



SENATE MEETING AGENDA

MEETING DATE:	6th of September 2019
MEETING TIME:	1021-1114 hours
MEETING LOCATION:	31.228

1.0 - ATTENDANCE

1.1 - In Attendance

A Mehta
E Chew
F Akram
S Behrami
D Om
R Kumar
W Gichira – SW
E Mayhew – SW

1.2 – Observers

M Johnston

2.0 – APOLOGIES

S Cavanough- Maternity Leave
G Maher-LOA granted-proxy to Faizan
V Khetiya- LOA granted- proxy to Elsa
S Shah (Abbas)- LOA granted

3.0 – PRELIMINARY MATTERS

3.1 - Acknowledgement of Country

“The Guild acknowledges that we are meeting on Wadjuk Noongar land and also Wardandi Nyoongar land, and acknowledges their elders, both past and present. We recognise the land was stolen and never ceded, and always was and always will be Aboriginal land.”

3.2 - Approval of Previous Senate Meeting Minutes- carried unanimously 2 abstain (Ellen and Wakiini)

3.3 - Declaration of Conflict of Interest- NIL

3.4 – Announcements- NIL

3.5 - Office Bearers Reports (sent through via email)

3.5.1 - President

3.5.2 - General Secretary

3.5.3 - Vice President (Academic)
3.5.4 - Vice President (Equity & Diversity)
3.5.5 - Vice President (Social Activity)
3.5.6 - Environmental Sustainability Officer
3.5.7 - International Officer
3.5.8 - Postgraduate Officer
3.5.9 - South West Officer
3.5.10 - General Senator
3.5.11 - General Senator
3.5.12 - General Senator
3.5.13 - General Senator (SW)
3.6 - Accredited Observer Reports- Acting CEO

4.0 – PRIORITY ITEMS

4.1 – Circular Motions confirmations
NIL

4.2 – Motion- 2019 Club Affiliates for semester 2 (Clubs)

Preamble:

(From the ECU Guild Affiliation Policy)

Guild Affiliation

Guild Affiliation aims to develop a cooperative relationship between the Guild, Clubs, Societies, and Collectives at ECU. It is designed to support the development and activities of Affiliates and to help foster a productive atmosphere and promote student inclusiveness.

- a) Academic affiliates, for the purposes of clarity and reference, will be referred to as Societies;
- b) Equity and Diversity affiliates, for the purposes of clarity and reference, will be referred to as Collectives;
- c) Social, sporting and other general interest affiliates, for the purposes of clarity and reference, will be referred to as Clubs;

Types of Guild Affiliation

The Guild offers two levels of affiliation:

- a) Basic Guild Affiliation.
- b) Funded Guild Affiliation.

Clubs have replied and been reviewed post the extended deadline of the 30th of August 2019 to solve any existing queries and clubs listed below have successfully complied with the GAP.

Motion SM1909/01

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 mentioned

Moved: Elsa Chew

Seconded: Seema

Result: Carried unanimously

Club Name	Affiliation Type	Existing queries
Power to Change	Basic	Successful
ECU Cars and Cruises	Basic	Successful
Japanese Language Studies Society	Funded	Successful
ECU Robotics Club	Funded	Successful
Mallu Club	Funded	Successful
Saudi Club	Funded	Successful

4.3- Motion- Occupational Health and safety documents

Preamble:

To ensure that the Guild is operating at a safe and secure environment, there are 3 relevant OHS documents recreated for these purposes. The goal of the ECU Student Guild Occupational Health & Safety programs is to foster a safe and healthy work environment by protecting co-workers, students, family members, employers, customers, and many others who might be affected by the workplace environment. The Organisation is committed to the prevention of illness and injury to its employees by providing a healthy and safe working environment. The purpose of this policy is to support our injury management program which provides a framework for a coordinated and integrated approach to workplace injury and illness. The Organisation recognises that management and workers have a social and economic interest in the promotion of a safe return to work for its employees. And by acknowledging this, Edith Cowan University Student Guild and its officers recognise that the health and safety of all workers and visitors is of the utmost importance and vital to the

success of our business. As such we aim to continuously improve health and safety in the workplace through consultation and increased health and safety awareness of management and workers. Thus, reiterating the importance of having these documents in place.

Motion: SM1909/02:

The ECU Student Guild acknowledges these documents as sated below and will implement them in the ECU Guild offices of all 3 campuses.

1. OHS Goals
2. Health and Safety policy statement
3. Workplace injury management and return to work policy statement

Moved: Elsa

Seconded: Faizan

Result: Motion carried unanimously

4.4 -Motion- IN CAMERA budget

In camera discussion took place

Motion: SM1909/03

Moved: Elsa

Seconded: Raj

Result: carried unanimously

4.5-Motion- appointing 2 senate members for PAC

Preamble:

Every year a Policy and Accountability Committee must be formed under the current processes to develop and implement new policies of the Guild, for approval of senate. This committee must have 2 senate representatives and 2 operations representatives. They usually meet monthly and the 2 senate nominees must be available to attend the meetings and prepare and contribute to the policies presented to ensure they reflect the needs and requirements of the Guild. For example, we have numerous HR and IR policies awaiting approval from Employ sure. We also need to draft a policy for the ECC membership requirements. The nominees are usually Secretariat due to the working hours' restrictions for general senate. But can be open to any senator if proposed.

Motion: SM1909/04

The guild proposes to appoint Elsa Chew and Seema Behrami to the Policy and Accountability Committee as the Senate representatives.

Move: Raj

Seconded: Faizan

Seema raised a question in regards to the amount of commitment required by the senate representatives. Melissa has clarified that it is once a month commitment, mostly discussions with operations team that will finalize and formalize with any further changes needed and conveyed from the senate. As the representative will receive feedback and pass it back to the senate for more detailed instructions in regards to any major decisions. Also, there will be a few commitments of pre reading before the meeting to ensure an efficient discussion with the ops staff which will help in executing any action plans and procedures.

Conflict of interest: Declared by Seema and Elsa

Result: Carried unanimously

2 abstain (Seema and Elsa)

4.6- Motion-To take on another General Senator

Preamble:

Brian Njane has expressed his interest to the secretariat that he is interested in a general senator position with the Guild as of the rest of the term for 2019. His statement is attached in appendix 4 He has also been one of the considered candidates to take on the VP social role before it was opened up to the senate. He has actively contributed to the overall University experience and has ran for both elections in 2017 and 2018.

As the Guild has had a few senators such as Elsa holding 2 roles, and Raj resigning from his General Senator role, we are now down to 11 senate members in total. Namely, Abhi, Faizan, Seema, Raj, Elsa, Dago, Vimal, Georgia, Abbas, Ellen and Wakiini.

Taking on Brian will allow him to ease the workload needed during the busy event periods. He will be guided closely by Elsa and Raj to help him adapt to his role and will be paid the same as other general senators which is 5 hours' honorarium.

This will also help improve his overall experience and allow him to understand the Guild better. He will contribute to the overall senate and be of great asset to the Guild.

Motion: SM1909/05

The Guild will appoint Brian Njane as a General Senator starting from the 8th of September 2019 (Monday) and for the rest of the 2019 term.

Moved: Elsa Chew

Seconded: Faizan

Abhi has asked if we need to publicize the role and make it vacant to all students at ECU. Melissa has clarified that it is not required in our constitution as the role is not of the President of the General Secretary.

Faizan says that it would be beneficial as taking on another general senator will help ease the workload and fill in for busy periods such as during parties and events, Guild ball and equity events.

Abhi has asked why Ellen has abstained from voting, Ellen replied that she has never met Brian and does not know of his character or benefit to the guild enough to vote of this decision.

Raj has propose that Brian comes in today to get an introduction with the senate team as we are all present today if he successfully gets elected into the role.

Mel suggest that Anthea will have a welcome pack for him ready and will help him set up his employment hero whilst ensuring all documents are compiled and ready to go.

Result: Carried unanimously
1 abstain (Ellen)

5.0 - DISCUSSION

5.1- IN CAMERA- HR matters

In Camera

Melissa was kindly asked to leave the room as senates discusses the matter.

Elsa updated the senate team in regards to HR matters.

6.0 – OTHER ITEMS

6.1- OHS meeting minutes from 2nd of August 2019 as attached in appendix 2

Melissa invited back into the room.

Melissa briefed the senate about the first ever OHS meeting ever conducted to comply with the OHS standards of the Guild after setting up a committee. They have been working hard implementing health and safety rules in the guild. Health and safety reports were done on all 3 campuses regularly. Also, they have discussed on how to work together with University to make the Guild a safer environment in respect to the security systems, the OHS compliance and hygiene etc. Not to forget that the OHS committee has put the GSA's in mind and observe their daily routine to ensure that the Guild improves on their safety when they engage with students on an individual level. Melissa also advices that the Guild has been researching on other avenues which will help improve on

the overall safety of the Guild in the long run. Thus, it was important in making the OHS committee and the meeting one of the first priorities.

6.2- Merchandize bought for year 2020 as attached in appendix 1

Email from Lauren for reference

Elsa has briefed the senate that Lauren has purchased merchandizes for 2020. Melissa then added that the budget would come out from the 2020 annual budget and thus, for purchasing of next year's merchandizes, it has to be done in 2019 as the Guild has to always plan ahead.

6.3- Please provide Elsa with your August and September office bearers report by email

Deadline: end of next week (14th of September 2019)

Elsa has urged the senate to provide her with office bearer reports for August and September 2019 by the end of next Friday so to keep track of things and task carried out by the senate.

6.4- Discussion on travel expenses

Preamble:

As secretariat members have a budget for conferences annually, Anthea has proposed that there should be some clarification in regards to spending that amount of money reasonably which is included in the employee handbook. (see appendix 5)

Discussion on this matter.

Melissa gave a brief that in the pass senate, secretariat has 13,000 to spend on a flat rate. Because of different places.

Now we are following an adhoc basis, and Anthea seems a little concern with this system and has suggest that we be more consistent about it.

There have been suggestions that the employee handbook include a guideline for reasonable travelling cost. Whereas, for airfare, operations can go on a separate calculation because of supply and demand as proposed.

But for hotels, there would therefore have a good guideline already ready for us to use and will then be updated yearly to fit the pricings of the economy.

The senate authorizes operations staff to propose a guideline for reasonable travel that will be included in the employee handbook for senators starting from the year 2020.

6.5- Disciplinary committee (DC)

Elsa has proposed that the DC has been mentioned of in the January senate meeting but has not been active since as there were no previous referrals of student to the DC.

Faizan advised that in January, the senate had proposed for 2 external personnel to sit in the committee but we will have to amend that criteria as in the constitution, it is suggestive that there has to be at least one senate member setting on the committee.

Melissa has also commented that we are mandated to have the DC ready for whenever there is a student needing to be referred to the DC. And that includes our own senators who commit any misconduct.

Seema suggest that we will need to amend the clause in regards to DC in the constitution or standing orders it if we want to make it generalized for all students because if a senate member gets referred to DC then what happens then?

Faizan suggest that we can include it in our SGM next year that we can propose to the new senate team who will take over after the elections in 2020.

Abhishek proposes that, if at any time, we have all senate who is of conflict of interest, then we can get someone external to sit on the committee. But if there is senate who is not of conflict of interest to the student being referred, then senate can sit on the committee.

Melissa advices that senate has to be sensible about inviting a justice of peace as one of the external personnel on the committee as the majority of them are full time in their work. Thus, we will need to rethink about who we want as an external personnel to sit on the committee if needed.

6.6- Senate meeting minutes from 2018

Preamble:

Senate meeting minutes from December 2018 April and May 2018 have been read through by secretariat after transcription and rewriting.

This has arisen due to the arguments of the accuracy of the 2018 minutes from the senate in 2019. There was some information in the minutes that were not discussed in the meetings and vice versa.

Elsa updates that the guild is looking at publishing it once sensitive and confidential matters are redacted. Also, the rest of the 2018 year's minutes will be ready by the next month or so which will again go through the correct processes and published on the Guild website when ready.

7.0 - APPENDICES

Appendix 1- Mechanize bought for 2020 (Email from Lauren)

Appendix 2- OHS meeting minutes from 2nd of August

Appendix 3- IN CAMERA HR matters

Appendix 4a- Brian Njane expression of interest for general senator role

Appendix 4b- Brian Njane resume- IN CAMERA

Appendix 5- Email from Anthea about reasonable travel expenses

Appendix 6a- OHS Goals

Appendix 6b- Health and Safety policy statement

Appendix 6c- Workplace injury management and return to work policy statement

Next Meeting Date:	TBC
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Next Meeting Time:	TBC
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Next Meeting Location:	TBC
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