



SENATE MEETING MINUTES

MEETING DATE:	29/08/2018
MEETING TIME:	9am
MEETING LOCATION:	JO 8.302

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)	Absent with Leave - Caitlin Gibbs
Environmental Sustainability Officer	Harrison Gray
International Officer	Shariq Ahmed
Postgraduate Officer	Joel
South West Officer	Absent with Leave - Rebecca Joyce
General Senator	Absent with Leave - Modjadji Mokoto
General Senator	Faizan Akram
General Senator	Abishek Mehta
General Senator (SW)	Absent - Nicole Maskell

2.0 – APOLOGIES

Absent with Leave – Bec, Jaxa (Modjadji), Caitlin, Nicole

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

SM1808/01 - Motion that the ECU Student Guild Senate approves the minutes from the July Senate Meeting as formal, accurate and read.

Moved: Greg Warren

Seconded: Stewart Lee

Sarah abstained due to absence and (Vesh) who was absent in the previous meeting.

3.3 - Declaration of Conflict of Interest

none

3.4 - Announcements

[illegible]

3.5.8 - Postgraduate Officer – Vacant
3.5.9 - South West Officer – Rebecca
3.5.10 - General Senator – Faizan
3.5.11 - General Senator – Abishek
3.5.12 - General Senator - Modjadji
3.5.13 - General Senator (SW) - Nicole

3.6 - Accredited Observer Reports
3.6.1 – CEO Report
3.6.2 – Immediate Past President Report (IPP)

3.7 - Observer Reports
3.7.1 – CFO Report (Typically Quarterly)
3.7.2 – Commercial Operations Report

4.0 – PRIORITY ITEMS

4.1 – 4.10 Procedural MOTION TAKE as a block

SM1808/01 – Motion that the Senate approve the tabled policy POHR001 titled “OHS Duties Policy”, in line with the consultation with the PAC.

SM1808/02 - Motion that the Senate approve the tabled policy POHR002 titled “OHS Communication and Consultation Policy”, in line with consultation with the PAC.

SM1808/03 - Motion that the Senate approve the tabled policy POHR003 titled “Legal Compliance Policy”, in line with consultation with the PAC.

SM1808/04 - Motion that the Senate approve the tabled policy POHR004 titled “Hazard Identification and Risk Control Policy”, in line with consultation with the PAC.

SM1808/05 - Motion that the Senate approve the tabled policy POHR005 titled “Workplace Health Policy”, in line with consultation with the PAC.

SM1808/06 - Motion that the Senate approve the tabled policy POHR006 titled “Hazardous Substances Management Policy”, in line with consultation with the PAC.

SM1808/07 - Motion that the Senate approve the tabled policy POHR007 currently titled “Safe Work Policy”, in line with consultation with the PAC. The current title is set “in principle” and may change in the future at the direction of the President and General Secretary (as CCI originally called it a procedure, causing us some confusion as the content is more policy in nature) however the code will remain the same.

SM1808/08 - Motion that the Senate approve the tabled policy POHR008 titled “Vehicle Management Policy”, in line with consultation with the PAC.

SM1808/09 - Motion that the Senate approve the tabled policy POHR009 titled “External Sites Policy”, in line with consultation with the PAC.

SM1808/10 - Motion that the Senate approve the tabled policy POHR010 titled “OSH Competence and Training Policy”, in line with consultation with the PAC.

Moved: Stewart Lee

Seconded: Greg Warren

No Dissent recorded

4.11 – Motion to transfer funds from Academic Department to Social Activities Department

SM1808/11 – Motion that the Senate approves the transfer of the following from the Academic Department Budget to the Social Department Budget to account for increased social club activity in Semester 2:

1. \$2100.00 from ACB18001_Contingency – Study Skills Jobs to SAD18008_Maylasia Club
2. \$1000.00 from ACB18001_Contingency – Study Skills Jobs to SAD18005 Equity Desi Society (for Dewali Festival)
3. \$500.00 from ACB18001_Contingency – Study Skills Jobs to SAD18001_Contingency Club Admin Jobs

Moved: Sarah Cavanaugh

Seconded: Stewart Lee

No Dissent recorded

We've had a bunch of clubs sign up and this has stretched the budgeted funds for social clubs this year. The Academic clubs budget has a surplus so we are looking at making that money available to increase funding for activities of Social clubs in this semester.

4.12 – Motion to approve additions to the 2018 Club Affiliation Register

SM1808/12 - Motion that the Senate approve the tabled "2018 Club affiliation register" as being the true and accurate register of Guild affiliates for the remainder of the current Senate term.

Moved: Greg Warren

Seconded: Stewart Lee

No Dissent recorded

4.13– Motion to create a new budget line ACC18026 Enactus and transfer \$1000

SM1808/13 – Motion to create a new budget line ACC18026 Enactus and transfer \$1000

This motion was created so that there is accountability for budgets and to prevent people from padding the budget with funding and areas that are unrelated.

Moved: Sarah Cavanaugh

Seconded: Greg Warren

No Dissent – Abhi left the room abstained.

4.14 – Procedural Motion to move \$25000.00 to HR/IR from Shad

SM1808/14 – Procedural Motion to apply to Arshad to take \$25000.00 from the reserves and to move it to the HR/IR Advise and Legal Representation.

Moved: Greg Warren

Seconded: Stewart Lee

Dissent from Abhi, Faizan, Vesh and Sarah

Not Carried as to no quorum.

5.0 – DISCUSSION ITEMS

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

5.1 – Discussion regarding University’s external review of ECU’ Research Strategy

Joel has been in discussions with the Deputy Vice-Chancellor (Research), Professor Caroline Finch regarding a review of the University’s Research Strategy. He has asked to make a presentation regarding his meeting with her on this issues.

5.2 – Discussion of need for Policy or clarification on making changes to budgets and getting approval.

Back in February and March, we discussed changing the process by which the Guild makes changes to the budget. Since then we’ve discovered that the systems we are using are non-compliant with the requirements of the Constitution on getting approvals for funding changes.

Mel has come to me with a query as to what our actual policy is. As she understands the process:

- VP’s can move funds within their departments, within their SSAF categories, without further consultation, including contingency allocation to existing jobs
- New jobs not previously budgeted for need a Motion and to be advised to Finance for updating of systems (funds to come from an existing job line or contingency)
- Movements between SSAF categories need to be motioned and advised to finance for review of budget totals and if within parameters for uni approvals to be advised/required.

We have the following elements of the Constitution relevant to approvals:

S 34 (Senate Responsibilities) (f): *setting the annual budget of the Guild in accordance with Clause 66;*

s 43 (Secretariat Responsibilities) (e): *approving, by Resolution, access to Guild funds as specified under the Policies and budget;*

s 66 (Budget):

- (1) *The Senate will not later than 31 December in each calendar year prepare a preliminary Guild budget of proposed income and expenditure for the next succeeding calendar year (“Budget”).*
- (2) *The Budget will be presented for confirmation at the first scheduled meeting of the Senate in the following calendar year for consideration and the confirmed and ratified Budget will be submitted to the University not later than 31 March in each year.*
- (3) *The ratified Budget can only be amended after confirmation by the Senate by a Resolution passed by Special Majority and, where required, the amended Budget will be provided to the University in accordance with the Rules.*

S 67 (Management of funds)

- (1) *The Senate is responsible for ensuring the proper management of funds of the Guild.*
- (2) *The Senate will ensure that true, fair and accurate financial books and records of the Guild are kept.*
- (3) *For expenditure of Department funds, payment will be approved in accordance with the Register of Delegations & Authorities.*

S 71 (Authorisation)

- (1) *Agreements and authorisations of the Guild that do not require the application of the Common Seal of the Guild will be signed by two (2) Senators as follows, and in accordance with the Register of Delegations & Authorities:*
 - (a) *On behalf of the Senate, by the President and one other Senator, as nominated by the Senate; or*
 - (b) *on behalf of a Department, by the Chairperson of the relevant Department and either the President or General secretary.*
- (2) *All authorisations will be tabled at the next Secretariat meeting following the date of expenditure.*

- (3) *All cheques will be approved in accordance with the Guild's Register of Delegations & Authorities.*
- (4) *Signatories will not sign cheques until the payee and amount have been entered.*

Based on those requirements, I think Mel's second and third points (requiring Senate motions to create new jobs within the same SSAF category, or following the extended procedure for moving money to a different category) are fine. I don't think the first (moving money between existing jobs including contingency) meets our legal requirements (Mel raised concerns about this back in February as being back accounting practice, as well)

I think we need to put some rules in place for getting approval for moving funds between jobs within the same SSAF category, and also, we need some rules on reporting expenditure (or changes in planned expenditure) to the Secretariat and Senate.

I'll cover reporting first – clearly under s 71(2) the Guild is required to table all expenditure to the Secretariat. This hasn't happened to date this year (and likely for years before this), so we need to put procedures and templates in place to allow us to do this for both the Departments and also Operations.

On the approvals side, I think that we need to set rules to cover three different circumstances: spending on budget, spending over budget, and spending under budget. We should likely also have ranges of money allowed to be approved by different persons / groups. The old Schedule of Delegation had these varied amounts, Brett promoted removing them for simplicity, but I really don't think that is prudent.

So we need to discuss what Senators think appropriate approval levels are for the various people / groups (e.g. Department Head & General Secretary \$2,000, Department Head & President \$4,000, Secretariat up to \$9,999, Senate up to infinity and beyond).

We also need a motion authorising the General Secretary to co-sign for all operations expenditure (along with President) on behalf of the Senate. Probably should also include in that motion delegation for the General Secretary to also co-sign (along with the President) all funding approved by the Secretariat. Neither of these are explicitly set out by the Constitution and I can't find records of such delegation being given (although they are both obviously implied).

5.3 – Guild Elections

Discussion was had about the upcoming elections. Stewart met with someone from MSL Membership Solutions who run an online election platform to get some costings etc. The software costs about \$1500.00 to set up and then it's \$5000.00 a year for every year that we use it.

Elections last year cost between \$32000.00 and \$33000.00.

With the software, voting can be done online and more people can be reached as it comes with an App. It gets used by around 200 or 300 student associations across the world and they put about 2 million votes through it last year.

Sarah asked about the RO and if they are still needed? Stewart explained that an RO is still required but that they won't need to pay them to campaign for ballots and they won't have to pay five or six people helpers to count the ballots as this is done through the software. This saves money on the printing costs.

Stewart also mentioned that our Election Regulations still stand and if people break these regulations the penalties are the same set by the RO.

The discussion continued on about the timeline of elections and if they are the same as last years. Stewart said he'd come up with a draft timeline over the weekend and send out a circular to everyone. The online software takes about a week to set up. He also sent all the security procedures to Kathryn and she was satisfied that everything was in order but had to check with IT.

Sarah asked if they need to give 14 days' notice of the nomination period and Greg replied that there is actually a 3-week nomination period and that they can just say that nominations are now open.

Abhi asked if they are still putting in \$10 for the nomination?

Greg replied that there were regulations made as Ellen was doing all the work

Meeting Closed at 4.41pm

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:

TBA

Next Meeting Time:

TBA

Next Meeting Location:

TBA