM1711/07 – Motion that the ECU Student Guild Senate approve an increase in hourly wage for the 2018 Secretariat in accordance with the increase in CPI.

Stewart and Caitlin note their abstentions.



Moved

Seconded

Motion Carried Unanimously

3.6 2018 Southwest Officer Honoraria Bonus

There has been a significant increase in Guild Activity at the Southwest Campus over the last 12 months. The Southwest Officer – Rebecca Joyce, has shown initiative above and beyond anything we had expected for 2017; the Secretariat recognise and acknowledge the dedication that she has shown to the Guild, the University, and ECU Students and would like to award her with a one-time bonus to show our appreciation.

SM1711/07 – Motion that the ECU Student Guild Senate approve the one-time payment of \$1620 to Rebecca Joyce.

[Rebecca temporarily leaves the meeting and does not participate in the discussion or vote on the motion.]

Moved

Seconded

Motion Carried Unanimously

4.0 Discussion Items

4.1 Maximum Secretariat Hours per Fortnight

The Senate discusses whether 60 hours a fortnight is a reasonable amount. Brett notes that it is a recommendation by both himself and Finance that this should remain.

Although the Senators' wages came in substantially under budget for 2017, this was due to the issues within the Senate during the first half of the term.

4.2 Non-Secretariat Honoraria 2018

- Determine the non-secretariat fixed honoraria semester amount for the 2018 term – currently \$1620.00 per semester gross
- Determine the semester period fixed honoraria will be paid against e.g.:
 - Calendar semester as in 1 December 2017 to 29 June 2018 & 30 July 2018 to 30 November 2018, or
 - Academic calendar as in 12 February 2018 to 29 June 2018 & 30 July 2018 to 12 November 2018
- Confirm the payment method for fixed honoraria will be the semester amount divided by the number of pay periods for the semester period chosen – this is operationally much simpler to manage opposed to bulk amount at the end of each semester. Additionally, it allows the Senate to measure and monitor non-secretariat and general senator work commitment on a fortnightly basis.

Senators are to be paid fortnightly so that they can be in the office during breaks to allow for planning and Senate meetings. Senators are expected to be in the office during all weeks of their term, not just during the teaching period. Simon raises that there is a need for a policy that outlines the need for Senators to report regardless of whether they intend to be paid or whether or not they have done any work during the fortnight.

SM1711/08 – Motion that the ECU Student Guild increase non-Secretariat Senator's Honoraria to \$1650 per Semester, in accordance with the increase in CPI.



Simon and Rebecca would like their abstentions noted.

Moved

Seconded

Motion Carried Unanimously

4.3 Southwest Officer Honoraria 2018

- The South West Officer effectively is the Senate for South West and is responsible for providing representative support for all departments e.g. Academic, Equity, Social, International etc.; accordingly, Senate need to determine how this position can be better compensated by way of increased fixed honoraria as well as other support mechanisms;
- The increase in member engagement and events across all areas in Bunbury under Rebecca's position has been significant and not seen before in Bunbury and warrants review in terms of additional honoraria;
- Consider an increase in fixed honoraria from \$1620 per semester or an hourly wage with maximum hour cap;
- Pay the position a fortnightly \$15 allowance for mobile use, as with Secretariat members;
- Increase minimum on campus hours to 10-12 hours per week as opposed to 5 hours for non-secretariat; and
- Amend Office Bearer Engagement contract and Duty Statement to reflect measurable expectations, including clear reporting requirements.
 - These measures would be necessary to ensure conformance by future South West officers.

Rebecca states that she would be happy to not have an increase in honoraria, but instead to have the Senate co-opt an additional General Senator for the Southwest campus. Stewart advises that this will be a matter for the incoming Senate. The discussion will be adjourned to the next Senate meeting.

4.4 NUS and Conference Funding

Stewart had two people approach him to request funding to attend the NUS National Conference. These people were the first two people who approached him and as he had room in his budget he approved this.

A third student approached Stewart, however as he had already approved the two Senators he told the third student that he did not have the ability to send him.

This student subsequently approached Aqila who agreed to fund his attendance to the Conference from her budget.

The Senate discusses the need for a policy that outlines:

How NUS delegates are contacted once they are elected;

What information they are given;

Who goes to the NUS National Convention; and

What constitutes an elected delegate (the NUS consider proxies to be the elected delegate—does the ECU Student Guild recognize this?).



Sam states he believes the Guild should not fund students who were not the delegates elected during the election, even if the student holds the proxy vote of the elected delegate. As delegates' votes are weighted depending on the order in which they were elected, he believes that the delegate who was first elected should be prioritized over subsequently elected delegates. If this person is unable to go, the opportunity should be given to the next elected delegate, rather than another student who holds the higher weighted proxy vote.

Stewart raises that attendees who hold a proxy would be voting in alliance with the elected delegate, and that sending the subsequently elected delegates mean that the Guild could potentially be funding someone that will be voting differently to the person the ECU students elected first.

Until a policy regarding this is adopted, it is up to the Senate to decide on who goes to the Conference. Sam suggests that Lauren Thomas and Brian Njane be sent. Simon suggests that until a new policy is adopted, we send all three that applied as there is room in the budget.

SM1711/09 – Motion that the ECU Student Guild approve funding for Lauren Thomas to attend the NUS National Conference at a maximum cost of \$1600 to be paid from the Senate PDT budget.

Moved	Seconded	Motion Carried
6 for; 1 against.		

SM1711/10 – Motion that the ECU Student Guild approve funding for Brian Njane to attend the NUS National Conference at a maximum cost of \$1600 to be paid from the Senate PDT budget.

Moved	Seconded	Motion Carried
4 for; 1 against; 2 abstentions		

SM1711/11 – Motion that the ECU Student Guild approve funding for Thomas Freeman to attend the NUS National Conference at a maximum cost of \$1600 to be paid from the Senate PDT budget.

Moved	Seconded	Motion Carried
4 for; 3 against; 1 abstention		

Meeting Closed 6:45pm



5.0 Appendices

Appendix A – Proposed Guild Affiliation Policy Amendments

Appendix B – Senate Office Bearer Engagement Policy

Appendix C – Senate Transition Training Policy

Appendix D – Schedule of Delegation Authority