



# SENATE MEETING MINUTES

<b>MEETING DATE:</b>	<b>22<sup>nd</sup> of August 2019</b>
<b>MEETING TIME:</b>	<b>1010-1208 hours</b>
<b>MEETING LOCATION:</b>	<b>31.416</b>

## 1.0 - ATTENDANCE

President	Abhishek Mehta
Acting General Secretary	Elsa Chew
Vice President (Academic)	Seema Behrami
Vice President (Equity & Diversity)	Faizan Akram
Environmental Sustainability Officer	Elsa Chew
International Officer	Vimal Khetiya
Postgraduate Officer	Dago Om
South West Officer	Ellen Mayhew
General Senator	Rajesh Kumar
General Senator	Shed Shah (Abbas)
General Senator	Georgia Maher

## 2.0 – APOLOGIES

General Secretary- Sarah Cavanough (Maternity Leave)
Vice President (Social Activity)- Alfred Koech (Pre- scheduled meeting)
General Senator (SW) Wakiini Gichira- (Family emergency)- <i>proxies vote to Elsa</i>
South West Officer- Ellen Mayhew (Class requirement)

## 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

No previous senate meeting minutes approved

### 3.3 – Circular Motions confirmations (In accordance to ECU standing orders 11.7)

**CM1907/01- Redundancy of Brett Callender**  
Result: Passed by Special Majority

**CM1907/02-** Approval for Environmental Officer Conference

Result: Passed by special majority

**CM1907/03-** Update to Guild Banking Signatories

Result: Passed by Special majority

**CM1907/04-** Reserves Access to Settle 2018 Legal Services Accounts & Worker's Compensation Policy Costs (Statutory Requirement)

Result: Passed by Special majority

**CM1908/01-** To appoint Melissa Johnston as Acting CEO

Result: Motion carried unanimously with 11 votes cast – all in favour.

2 Abstentions

**CM1908/02-** To appoint Elsa Chew as Acting Gen Sec

Result: Motion carried unanimously with 10 votes cast – all in favour.

3 Abstentions

Melissa has reiterated the importance for senates to check their emails regularly as to ensure that everyone keeps up to date with any motions which sometimes needs immediate action. Especially for those who have a deadline by a close of business date which include any payments to be done urgently or some motions that will help ensure the sustainability of the ECU Guild moving forward. Therefore, it reflects back onto the senate's full responsibility at the end of the day.

Abhishek has also mentioned the importance of a proper reply to circular motions through emails for an accurate record by example: 'I vote yes to motion CMXXXX/XX' instead of just replying 'yes' or 'no'.

### 3.4 - Declaration of Conflict of Interest

None Declared

### 3.5 - Announcements

Abhishek congratulates and welcomes the new acting CEO, Melissa Johnston and the new acting General Secretary, Elsa Chew for taking office as the acting general secretary for the rest of the 2019 term.

### 3.6 - Office Bearers Reports

#### 3.6.1 - President – Abhishek

Abhishek gave a report on meeting NUS delegates to discuss about affiliations for a year starting from August of 2019.

He has apologized for a leave of absence during the past month as he was on practicum.

Abhishek has also attended many University meetings, meetings with the Vice chancellor, secretariat meetings, senate and operational staff meetings and student council meetings.

Along with his practicum that he has recently completed, he has also participated in the NUS conference in July of 2019.

In the meantime, he is handling student appeals and also helping with office coverage.

### 3.6.2 – Acting General Secretary and Environmental – Elsa

As Elsa has just been appointed to her new role in the past week, she has been slowly adapting into it with much help from the operational staffs and senators.

Elsa is awaiting for laptop from the IT Provider to be able to start work from home. Also, she apologizes for not providing any past minutes to be approved as of yet because of the delay in receiving her laptop.

Elsa has been dealing and sorting club affiliations with the Guild with the help of secretariat and staff.

She has also been working on the agenda for this current senate meeting.

As of her environmental role, Elsa has liaised with the University in regards to building a worm farm.

University has responded to the proposal and stated that they were worried of the continuation of the worm farm when it comes to the semester break. There will be more work to do in regards to that.

### 3.6.3 – Vice President (Academic) – Seema

NIL

### 3.6.4 - Vice President (Equity & Diversity) – Faizan

As Abhishek was on practicum and Sarah was on leave, Faizan has helped with student appeals and sitting in meetings to represent the Guild.

Faizan has been dealing with Equity events and ensuring that his clubs were well managed aligned with the budgets. In the past months, there were a couple of Equity events in a week and looking forward, there will be more coming up.

He has also help with office coverage and also handling affiliations of some clubs.

### 3.6.5 - Vice President (Social Activity) – Alfred

NIL

### 3.6.6 - International Officer – Vimal

Vimal has successfully organized Visa workshops and international experience event in the past month.

He explained that the turnout was good and that international students really enjoyed the experience. The workshop was really useful and could be a potential continuation for the international department moving forward.

He has suggested that in the near future, he will be having more events and engaging and collaborating more of the international clubs which will be a good compliment to the overall welfare of the ECU Student Guild.

### 3.6.7 - Postgraduate Officer – Dago

Dago apologized for her absences in the past few months due to personal issues and has propose that she will be having postgraduate meeting with the school representatives which will happen in the next month or so.

Dago has suggested approaching Seema and Elsa for help in scheduling and representing as EXCO's in the meeting which will be coming up.

There will also be a workshop with the medical sciences students which will be going on with further discussion needed.

### 3.6.8 - South West Officer – Ellen

NIL

### 3.6.9 - General Senator – Rajesh

Raj has been involved with many annual event such as the Toga party. He has apologized for his unavailability due to academic restrictions which has been now resolved.

He has been helping Abbas when he was the acting VP Social in the past month with event planning. Also, he has been present with Alfred and Lauren to Optus stadium in regards to scouting the venue for the Guild ball at the end of the year. Raj added that he took many nice pictures there.

Raj also mentioned that he will be helping out with the Indian- Pakistani independence day event which will be happening on the coming Monday.

### 3.6.10 - General Senator – Abbas

### 3.6.11 - General Senator - Georgia

Georgia has been helping with office coverage and also planning her markets.

Her first markets day was at Mount Lawley which happened yesterday and she mentioned that it was an overall success compared to when she organized it in semester 1.

Georgia mentioned that they were giving away free coffee vouchers from Grindhouse, which is always good for engagement and advantageous for the students.

She mentioned that her next market day will be in Joondalup on the 28<sup>th</sup> of August 2019.

### 3.6.12 - General Senator (SW) - Wakiini

NIL

## 3.7 - Accredited Observer Reports

### 3.7.1 – Acting CEO Report

See appendix 1

## 4.0 – PRIORITY ITEMS

### 4.1 - Motion- 2019 Funded Affiliates for semester 2 (Clubs)

#### **Motion SM1908/01**

Motion that the Senate approves the affiliation status of the clubs and societies detailed in the below table who are in accordance with the ECU Guild affiliation policy (GAP).

Conflict of interest: None declared

Moved: Elsa

Seconded: Georgia

Motion carried unanimously

#### **Motion SM1908/02**

Clubs with queries will be given an extended deadline of up to the 30<sup>th</sup> of August 2019 (Friday) to resolute their queries and have their constitution fully conform with the GAP before being approved by the senate for the semester 2 of 2019 term.

Moved: Elsa

Seconded: Georgia

Motion carried unanimously

### 4.2 – Motion- Edith Cowan College – Guild associate membership to be offered

#### **Motion: SM1908/03:**

To direct the PAC to complete a Membership and Facilities Services Policy in accordance with the preamble and permit ECC students to be associate members of the Guild for an annual fee of \$50 for the full year, \$30 per semester from the year 2020, and \$25 for the remainder of the 2019 term.

Moved: Abhishek

Seconded: Georgia

Motion carried unanimously with 1 abstention – Seema Behrami

Abhishek has mentioned that ECC coordinator, Amanda has spoken to him in regards to the ECU Student Guild to promote their events. Therefore, any VP's who would like to approach her can do so to help promote their individual events.

Seema Behrami enters the meeting room in the middle of discussion at 10.32 am. Senates agreed that associate members will be included in the mailing list for monthly Guild newsletters for event updates and promotions from external providers. Senate agreed that a Membership and Facilities Services Policy has to be created before starting of registration for association membership. Senates agree that associate members can sign up as members for clubs in ECU. Melissa has also advised that there will be an associate membership card issued to the associate members who are not students of ECU. It will be confirmed if the cards will be rolled out and reactivated for this new purpose. Elsa raises a question of the misuse of kitchen facilities by ECC students who are not associate members as associate members

bring their friends along. Therefore, the senate came to a decision to find a way such as making associate members have their associate membership cards available for viewing at all times by wearing it on their land yards and also having random checks here and there. Also, a warning or fine of some sort will be issued to those who are not of associate members. Melissa also suggested that a yearly semester sticker will be issued to the associate membership cards to ensure a correct and accurate record of members who have purchased their membership. All senates are aware of issues raised above and are in agreeance to resolve them through the use of a policy.

#### 4.3 – Motion- Motion- Affiliation of the ECU Student Guild with the National Union of Students (NUS)

##### **Motion: SM1908/04**

The ECU Student Guild will affiliate with NUS starting from August 2019 to August 2020 and pay the membership fee which has been reviewed and is well within budget.

Moved: Abhishek

Seconded: Georgia

Motion moved unanimously

Georgia has asked if the Guild owes any outstanding payments to NUS, Abhishek replies to her saying that we do not owe them any outstanding payments. Abhishek has proposed that if the Guild affiliates with NUS, we will then need to pay the membership fee which is in within the budget. Once paid, the membership will then proceed for 12 months. Abhishek also explained a little about his experience with NUS. Such that they hold workshops, campaigns and protest in and among Australia Universities. He has explained that NUS did have a few years of bad reputation but in the most recent years, they have been keeping up to date with any records and have better aligned to the focuses that the Union has set out to achieve. Also, they have reviewed their actions and have been in better circumstances now with most Universities. Abhishek confesses that he was disappointed as he couldn't attend a few campaigns which would have potentially help the Student Guild in regards to lobbying the University to reduce prices for student housing and also another campaign in regards to sexual harassment and bullying. This was because the Guild was not a member with the NUS in the past months and therefore did not receive their services. He has also suggested that it would be good for the Guild to affiliate with NUS as they are sometimes present in Perth and can represent student voices during Guild days with their booths and own marquees which is great for promotion and awareness. Abhishek also comments that most of the issues that the Guild is facing such as internet issues in student housings and everything else has already been happening or even resolved by NUS itself. Therefore, reemphasizing the huge learning curve.

##### **Motion SM1908/05**

The Guild Affiliation Policy is to be amended to include the following under clause 5.6 Eligibility for Funded Affiliation:

- “The Financial Controller & Marketing Officer must be a signatory on all club accounts.”
- “The Financial Controller & Marketing Officer must have access of the club online banking and must be consulted of any changes made to the account or the online banking account, failure to provide this will automatically disaffiliate the club in question, until the FO and MO have regained access to both the club account and online banking.”

Moved: Seema Behrami

Seema explains that there were lack of access by the Guild especially when students start graduating and do not handover their clubs to someone else. More so that operations staff have to go through a lengthy process sometimes to obtain invoices and receipts due to unapproachability of some clubs. Melissa also confirms the lack of access on her finance point of view and that in the long term is not good for the Guild. Georgia explains that she understands where the stand point of the Guild is coming from, but she also understands that some clubs would like to have the right and some separation in order to run a club independently. But supporting this, she feels that it would help both clubs and the Guild in the long run by making things easier and more efficient. Especially for Equity clubs who sometimes at a short amount of time would need to source stuffs for their equity members and cannot be delayed by lack of approachability of their executive committees. And for that it justifies the importance of having access to their bank accounts for an overall welfare of the club in general. Georgia also suggest that the senates from the new term will therefore need to hold a meeting maybe during the Clubs day to inform them of the changes and that they will need to include it in their constitution and consult both the FO and MO for signatory details. The senate agrees to this and has suggest that a template be used for clubs in the coming semester of the new term.

Melissa has suggested an amendment of words used in the motion to exclude ‘and’, and change it to ‘or’. She suggests that one of either FO or MO, or both can be the signatory instead of limiting it to only both which in turns makes it difficult.

##### **Motion SM1908/06**

The Guild Affiliation Policy is to be amended to include the following under clause 5.6 Eligibility for Funded Affiliation:

- “The Financial Controller or Marketing Officer must be a signatory on all club accounts.”
- “The Financial Controller or Marketing Officer must have access of the club online banking and must be consulted of any changes made to the account or the online banking account, failure to provide this will automatically disaffiliate the club in question, until the FO or MO have regained access to both the club account and online banking.”

Moved: Vimal

Georgia has raised a concern about the automatically disaffiliation in question of clubs who do not first consult the FO or MO in regards to any account changes. She has commented that it is not of appropriate use of words and suggest to change it to a less restrictive structure. Instead of automatically disaffiliate the club in question, she suggested a temporary suspension of affiliation which can then be reverted when issues resolved. The senate has agreed to the changes.

#### **Motion SM1908/07**

The Guild Affiliation Policy is to be amended to include the following under clause 5.6 Eligibility for Funded Affiliation:

- “The Financial Controller or Marketing Officer must be a signatory on all club accounts.”
- “The Financial Controller or Marketing Officer must have access of the club online banking and must be consulted of any changes made to the account or the online banking account, failure to provide this will temporarily suspend the affiliation of the club, until the FO or MO have regained access to both the club account and online banking.”

Moved: Faizan

Seconded: Rajesh

Motion carried unanimously

A break took place from 10.56am to 11.09am. Alfred Koech was called through the conference phone. Abbas joined the meeting at 11.09am.

#### **4.5- Motion- To appoint a new VP Social for the replacement of Alfred Koech**

#### **Motion: SM1908/08**

The Guild will appoint an acting VP social who will get a handover from Alfred, the current VP social and be under a probation period of 2 weeks. The performance of the candidate will then be reviewed by the secretariat in due time as successful or not successful to progress into a fulltime role of VP social.

Moved: Elsa Chew

Alfred was asked to speak IN CAMERA about his roles and responsibilities and moving forward, what will the new acting VP social have to be aware about and if they can handle issues that has been made notice to him. Abhishek opens discussion to the floor and suggest that any senator who is interested to take on the VP social role can raised their hands. Vimal and Raj has nominated themselves. Both Vimal and Raj were given a chance to speak on why they deserve the role. All other senators had a few minutes to ask candidates any questions which were then answered individually.



Both candidates were then excused from the meeting room. IN CAMERA discussion took place inside the meeting room, a secret ballot was held. Following this ballot, Melissa tallied the votes in front of the senators, and Rajesh was elected as the new acting VP social under probation of up to 2 weeks.

**Motion: SM1908/09**

The Guild will appoint Rajesh Kumar as the new acting VP social who will get a handover from Alfred, the current VP social and be under a probation period of up to 2 weeks. The performance of the candidate will then be reviewed by the secretariat in due time as successful or not successful to progress into a fulltime role of VP social.

Conflict of interest: Raj had declared a conflict of interest and has suggested abstaining from voting.

Moved: Abhishek

Seconded: Seema

Motion carried unanimously with 1 abstention- Rajesh Kumar

**4.6- Motion- Ball tickets to be sold to ops staff and senate at a 50% discount and complimentary tickets**

**Motion SM1908/10**

Ball tickets for the ECU Guild Ball of 2019 will be sold at a reduced price of 50%, \$55 for ops staff and senate excluding partners of plus ones who will need to pay the full non-members price of \$135.

Conflict of interest: All senators declared a conflict of interest

Moved: Elsa

Second: Vimal

Motion carried unanimously

Because all senators declared a conflict of interest, Abhishek has moved a motion to ensure everyone has a chance to vote for SM1908/10

**Motion SM1908/11**

All senators will be allowed to vote for SM1908/10- Ball tickets to be sold to ops staff, editors and subeditors of Dirksey and senate at a 50% discount.

Moved: Abhishek

Seconded: Georgia

Motion carried unanimously

**Motion SM1908/12**

3 complimentary tickets be allocated to the new VP social, Lauren (marketing officer) and Alfred Koech as an appreciation of their hard work in planning of the event.

Moved: Abhishek

Seconded: Vimal

Motion carried unanimously

## 5.0 – DISCUSSION ITEMS

### 5.1 Senate office area of Guild/ Open plan space.

Senators have come to a conclusion that it is up to our sensibility, respect and responsibility of keeping it a safe workplace and somewhere to work with focus and confidentiality. There might be signs and safety ropes to be installed at the office open plan space which will be further discussed with Anthea, HR. Or, we might move some furniture around to restrict direct entry of students into senator working stations. Senators came to an agreement that they will be more responsible of who is allowed and accompanied by their relevant senators when using the office work stations. Georgia has also suggested that clubs can access a computer near the kitchen area for printing instead of having to come into the senator work space and to use one of the computers for printing. Melissa has agreed to get that in place. All senators are advised to consult with Anthea in regards to OHS before deciding on their decisions for restricting the open plan office space.

### 5.2 Senate timesheets

Elsa has proposed that senators be more responsible of their timesheets especially with not submitting them on time or leaving descriptions blank. Melissa then reiterates that it is not good for record and will help make it easier when approving timesheets as it is indicated or justified in the description box. Also, just 'work' is not a clear description. Georgia suggest that senates can put in senate meetings, student appeals, office coverage as some example description for clarity.

## 6.0 – OTHER ITEMS

### 6.1 Ops Manager position description

Abhishek has carried out an IN CAMERA announcement. More discussions will be made in regards to this on the next scheduled senate meeting.

### 6.2 HR update

Elsa- LOA on the 17<sup>th</sup> of September to the 21<sup>st</sup> of September 2019 for an Environmental Summit in Melbourne

## 7.0 – Appendices

### 7.1 - Appendix 1 – Accredited Observer Report- Acting CEO

## CEO report – August Senate Meeting – 22/8/2019

1. Appointed as Acting (for ~12 weeks) last Week so about 1 week into role, been very busy! Have had lots of support and appreciation from senate and ops team. I think they appreciate having someone in the role in an Acting Capacity and understand the reasoning for the recruitment process but still needing direction and support in the meantime.
2. Had a short handover with Brett covering basics which assisted somewhat but I am finding now I am doing the role I am finding it difficult to locate certain things when I am looking and also for 2018 info when he was absent eg 2018 election info? Recruitment discussions/update later.
3. Election – trying to secure RO – 2018 Gavin Wybrow not available – have a couple of recommended people via WAEC. First preference is already quite committed but getting back to us today with confirmation. Alternative hasn't been contacted yet. Is quite late notice and there is a lot of other elections on like local government which have lots of people in the industry booked out. Any 2018 election records from SL? (AH to advise)
4. GSA coming off probation over next month or so – JT done yesterday – any feedback come and see me privately.
5. CCTV – Sean to do a brief report for us on how/why they came about and settings and access etc to show they are secure and the options for

future use/access. Was to do with a couple of incidents in the offices in 2017/18 re theft and staff abuse.

6. Anthea/JT going to BU Wednesday re OHS and GSA to see DW – day trip only

7. Staff meeting next Thursday

---

End of document ■

<b>Next Meeting Date:</b>	<b>6<sup>th</sup> of September 2019</b>
<b>Next Meeting Time:</b>	<b>10.00am</b>
<b>Next Meeting Location:</b>	<b>31.228</b>