

# SENATE MEETING Minutes

MEETING DATE:	27-4-2018
MEETING TIME:	8:30am - Meeting opened 8.57am
MEETING LOCATION:	JO1.407

## 1.0 – ATTENDANCE

- Stewart Lee (Chairperson)
- Greg Warren
- Joel Coyle
- Sarah Cavanough
- Abhishek Mehta
- Shariq Ahmed
- Harri Grey
- Vesh Arumugam
- Nicole Maskell

### 1.1 – Accredited Observers

- Brett Callender

### 1.2 Observers

- Ana Neves  
Stewart explained that Ana was a member of a group which was petitioning the University and Guild to phase out single-use water bottles on campus. They wanted to make a presentation to the Guild. After discussion the Senate decided to let Ana make their presentation but that after the presentation they would have to leave the meeting.

**Moved: Stewart Lee**

**Seconded: Greg Warren**

**Motion: Carried unanimously**

- Harrison Garvey  
Stewart told Senate he was an ordinary ECU student who had expressed interest in attending and observing the Guild in action. Stewart also told the Senate that Harrison's girlfriend is an office bearer at the Curtin Guild. Stewart suggested to allow him to observe elements of meeting which were not confidential.

**Moved: Stewart Lee**

**Seconded: Greg Warren**

**Motion: Carried unanimously**

## 2.0 – APOLOGIES

Apologies –

- Rebecca Joyce
- Caitlin Gibbs
- Faizan Akram

(Leave granted for all, will reschedule future meetings to a time they can attend)

### 3.0 – PRELIMINARY MATTERS

#### 3.1 - Acknowledgement of Country

“The Guild acknowledges that we are meeting on Wadjuk Nyoongar 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.”

3.1.1 Procedural Motion to allow Ana Neves to observe the Senate meeting and make a presentation.  
Procedural Motion to allow Harrison Garvey to observe the Senate meeting. (refer 1.3)

#### 3.2.1 - Approval of February Senate Meeting Minutes

SM1804/01 – Motion that the Senate approve the minutes from the February as formal, accurate, and correct.

Moved: Greg Warren

Seconded: Stewart Lee

Motion: Carried unanimously

(Commentary: This motion was tabled at the previous Senate meeting, after determining how ‘in camera’ motions were to be recorded going forward. The minutes have been edited accordingly and sent out to Senators last week.)

#### 3.2.2 - Approval of March Senate Meeting Minutes

SM1804/02 – Motion that the Senate approve the minutes from the March as formal, accurate, and correct.

Moved: Greg Warren

Seconded: Sarah Cavanough

Motion: Carried unanimously

#### 3.3 - Declaration of Conflict of Interest

None declared.

#### 3.4 – Announcements

None tabled.

#### 3.5 - Office Bearers Reports

##### 3.5.1 - President – Stewart Lee

- AGM yesterday which Stewart spend some time on namely writing election rules – didn’t get everything he wanted but got a lot done, and through the AGM
- Dealing with internal Guild matters re staff
- Been taking part in student appeals committee. Thinks it will need to be looked at as explained that this has been taking more and more of Stewarts time, and that he thinks that appeals will have to begin being delegated. He used to do 2 or 3 a fortnight, now he does 5 a week. This means he typically loses 4 or 5 hours on a Monday. Revisit later.
- Haven’t tabled a written report as been too busy
- Research week – Uni is wanting Guild cooperation. Stewart plans to hand this over to Joel Coyle, since he has been appointed to the role of Postgraduate Officer and it is taking a lot of time
- The Guild volunteering program has been progressing with meetings with Arshad Omari.

##### 3.5.2 - General Secretary – Greg Warren

- Like Stewart, Greg has been working on the Constitution changes and changes to the Election Rules with Brett.
- Greg helped set up the Big Gay Out, making decorations and working as a manual labourer for the day.
- Greg has been dealing with many student inquiries. This has largely been due to the fact that many senators and staff were off sick during the period and this meant Greg was the only person in the office at both Joondalup or Mt Lawley when he attended there.
- Lots more paperwork and correspondence.

- Getting a new timesheet system set up, and getting all the Senators to use it. This is working well now

\*Pause for microphone cord issue, fixed by Greg

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

- Large increase in club inquiries, many club committees changed hands – led to much confusion re floats v grants being on top or including in budget.
- Sent out a big email to all clubs explaining system and need to get tough on getting receipts
  - Getting clubs to make budgets (where they are non-compliant).
  - Getting clubs to seek secondary funding sources.
  - Club conflicts between members of clubs and between clubs in the same school.
- No curriculum issues have been raised by reps. Sarah plans to meet them all individually.

### 3.5.4 - Vice President (Equity & Diversity) – Vesh Arumugum (on mobile speakerphone)

Written report tabled rather than spoken

- Held meetings with Deb Duffy at the Equity and Diversity department at ECU to find extra committees for Disability collective- constructed poster, sent out emails, sent out newsletters, contacted students and followed up
- Found extra committees for Disability collective and did a hand over session
- Attended meetings and outlined Equity and Diversity department's budget to be incorporated into the master SSAF budget of this year
- Attended Senate meetings and followed up on issues raised.
- Attended and followed up on issues raised at Equity meetings
- Holding Colour festival to promote diversity on campus, in this matter, Indian culture. Colour festival is often seen as a fun event but there are really very meaningful cultural elements to it. We are bringing a key note speaker from Hindi Samaj to explain about what is it all about.
- Held Equo. A small gathering with food and drinks to promote equity space. It was also perceived and widely accepted as a networking event having professionals from Equity and Diversity department at the university and students.
- Chairing Dc meeting. Gathered evidence for investigation. Appointed and held meetings with disciplinary committee members. Sent out notices to referrals. Set the date and time for hearing.
- Meetings with collectives- Updated and managed their events and finance.
- Finance follow up of collectives with Mel. Collectives and welfare jobs.
- Held Chinese New year celebration. Expected for 200 students but 400 turned up. Received Very Good (5 stars) on Fb feedback survey for the event. This was the very first uni level celebration of Chinese New Year in the 26 years' history of ECU.
- Equity space refurbishment last touch up before Equo.
- Sent out collectives to Harmony day and managed their welfare on that day.
- Attended VC's reconciliation committee meeting.
- Found new presidents for Women's community. Worked out events and budget with them.
- Promoted Equity space on website. Worked out ideas, words, pictures with Lauren Reed, Promotions Manager, and put them on the guild website.
- Attended secretariat meetings and followed up on issues raised at the meetings. Voted and dissented issues cohesively compromising to the policies, rationality, and set of belief.
- Held meetings to grant conference business cases. Followed up to make sure the attendees report what they learnt at the conferences back to the respective bodies of students they believe would benefit.
- Held Yoga Day. Two days of Yang and Laughter Yoga at Mount Lawley and Joondalup campuses. Students loved it and was disappointed that it is a one-off thing and they wanted for it to be regular.
- Attended SARC meeting to learn and self-upgrade my knowledge on Sexual Violence.

- Advocated for Equity space at Mount Lawley campus at the Equity and Diversity Committee meeting. Congratulated by Colleen Hayward and other staff for being advocative to raise such a beneficiary issue. Following up on it now.

3.5.5 - Vice President (Social Activity) – Caitlin Gibbs  
Absent with leave

3.5.6 - Environmental Sustainability Officer -

- Big gay out – parties events/queer collective event – thanks to Greg and Stewart for attending and assisting.
- UV party – launching next week. Headliner being confirmed next week Will be using paper straws and bio-degradable cups.
- RE outside was interviewed by WA Police re awesome initiative of going to no single use water bottles on campus and VC is on board and hoping to remove single use plastic water bottles on campus.

3.5.7 - International Officer

- Busy with exams
- AFL student experience. Sold out, students really happy.
- Movie night today – Sold out, not an international movie but a great networking event still
- Planning 4 visa & immigration workshops for next month

3.5.8 - Postgraduate Officer

- Postgraduate luncheon – most students in postgrad are parents so aren't available at night.
- Getting in contact and finding student reps for departments.
- Creating a contract of engagement with reps.
- Meeting with all unis Postgrad officers. From communications with the reps many don't know what they are doing and are looking for Guild assistance in establishing their roles. This is largely due to most reps being new to the role.
- Planning to meet with Postgraduate officers from the other WA unis.

3.5.9 - South West Officer

N/A (On prac. duties being covered by Nicole. See 3.5.11)

3.5.10 - General Senator Abishek

- Doing paperwork for Colour festival. Almost has final approval from CSO expects it to be completed by the end of business tomorrow.
- Hiring DJ's for Holi

3.5.11 - General Senator Nicole (SW) (on mobile)

- Running events, getting busier and going well, not to be conflicted (?)
- Pretty organised – will be different when next on track, it's a bit more of a challenge but that's ok, we have more to help us out.
- Clubs – getting larger – 2 in SW
- Rebecca is on prac.

3.5.12 - General Senator Modjadji (tabled)

- Administration- formulating templates for reporting on senate meetings (currently has completed templates for the Academic department and Equity & Diversity Department)
- Assisting Greg and Stewart with correcting the constitution for the past Special senate meeting and AGM
- Assisting Vesh get the Disciplinary committee started and proceeding with our very first referral

#### 3.5.13 - General Senator Faizan (tabled)

- Working with Sarah Cavanough on Conference Week
- Helping Abhishek with planning for Colour festival

#### 3.6 - Accredited Observer Reports none

#### 3.7 - Observer Reports

Ana Neves: Presentation on Single-use plastic water bottles

Recording stopped

Vesh left 9:23 for class – proxy held by Abishek

Recording commenced 9.30

### 4.0 – PRIORITY ITEMS

#### 4.1 - Motion to direct the General Secretary – Reporting Templates

Preamble – SL - Greg is planning on creating all these documents (or in some cases has already begun doing this), it is already directly in-line with his duties and the Senator reporting forms and Department Plans are to better meet Constitutional Requirements for Senators. Greg and Stewart are tabling this motion to make sure Senators understand the new templates, the need for them and also how the introduction of them may affect each Senators duties.

General discussion had how templates are used and stored, where they are accessed and format and style guidelines.

We also wanted to show that motions to direct Senators don't need to be hostile and can be used to assign normal duties to Senators. Any Senator can propose a motion and if you have ideas about projects or programs which will benefit our Members, please remember that you can all bring business to the Senate at our meetings.

SM1804/03: Motion that the Senate direct the General Secretary to develop the following documents:

1. Senator reporting forms for scheduled Senate meetings;
2. Department Plan Templates;
3. Record of Conversation email template;
4. Post-event / conference reporting template.

Moved: Stewart Lee

Seconded: Modjadji Mokoto

Motion: Motion carried unanimously

#### 4.2 – Establishment of working groups on large projects

Preamble – GW - This is something we've come up with to deal with the lack of available jobs for General Senators at the Metro campuses and the over-working of Secretariat members. I propose that we establish the following non-voting working groups to spread the load of some projects and to give General Senators the opportunity to get involved with actual projects that aren't just policy-related.

In the case where a working group covers activities related to a Department – the relevant Department Chair, will Chair the working group.

SM1804/04: Motion that the following working groups be established:

1. Conference Week working group;
2. Parties working group;
3. Volunteering program working group;
4. Equity working group – to help with the re-establishment of defunct collectives;
5. Education Action working group; and
6. 1<sup>st</sup> Year Committee working group.

Amended = 5 = “Guild Campaign action group”

Moved: Stewart Lee

Seconded: Greg Warren

Motion: Motion carried unanimously

#### 4.3 – Motion to direct the President – Policy Handbook Publication

SM1804/05: Motion that the Senate direct the President to ensure that the Guild’s policy handbook is developed and published when available on the Guild’s website, detailing all Guild policies and policy position statements.

Moved: Greg Warren

Seconded: Sarah Cavanough

Motion: Motion carried unanimously

As per Constitution Clause 73:

“All Policies shall be placed in the Guild Policy Manual. The Guild Policy Manual shall be published by the Senate each year.”

I recommend the Senate direct the President to make sure that operations compile and publish the Manual as required, including all Policy passed in this year, within a reasonable timeframe.

This will help with member inquiries and also help Guild Officers and Staff easily look up all current policy.

Brett will action item to work on notice with GenSec and President to make a public and private policy.

#### 4.4 – Motion to direct the President to direct the CEO – GenSec invitations to operations meetings.

SM1804/06: Motion that the Senate direct the President to direct the CEO to immediately invite both the President & General Secretary (or their nominees) to all staff meetings, as well as any working group established by operations, and to also ensure that, where possible, these meetings are not scheduled in manner to make it difficult for the General Secretary to attend.

Moved: Greg Warren

Greg discussed the need to have Senate involvement in Operations planning meetings, as had been shown by repeated communication problems in recently run events of the Guild such as O’day and Guild Week. In each case, he said, there seemed to have been an expectation by operations that the Senate would be assisting in operational tasks, and an expectation by the Senate that as Operations had taken over the task (such as assembling Guild bags) and assigned casual staff to accomplish the task that Senate rightly (in his view) assumed that the operations team would complete the entire task or request assistance if they were unable to do so with the resources available. He suggested only being involved as an accredited observer and not a full participant in these meetings, so that he could inform the Senate what the operations teams works were planned in every month, and then arrange for Senate involvement where necessary.

Abishek read a statement from Vesh Arumugam in which Vesh expressed concerns that this motion was hostile to the ops team. He said that the Senate and Ops team are meant to work in their own areas, and in his view, Senators asking to attend meetings of the ops team seemed aggressive to him.

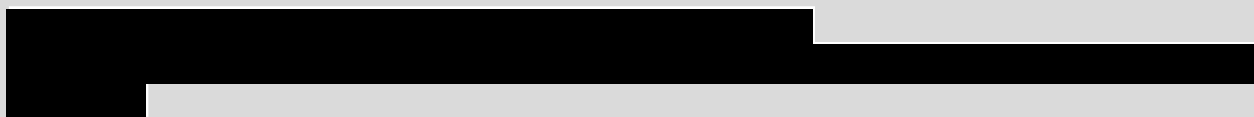
Greg explained that this was in no way intended to be hostile and was intended to promote communication and transparency. He suggested this could possibly be fixed with a working group instead.

Brett agreed, stating that staff meetings were not the right “portal” to discuss this issue, as these matters are not discussed at staff meetings. He also suggested the creation of a staff/operations planning working group being formed. He suggested getting Paul and any relevant Senators in the group would likely be the correct approach for event management. He said this should be the kick-off for every single event.

Greg agreed saying that the point in common he’d noticed with all of the conflicts over those events was that both parties started their complaints with “I thought you were doing x.”

Both Brett and Greg agreed that a working group for all events should be created and should be put in place weeks (at a minimum) before the event running.

Greg argued that the Senate asking to be included in meetings of the Guild and its bodies is directly in-line with the Senate’s duties of governance and oversight, but conceded that as people directly opposed to the motion were not there to argue their case that he would table the motion until the next Senate meeting. He also complained at the refusal of many Senators to attend Senate meetings to go to classes despite knowing that this is not grounds for leave. This, in his view, is drastically affecting the ability of the Senate to fulfil their fiduciary duties as the board of directors for the Guild. Also, this motion was tabled a week earlier and such concerns could have been raised any time during that period with him and given him a right of reply to them.



Motion: Taken on notice

#### 4.5 – Guild Support for Change the Rules campaign

SM1804/07: Motion that the Senate support the ACTU Change the Rules campaign.

Moved: Stewart Lee

Seconded: Greg Warren

Motion: Joel was absent from the room during the vote. Motion carried with one vote in the Negative – noted as Sarah Cavanough.

Background (Provided by Stewart Lee): The Change the Rules campaign is an advertising campaign being run the Australian Council of Trade Unions (ACTU) and its intention is to raise awareness of current industrial relations laws and their perceived inadequacy. One of its main themes is that more than one-third of large Australian businesses do not pay any tax in Australia at a time when the higher education sector is being cut by \$2.1B and penalty rates of a large number of our members are being cut (more than 50% of students work in either retail or hospitality according to the last census). Further, the campaign points out that 85% of employed Australians have significant caring and parenting responsibilities but current workplace laws do not allow them to easily juggle those responsibilities without putting them at risk. Bear in mind that a large number of ECU students are “mature-aged” and are parents.

I've linked a press release from the WA branch of the ACTU here for your reading: <https://www.actu.org.au/actu-media/media-releases/2017/actu-launches-change-the-rules-campaign-in-western-australia>

We have been asked by the NTEU ECU Branch if we would be happy to help them with some campus-level support around this campaign and I'm very mindful of a large number of retail and hospitality workers that come to ECU who are affected by both wage stagnation and by casualised labour. I recognise the benefit and flexibility that casualised labour offers to students and people with varied study loads, but also believe that current laws could do more to offer job security to students who want it. That's why I ask that you support this motion. It would allow me to work with the NTEU in my capacity as the President of the Guild. I am happy to answer questions about the motion before or during the Senate meeting.

#### 4.6 – Single-use plastic water bottles at our events

SM1804/08: Motion that the ECU Student Guild stop the use and provision of single-use plastic water bottles at all of its events.

Moved: Stewart Lee

Greg Warren voiced an opinion that there would likely be a financial cost associated with the adoption of this policy and this would need to be evaluated before phasing out water bottles.

Sarah Cavanough raised health concerns about communicable diseases, saying if no single use bottles are available this may lead to sharing of water bottles.

Sarah went on to explain that many of the water fountains are also unhygienic due to the proximity of people's mouths to the spouts and there were only a few dedicated water bottle refilling stations on the campuses. She argued that the University would have to agree to upgrade water provision facilities before phasing out bottled water.

Greg then raised concerns about the Guilds ability to provide water in outdoor events in summer where temperatures can reach over 40 degrees and that in addition to financial costs, there were logistical costs of moving large water barrels and providing disposable cups.

Greg also questioned the scientific veracity of claims made that particulate plastic matter from water bottles being toxic, or even being more prevalent in single use bottles than any other sort of plastic water bottle.

Sarah then raised concerns about students drinking high sugar drinks in place of bottled water from convenience and the associated health problems like obesity resulting from unavailability of bottled water. She also raised concerns about dental health with sugar, and also that removing all straws from Guild events would also impact this as without it high sugar drinks have more direct impact on the front teeth.

Greg then raised further concerns regarding equity for people with disabilities as put forward by the Disability Collective to him when they were told about the motion, they had asked that straws not be banned because some people with disabilities are unable to drink without one. This change would massively impact their lives and so consideration would be needed to make sure their needs would be considered. If plastic straws are banned there needs to be an alternative straw available.

Both Greg and Sarah qualified their remarks by saying that they were, in principle, in favour of reducing plastic use and had raised the above points because they wanted to make sure the Guild used good change management processes, with consideration for financial due diligence, the health of members, and how this would affect Members with disabilities.

Stewart then proposed creating a working group to look into the issue, plan the Guild's response, as well as evaluate the Universities commitment to make changes side by side with the Guild to get the best outcome for students.



There was some discussion about wording of the motion.

SM1804/08: Motion that the ECU Student Guild plan to phase out the use and provision of single-use plastic water bottles at all of its events and create a working group to investigate the implications and to set a reasonable timeframe to do so.

Moved: Harri Gray

Seconded: Stewart Lee

Motion: Motion carried unanimously

Background (Provided by Stewart Lee): Recently, a number of students from the ECU Mt. Lawley campus approached the Vice Chancellor and showed him a documentary that detailed the effects of single-use plastic on the environment. They asked the VC if the university would be prepared to stop using single-use bottles at all of their events and the university agreed. Further, following a discussion with myself, the VC also agreed to spend money increasing the number of filtered refill stations at all three of its campuses. They've also stated that upon rewriting the leases for the commercial outlets on campus, that they will be adding a section that prevents the provision of single-use plastic water bottles on campus.

The same students have since approached the Environmental Officer, Harri Gray, and made a similar request of the Guild. Both Harri and myself agree that it's a solid idea and that it will help in a few ways. It'll reduce single-use plastic waste, it'll help save students money, and it'll help us with any event clean-up where such items would normally be available.

All other agenda items tabled due to time constraints and the need to discuss the next item.

## 5.0 – DISCUSSION

### 5.1

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5.2: Grievances

[REDACTED]

5.3: Senator availability

[REDACTED]

Meeting was closed at 11:15am

6.0 – OTHER ITEMS	
None	

## 7.0 – APPENDICES

None

Next Meeting Date:	TBA
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Next Meeting Time:	TBA
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Next Meeting Location:	TBA
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