



SENATE MEETING MINUTES

MEETING DATE:	08/11/2019
MEETING TIME:	1pm
MEETING LOCATION:	?

1.0 - ATTENDANCE	
President	Stewart Lee
General Secretary	Greg Warren
Vice President (Academic)	Absent
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
General Senator	Modjadji Mokoto
General Senator	Faizan Akram
General Senator	Abishek Mehta
General Senator (SW)	Nicole Maskell
	New Senate of 2019

2.0 – APOLOGIES
Sarah Cavanaugh

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
SMYYMM/01 - Motion that the ECU Student Guild Senate approves the minutes from the MONTH Senate Meeting as formal, accurate and read. Moved: Greg Warren Seconded: Stewart Lee

3.3 - Declaration of Conflict of Interest

3.4 - Announcements

3.4.1 – Greg announced that there was a Worksafe Inspection at the Guild and that 3 infringement notices were given.

1. *Risk Assessment for Psychosocial Hazards.* The Guild did not have a policy in place for doing risk assessments. Greg has been trying to put through policies for Health and Safety and has managed to get 10 out of 14 ratified. Greg hasn't been able to hold a meeting with the PAC [REDACTED]. The cut-off date to have this in place is the 1st March 2019 at 1700 hours and the following measures need to be taken: *Complete and document a Risk Assessment of the Psychosocial Hazards employees may be exposed to during the course of their work. Guidance is available on how to conduct a risk assessment of this nature. For examples, refer to Worksafe WA's Psychological Safe and Health Risk Management Approach toolkit, The Health and Safety Executive UK Management Standards and the Canadian National Standards for Psychological Health and Safety in the Workplace.* Failure to comply will result in a \$5000 fine per infringement.

2.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3.5 - Office Bearers Reports

Stewart and Greg let the new senate know the process for these and that the current senate decided to skip in the meetings as it took too long to go through each one. The written reports should've been emailed to Greg (GenSec) to table and include in the minutes before the next senate meeting.

3.5.1 - President – Stewart

3.5.2 - General Secretary – Greg

3.5.3 – Vice President (Academic) – Sarah

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3.5.4 - Vice President (Equity & Diversity) – Vesh

3.5.4 - Vice President (Equity & Diversity) – Vesh

3.5.5 - Vice President (Social Activity) – Caitlin

3.5.5 - Vice President (Social Activity) – Caitlin

3.5.6 - Environmental Sustainability Officer – Harri

3.5.6 - Environmental Sustainability Officer – Harri

3.5.7 - International Officer – Shariq

3.5.7 - International Officer – Shariq

3.5.8 - Postgraduate Officer – Vacant

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

Stewart explained that these are the actual motions that you vote on. Please read the Standing Orders particularly the General Secretary who is not here at the moment and take leave. Make sure you have read and take a note of the Standing Orders so that you know the conduct of the debate. Quite often it will be informal, a lot of them are non-contentious but as you know probably, we have quite a few contentious ones in the last seven months and you, there is a limitation on the merit that you have to speak. There is a speak list, these things do exist. You can be kicked out if you try and derail a meeting – be aware of that, pleading ignorance is not an excuse if you get ejected basically. You have to go according to Standing Orders. Typically there will be a mover and a seconder, sometimes you will have two, three, four seconds and again always remember that there are rules that apply to conflicts of interest. This was explained to the new senate present.

4.1 - Motion to increase Secretariat and Post-Grad Officer wages by the current CPI

SM1811/04 – Motion that the ECU Student Guild approve an increase in the hourly wages for the 2018 Secretary and Post-Graduate Officer in accordance with the increase in the Consumer Price Index.

Moved: Greg Warren

Seconded: Stewart Lee

Conflict was declared for 2 people.

Motion carried unanimously.

4.2 – Motion to increase Non-Secretariat Senator honoraria by the current CPI

SM1811/04 – Motion that the ECU Student Guild increase the hourly rate of all Senators with the exception of the Secretary and Post-Graduate Officer in accordance with the increase in CPI

Moved: Greg Warren

Seconded: Stewart Lee

Carried Unanimously.

4.3 – Authorisation to purchase new Finance Software add-on

SM1811/05 – Motion that the Senate approve the expenditure of funds for two months for a software license for Zahara to be expended from budget line and direct Xero-1 software subscriptions.

Moved: Greg Warren

Seconded: Caitlin

Carried with no dissent

Mel explained that this software allows you to do approvals for stuff and pre-approvals for expenditure over your phone so if you're a VP you can pre-approve a certain amount of money for decorations and then when the invoice comes through, finance can see that funds have already been pre-approved. The invoice then only needs to be approved by the president as the VP has already pre-approved it. This program also allows each VP to see how much of their budget they still have available and what has been spent. It also intergrates with Xero, which is the current system we use. The cost is \$1250.00 per year for 10 users.

4.4 – Change of Bank Signatories

SM1811/06 – Motion to update banking and investment records to remove departed President Stewart Lee and add new President Abhishek Mehta effective 01/12/2018 as follows:

BENDIGO BANK – CUSTOMER NUMBER 22941648/CN01

REMOVE Stewart Lee

Remove him from all accounts as signatory.

Cancel his business credit card.

ADD Abhishek Mehta

Add him to all accounts as signatory

Issue him with a business credit card

IOOF INVESTMENT – Client Number 321396M

Remove Stewart Lee

Add Abhishek Mehta

Moved: Greg Warren
Passed by circulatory.

4.5 – Motion to acknowledge the General Secretary's record of the true delegations and authorities of the Guild

SM1811/07 - Motion to accept the tabled Register of Delegations & Authorities as being the true record of the delegations and authorities which have been lawfully granted by the Guild, in accordance with the Constitution Clauses 35, 71, & 73.

Moved: Greg Warren

This was skipped in the meetings as Greg said it wasn't quite finished yet.

As you are all aware, the "Schedule of Delegations & Authorities" provided to the Guild in this Senate term includes many delegations or authorisations which contravene the Constitution Clauses 35 & 71.

Additionally, the General Secretary has also found many of the items recorded in the Schedule as having been delegated by a Senate Resolution at certain dates, where the Motion register and minutes of Senate meetings for those times do not indicate that any such motion was held, in contravention of the Constitution Clause 73.

The General Secretary has, as a result of discovering this, gone meticulously through the minutes, motion registers, enacted Policies, the Constitution, and the Guild's EA to accurately record all delegations and authorisations currently held by the Guild currently.

He has recorded these in the Register of Delegations & Authorities, as required by the Constitution Clause 35(5).

Given the confusion this has caused, it is imperative that the Senate recognises the tabled Register of Delegations & Authorities as being the true representation of the current delegations and authorities of the Guild, and that the previous version contains mistakes.

4.6 – Motion that the Senate authorises Legal Services and expenses

SM1811/08 – Motion that the Senate authorises the expenses, legal services and representation budget to the tune of \$12000.00 to cover the cost of this investigation and authorises the President and General Secretary to negotiate the budget amendment with the University.

Moved: Stewart Lee

Seconded: Greg Warren

Carried with no dissent.

5.0 – DISCUSSION ITEMS

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

5.0 – Discussion was had throughout the meeting advising the new senate on how to run a senate meeting, what should be included, what rules and regulations apply, who is allowed to be present etc.

It was also discussed what had all been accomplished throughout the year even with all the problems that the Guild was having like the multi-cultural festivals, cricket tournaments and yoga parties.

Discussion item 1 on the agenda was not mentioned.

5.1 – The Café Proposal and tender was discussed with the new Senate, how long it would take, if it would be done before the start of the 2019 Semester and getting signed approval from the University to take money from the reserves. The 2018 Senate were still waiting for Suburban (Contractor) to get back to them on the cost so that they can include it in the tender to the university. Suburban contacted Stewart wanting assurance that the incoming senate were happy to move forward. The cost has been estimated to be around \$650,000.00 with the Uni putting in about \$100,000.00. The current senate discussed finding a name and that none had been decided in the five months of the discussions. They then talked about the design, colours, furniture, what they wanted so show etc.

5.2 –

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