



# SENATE MEETING MINUTES

MEETING DATE:	23/03/2018
MEETING TIME:	8:30am
MEETING LOCATION:	Joondalup JO1.447

## 1.0 - ATTENDANCE

President	Stewart Lee
General Secretary	Greg Warren
Vice President (Academic)	Sarah Cavanough
Vice President (Equity & Diversity)	Vesh Arumugam
Vice President (Social Activity)	Caitlin Gibbs
Environmental Sustainability Officer	Harrison Gray
International Officer	Shariq Ahmed
Postgraduate Officer	Vacant
South West Officer	Rebecca Joyce – Absent with Leave
General Senator	Modjadji Mokoto
General Senator	Faizan Akram
General Senator	Abishek Mehta
General Senator (SW)	Nicole Maskell- Absent with leave

## 2.0 – APOLOGIES

Rebecca Joyce, Nicole Maskell

## 3.0 – PRELIMINARY MATTERS

### 3.1 - 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."

### 3.2 - Approval of Previous Senate Meeting Minutes

**SM1803/01** - Motion that the ECU Student Guild Senate approves the minutes from the February Senate Meeting as formal, accurate and read.

Moved: Greg Warren

Seconded:

Tabled till next Senate meeting after discussion as to how record In Camera motions.

Senate decided to create two sets of minutes going forward, with a public minutes which would not have any reference to In Camera motions (besides from missing the motion number from the register), and to also create a second secret set of minutes including In Camera motions.

### 3.3 - Declaration of Conflict of Interest

None declared

### 3.4 - Announcements

Stewart Lee announced that the Federal Member of Parliament (& Cabinet) Michaelia Cash would be coming on campus to open up a new counter-terrorism facility.

No Labor politicians were known to be invited at this time.

Stewart said that he had no planned action or protest planned.

### 3.5 - Office Bearers Reports

#### 3.5.1 - President – Stewart

Stewart gave a report on the South West campus on Rebecca's behalf. The University is examining two tenders for food providers on the campus. The Uni promised it would be cheaper than current system.

Stewart participated in the O'days and Guild weeks on multiple campuses, including South West.

Stewart attended the University Australia conference in Canberra (paid for by the University). There were a lot of problem with Student delegates largely excluded. Stewart will table report on UA conference before next senate meeting.

While in Canberra he met up with Lee Rhiannon (Greens Senator), Sue Lyons (Labor Senate Leader), Linda Reynolds (Liberal Senator – who chairs many Senate Committees), Louise Pratt (Labor Senator), Anne Ally (Labor MLA), Jordan Steee John (Greens Senator). He did this alongside the Presidents of UWA and Curtin. They contacted an equal number of politicians from every party to attend, these three were the ones who came. All of them were supportive of a national framework for sexual assault. He says the information on this would be in the tabled report.

He has been in negotiations with the University regarding the volunteer program. Arshad Omari confirmed volunteer program is technologically possible. We use the same transcript recording system as UWA, so the uni is in contact with UWA to talk about their program.

Research Week – The University has requested Guild involvement for the Conference. Stewart told Sarah he'd invite her along to the next meeting he has with University staff regarding this so she is aware of any way this can tie into Conference Week.

Setting up a web-portal for external bodies to the Guild we have partnerships with. This will be a page on the Guild website, which will have links to external entities which the Guild has partnerships with, so that students can find their services easily.

SARC meetings.

Interviews for postgrad officer

Stewart has been attending Academic appeals boards throughout the month.

FOI uni upset by two FOI's submitted by the Guild. One requested information on a list of donations the University has made to groups external to the University. The other was regarding the investment portfolio of the University. The Uni tried to provide a list of companies they don't exist in, but are not being forthcoming on providing a list of companies they do invest in. Stewart expects we'll get answers in another month or two.

### 3.5.2 - General Secretary – Greg

Been involved in Guild Weeks and O'days. Took part in inductions for new students (participating in 16 out of 29) informing new students about the services the Guild provides.

Interviews for Postgrad position – nominees up today.

Been handling correspondence from clubs wanting to affiliate – still have many clubs who have not affiliated, with two new applications the day before the meeting despite this being way past the cut-off date to apply. Clubs which have got in contact with VP's earlier and had been delayed in their application would still be approved – so long as the relevant VP had put money aside for them, however, some clubs would be finding themselves not qualifying for funded membership for the first semester.

The report interrupted the report at this point to discuss how they would handle late affiliations, eventually it was decided that any who hadn't sought an extension would be affiliated as basic affiliates and then given the option of affiliating for funded affiliation in second semester.

Been working with Brett and Mel on the Commercial operation – Greg opted to let them speak about that as they had a greater level of involvement in the process and Greg was only providing oversight at this point.

Lot of paperwork and correspondence.

Due to many Senators being sick, has been spending a large amount of time handling student enquiries. AS a result, Greg has had trouble at times getting his actual duties done on some days due to be the sole point of contact for all inquiries.

### 3.5.3 – Vice President (Academic) – Sarah

Much of the last month has been concerned with preparing for representing the Guild at start of semester events such as the O'days and Guild Days.

- Club affiliations – the academic department has seen an increase in the number of clubs affiliating under the academic department banner this year. Affiliations are still being processed and will be finalized soon. The activity levels of a number of academic clubs have been particularly pleasing with special mention to EC Aviators who are organizing a number of airfield tours and industry partnerships and have set-up a club room including simulators for practice in Building 5 already, as well as CASSA; WIE & FAS who have already planned or hosted their new member events for semester one.
- Budget – The academic budget has increased significantly compared to previous years to account for the increase in clubs as well as Conference Week in Semester 2. I am also keen to run a “winter school” instead of a summer school so that students can use these skills to gain employment ASAP when the summer break starts at the end of the year, and may also utilize relevant skills in their semester 2 units.
- Auslan course – Students from all 3 campuses have indicated they would appreciate an increase in subsidized Auslan course offerings this year as they were extremely popular last year for students enrolled in teaching & health disciplines. Preliminary enquiries with the Deaf Society have indicated that there is a possibility that we can bring instructors to each campus if needs be. I have itemized the Auslan courses as a separate budget line item as I believe they represent a significant skill/ qualification for students that will complement their studies immensely.
- Deportment & Grooming Workshop – 1 per semester – company in Balcatta specializes in D&G for corporate environments – this will help students to enhance their impression to potential employers and while on prac as well as increasing confidence.
- Academic Issues –
  - o School of Science T&L rep has identified issues with industry engagement for final year students that has also been raised by faculty in the most recent T&L meeting. As a result they are looking to introduce a placement unit in the final semester for all disciplines within the school.
  - o SNM – prac changes at the last minute are causing problems for student's schedules. Will refer to rep to raise at t&l meetings

- Many students have complained of incidental costs such as mandatory subscription fees that also prevent them from buying second hand books. All assessments should be included in the unit fees regardless of if it is listed in the unit plan (students must still do the unit to pass the course). This needs to be raised with the VC (if it hasn't already) as well as the next Education Committee.
- Unfortunately, I will have to re-recruit for a few of my education officer positions due to changing schedules, non-attendance etc. This has also forced me to push back my first undergraduate studies department meeting to later this month.

#### 3.5.4 - Vice President (Equity & Diversity) – Vesh

Got involved in O'day at both campuses and Guild days

Saw all collectives, 5 minus women and aboriginal took part at O'day and guild week.

Oversaw collectives for harmony week

Went to Vice-Chancellor's Reconciliation Committee

Holding equity meeting next week in response to that.

Helping disability collective set up committee members.

Setting up budget

Interviewed candidate for postgrad position.

#### 3.5.5 - Vice President (Social Activity) – Caitlin

O'day at campuses

Togo party – didn't have the numbers we expected due to Ed Sheeran.

Did a post party survey with 10% response – overwhelmingly positive.

The ride was very popular.

Held pool competitions at Joondalup – no response for Mt Lawley

Quiplash – very popular at Joondalup, not popular at Mt Lawley

Karaoke first one at Joondalup poor turnout. Stronger on the second. Again poor response at Mt Lawley.

Quiz nights very popular.

Big Gay out – applying at for use of Spiegel tent.

#### 3.5.6 - Environmental Sustainability Officer – Harri

Helped at O'day at Joondalup and Guild Week

Toga party was best product in recent years.

Meeting slice and PSC regarding biodegradable cups and straws, awaiting invoices from both companies.

Trying to get in contact with ENACTUS regarding working with them on recyclable cups. No response. Caitlin informed Harri that the President of ENACTUS never responds to emails to the ENACTUS email address and that she would only ever respond to messages to her personal email address. Harri said he follow that up.

Reviewing programs of other units on environment

#### 3.5.7 - International Officer – Shariq

#### 3.5.8 - Postgraduate Officer – Vacant

#### 3.5.9 - South West Officer – Rebecca

Stewart gave this report on Rebecca's behalf during his report.

#### 3.5.10 - General Senator – Faizan

Was here for Guild days at Joondalup & Mt Lawley

Working at Chinese New Year

Working on Multicultural events

Said he had begun working on his plan for the year in the last couple of weeks, but when he took them to the GenSec, he was informed that there was no budget available for the events he wanted to plan including Sports Weeks and a multicultural festival. He said that he had spoken to Vesh regarding the multicultural festival, and Vesh had told Faizan that he had already completely planned the event Faizan was wanting to run and budgeted for it. Faizan then said he would try to help Sarah with her duties for the remainder of the year – given he was unable to plan what he wanted to do.

Faizan then complained that the Guild was not funding enough events for International students and that there were too many events planned for domestic students such as the Toga Party and Halloween Party. He then said the Guild was doing nothing for Indian and Pakistani culture.

Stewart interjected and said that all of those things could have happened, but that “you don't get to approach people in March and demand money when the budget has already been finalised.” He went on to state that Faizan had been instructed multiple times during December and January of the Senate term to contact the relevant VP's or Department Heads to plan with them any such activities and to make appropriate budget allocations for them. Stewart then said that the money was available back then, but as Faizan was completely absent during the planning phase of the budget that it wasn't appropriate for Faizan to criticise the planning done by the Senate in his absence.

Faizan then said that his staff email wasn't working while he was in Pakistan and this prevented him from planning events. He then claimed that he had never been told to that he needed to make a plan – until he got a notice mid-February demanding that he submit a plan of work by the end of February.

Greg then interjected disputing those claims, stating that in addition to any emails to his work email that Faizan may have been unable to retrieve due to technical issues Faizan had been told on multiple occasions via personal email and Facebook that this plan of work was required before the last demand that he submit a plan by February 28<sup>th</sup> and that Faizan had responded to those communications. Greg stated that he had told Faizan in person on the two occasions Faizan attended the office (on December 16<sup>th</sup> and January 8<sup>th</sup>), that it was also an item of discussion during the December Senate meeting (which Faizan attended). As such, Greg disputed Faizan's claim to not be aware of the need to plan, and that his awareness of this duty was on the record.

Brett also pointed out that this duty was included in every General Senators duty statement, which Faizan had signed.

Stewart then said he found it offensive that Faizan would come in to the Senate meeting claiming he wasn't told about the need to plan work for the year, as if Faizan's failure to fulfil this duty so was someone else's fault.

Faizan then said he wasn't saying it was someone else's fault but that he was concerned that there wasn't any money available for his activities. He acknowledged that he was late in submitting any plan for them, but demanded that Caitlin should give him three or four grand from her budget to allow him to organise those activities. Faizan then claimed he had submitted a working plan by the 28<sup>th</sup> of February to Greg and so, therefore, in his view money should be made available for him. Faian then complained that his culture couldn't come for any of the planned parties due to the presence of alcohol at many of them.

Stewart then interrupted and directed Faizan to finish talking after stating "If you [Faizan] wanted to represent those people, you should have been here for the first three months of holding office."

Caitlin then asked for a right of reply on the parties. She said she understood his desire to have parties for people from Indian and Pakistani backgrounds, but that she doesn't plan events aimed at specific cultural groups. She said she doesn't do this because she has been approached by many Members who have told her they want events focusing on inclusiveness and allowing anyone of any culture to be part of the full student body.

She then said that in the past where events had been planned for students of specific cultural backgrounds, this typically led to all students who were not from that cultural background to be excluded from the event. Following this, Caitlin has made an effort to set themes for the parties that don't exclude students and are intended to be promote interaction and inclusion of all students regardless of their background.

She also said that given the exclusive nature of culturally specific events, that there would also likely be a very small turnout, which was also a concern as the Social Activities Department aims to provide services to as large a segment of the student population as possible.

Mel also pointed out that there is an International Department which has funds to provide exactly the sort of events Faizan wanted to run for International Students. AS such, she stated that it would be more appropriate to look at getting funding from the International Department rather than Social Activity to run the events aimed at international students.

Brett added that Equity and Diversity also has an Ethno-cultural Collective whose purpose was also for running events promoting diversity of culture and this also seemed more of an appropriate budget area to look at these sorts of events.

Sarah then said that she understood everyone's points and agreed with most of those made. She pointed out that the International AFL Experience event being run by the International Department was coming up in a few weeks and that perhaps getting Faizan to take part in that would be a good use of his time.

Mel pointed out that there is also a movie night coming up which is also aimed at International students, and is being run by the International Department.

Greg then pointed out that this was part of what he wanted to discuss in the discussion item on the utilisation of General Senators, and that going forward he would be looking at making sure General Senators would be assigned to helping with planned activities.

Greg then went back to the point of the discussion and stated that he had repeatedly told all General Senators that he wouldn't simply assign funding to them as the office of General Secretary doesn't have a budget, and as such he has no funds to allocate. As such, he had repeatedly gone out of his way to explain to them all (including Faizan) that they would need to approach the relevant Department Head about planning activities within the scope of those Departments.

Brett then complained that he didn't see the benefit of the Movie Night to International students, as it was only for an Avengers Movie and in his view, the movie should be an Australian movie with the intention to introduce International students to Australian culture.

Stewart said it was something that should be discussed with Shariq.

Sarah suggested that it be changed into a BBQ (specifically with beetroot burgers) and movie night, to make it more about networking for both International and domestic students. Caitlin pointed out this wouldn't work because Shariq had organised it to be at the Cinemas.

Caitlin said it was pretty much copied from the similar event last year, and that it was a poor use of Department funds as the Department's funds should be spent on International Students, but as planned it was likely that three quarters of students attending would be domestic.

Faizan agreed to help Shariq with the AFL experience.

Brett then said he had just remembered that ECU College actually has a theatre there which holds a couple of hundred people. He suggested for future movie events it be held there, and this would mean we could run larger events with catering in a much more economical manner.

#### 3.5.11 - General Senator – Abishek

Guild weeks and O'days at all three campuses

Chinese New Year – lots of great feedback

Working with Vesh on Colour Festival

#### 3.5.12 - General Senator - Modjadji

Writing templates,

Writing Discipline Committee policy

Scholarships

O'day, guild week

#### 3.5.13 - General Senator (SW) - Nicole

### 3.6 - Accredited Observer Reports

#### 3.6.1 – CEO Report

December quarter SSAF report submitted has been submitted to SSAF Steering Committee. December quarter funds deposited into the Guild's bank account today.

So expectation we will be paid for that quarter. – Stewart mentioned that Kathryn Clark from Governance had said the University was working under the assumption that this would be approved and getting everything ready to do this as soon as approval of report is confirmed.

Provisional Budget prepared – which will be discussed in this meeting.

Guild Staff Enterprise Agreement meetings have advanced to negotiation stage.

Working on Constitution, Election procedures, and Discipline Committee changes to submit to Senate before the AGM.

Deadline for AGM needs to be set. We have 7days before meeting to finish changes so Members have time to read the proposed changes.

Still haven't signed lease. TAG said we have issues of proposed lease which are concerning. Sought legal advice – total check would be \$5k to \$6k for full analysis of lease. Lawyers have offered to review small amount of lease for free if we can specify exact points we are concerned about.

Suburban promised design for commercial tender would be ready by today but they have asked for extension till early next week.

Got confirmation that we can transfer license without being able to be opposed.

Club affiliation register – Norae creating an official register. Wants to include a register of all large scale items bought for clubs such as printers and drum kits – where the Guild still is owner of the equipment.

Brett has set up delegation to Mel and Norae. Specifically, all HR queries should be directed Norae & all Financial queries should be directed to Mel in future. All other inquiries (including IT) should be directed to Brett.

### 3.6.2 – Immediate Past President Report (IPP)

## 3.7 - Observer Reports

### 3.7.1 – CFO Report (Typically Quarterly)

Has been talking to Greg about the amount of information to provide to Senators monthly which will vary for each Senator.

Comparison with this point last year – Honorarium over double last year due to disarray in previous term.

Toga went over budget so there are concerns there.

Have gotten top up on last year +\$65,000

### 3.7.2 – Commercial Operations Report

### 3.7.3 – Dirksey Report

Last issue received so much content they had to cut and reserve the content for next issue.

Up to 600 likes all organic growth – no advertising to get members.

## 4.0 – PRIORITY ITEMS

### 4.1 - Motion to Appoint Discipline Committee

**SM1803/02** – Motion that the Senate appoint the following Members to be the Discipline Committee:

Chair: Vesh Arumugam

Senator: Modjadji Mokoto

Student: Ebony Graffin

Student: Jean-Luc McGrath

Student: Anne Josephsen

Moved: Greg Warren

Seconded: Sarah Cavanough

Motion carried unanimously

At this point (9:45am) Faizan Akram left the Senate meeting to go to a tutorial –He had arranged for Vesh to carry his proxy.



## 4.2 – Motion to Appoint Postgraduate Officer

The Secretariat nominated two candidates for Postgraduate Officer: Emma Kenworthy & Joel Coyle.

Greg, Sarah, Vesh were involved in the interviews for both candidates and spoke about them both, how they answered interview questions and giving a background on each of them. No 75% majority was reached, so following the Nominations (Senate Vacancies) policy, a secret ballot was held. Following this ballot, Joel Coyle was selected as the new Postgraduate Officer.

**SM1803/03** – Motion that the Senate appoint Joel Coyle to the role of Postgraduate Officer of the ECU Student Guild.

Moved: Stewart Lee

Seconded: Greg Warren

Motion carried by majority of a secret ballot as per Nominations (Senate Vacancies) policy.

## 4.3 – Motion to approve amendments to Schedule of Delegation

At this point (10:30am) Vesh and Modjadji left to go to class (this was the scheduled end point for the meeting).

Loss of quorum, Chair called a 10-minute recess.

After recess, Abishek also left, setting a proxy to Sarah Cavanough. Rebecca Joyce and Nicole Maskell were now present. Quorum was met - meeting continued.

**SM1803/04** – Motion that the Senate approve the tabled amendments to the policy “POFN005\_Schedule of Delegation Authority 2018”, titled the “Schedule of Delegation & Authority”.

Moved: Greg Warren

Seconded: Sarah Cavanough

Motion carried unanimously.

## 4.4 – Motion to approve amendments to the Equity & Diversity Department Policy

**SM1803/05** – Motion that the Senate approve the tabled amendments to the policy “POED001 Equity & Diversity Department Policy”, titled the “Equity & Diversity Department Policy”.

Moved: Greg Warren

Seconded: Caitlin Gibbs

Motion carried with one noted abstention – Sarah Cavanough.

## 4.5 – Motion to set date of AGM

**SM1803/06** – Motion that that the Senate set the date of the ECU Student Guild Annual General Meeting to Thursday 26<sup>th</sup> April and hold the meeting between 9am & 2pm.

Moved: Stewart Lee

Seconded: Greg Warren

Motion Carried Unanimously

Note: When the relevant officers went to book the rooms for the AGM, no rooms with conference facilities were available in Mt Lawley past 12 noon, so the meeting was set for 9-12 on all advertisements and circulars to students.

## 4.6 – Motion for the ECU Student Guild to support ACTU’s “Change the Rules” Campaign.

**SM1803/07** – Motion that the ECU Student Guild supports the ACTU’s “Change the Rules” campaign.  
Moved: Stewart Lee

Caitlin Gibbs asked what on earth the campaign was.

Stewart tried explaining in a general manner.

Greg Warren complained that no documentation had been tabled about the campaign, and that the Senate has a due diligence requirement to not simply sign up for campaigns without knowing what they are agreeing too.

Sarah Cavanough agreed.

Greg proposed tabling the motion until documentation was submitted to the Senate. All Senators agreed.

#### 4.6 – Motion to approve 2018 budget

**SM1803/08** – Motion that the Senate approved the tabled budget “1\_2018 Master Budget”, titled the “2018 Master Budget”, for submission to the University Committee process.

Moved: Stewart Lee

Seconded: Greg Warren

Motion passed unanimously.

On the NUS fee item – Senate agreed to diarise that we will not pay NUS fee until the week before due date, after checking they met their KPIs as per Guild’s letter demanding that the NUS meet a minimum standard of service. Stewart explained that this time is at the end of the Guild’s financial year, right before the election so the years KPI’s can be compared to the NUS’s activity.

#### 5.0 – DISCUSSION ITEMS

This section is for items not at a priority level but for discussion.

#### 6.0 – OTHER ITEMS

This section is for items that have not been submitted early enough to be included in the agenda but are discussed, items only appear in this section if they are of a very high level of importance, otherwise they will be left till the next meeting.

#### 7.0 - APPENDICES

Appendices should be a separate document exported as an image file and dropped in one page at a time.

##### 7.1 - Appendix 1 – Appendix Title

##### 7.2 - Appendix 2 – Appendix Title

##### 7.3 - Appendix 3 – Appendix Title

**Next Meeting Date:**

**Next Meeting Time:**

Next Meeting Location: