



SENATE MEETING MINUTES

MEETING DATE:	9 th of January 2020
MEETING TIME:	10:11am-12:18pm
MEETING LOCATION:	1.447 (JO) 1.107 (BU)

1.0 - ATTENDANCE

- 1.1 - In Attendance
E Chew (JO)- President
J Herriott (JO)- General Secretary
R Kumar (JO)- Vice President Social
S Shah (JO)- Vice President Academic
D Varghese (JO)- Postgraduate Officer
S Asif (JO)- General Senator
S Taylor (Phone)- General Senator
V Khetiya (Phone)- Vice President Equity and Diversity

- 1.2 – Accredited Observers
L Dwyer – Operations Manager
M Johnston – Financial Controller

- 1.3 – Observers
NIL

2.0 – APOLOGIES

- B Njane (LOA)- International officer
M Wedderburn (LOA)- Southwest Officer
R Gotico (LOA)- Environmental Officer
B Zakry (Absent)- General Senator
General Senator SW- Vacant

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, 5th of December 2019 (Appendix 1)

Motion SM2001/01- The Senate approves of draft minutes from the 5th of December 2019 (Appendix 1) and will be published on the Guild’s website once redaction has taken place.

Moved: Jackson Herriott

Seconded: Elsa Chew

Result: Motion Carried Unanimously

3.3 - Declaration of Conflict of Interest

All senate present declare a conflict of interests to item 4.4.
Senate votes to continue in consideration of full senate Conflict of interest.

3.4 – Announcements

NIL

3.5 - Office Bearers Reports

3.5.1 - President

- Meetings also conducted with GSAs
- Visited Equity space with Jackson
- Meet with security, clubs & collective
- Representing ECU Student Guild at the National Union of Students conference.
- Discussing operational matters with secretariat and operation staffs.
- Attending University council meetings.
- Delegating task to senate to ensure budget and event planning.
- Scheduling days and availabilities for club training days, senate and secretariat meetings.
- Keeping up to date with IT and upgrades.
- Ensuring transition of new senate for their new term.
- Improving effective communication between staff and senate.

3.5.2 - General Secretary

NIL

3.5.3 - Vice President (Academic)

- Using budget, booking courses for first aid, manual handling
- Finding and appointing student reps, 2 to go
- Organising the meeting dates & T&C of school meetings
- Meet with Law Society

3.5.4 - Vice President (Equity & Diversity)

- Meeting with Faizan
- Organised budgets
- Contacted all the collectives

3.5.5 - Vice President (Social Activity)

- Uni games budget
- Secretariat meeting
- Rottnest Island tour with Lauren
- Jackson & Raj organising Toga
- Purchased assets to prevent over spending at future events
- Purchased shade cloth to advertise guild at events
- Planning collaboration with ECU Sport

3.5.6 - Environmental Sustainability Officer

- Currently in Sydney
- Preparing for events with Elsa
- Elsa helping with keeping on track with proposed planning and events coordination
- Returning on the 18th of January to Perth.

3.5.7 - International Officer- LOA

3.5.8 - Postgraduate Officer

Getting Familiar with the Role

- Over the last 2 months I have been getting familiar with the role I have recently taken. Getting to know the role and the responsibility that I have to take over the 1-year contract that ends on the 30th of November 2020. Handing taking of the Position from last year's officer. Basically learnt that I have to attend the three big committee meetings- Academic Board, Education Committee and the Research Committee which is being held every month.

Student Reps

- In-order to know the Academic issues faced by the post Grads Student it is important to hear the issues through the representative. Not much information is being provided from last year regarding the student reps for the different Post Grads courses. Therefore, trying to find the existing student reps through Lauren. Following are the departments of the post grads courses.
 - Arts and Humanities
 - Business and Law
 - Engineering and Technology
 - Medical and Health Sciences
 - Nursing and Midwifery
 - Science
 - Teacher Education
 - Western Australian Academy of Performing Arts

Budget planning

- The last few weeks is being successfully used to do the budget planning for the year 2020 for the post Grads Department. Roughly I have around 7250 Dollars as the budget amount for the activities that I am going to undertake. And I purchased some items with last year's balance post grad dept money for this year's programs.

Planning in the Upcoming Months

- My future plan for the upcoming month would be to work on the student reps for the different courses and have a meet with them and discuss the issues bothering the student and take it to the academic level. I hope I will be a helping hand to ECU students as a whole. Apart from my role as the post grads officer I am willing to Help the other senators in the events that they have planned and work as a team. And I am planning for a few other programs like
 - 1, A tech fair
 - 2, Ted X ECU
 - 3, Academic Workshops for the new students

3.5.9 - South West Officer- LOA

3.5.10 - General Senator Shakeeb

- Planning events for March (week 2 or 3)
- Sitting with Syed to improve skills
- Finalised drafts for two events

3.5.11 - General Senator Sarah

- Food Safety Training
- Working on proposal for markets
- Make sure she reaches Bunbury

3.5.12 - General Senator Bandar- absent

3.5.13 - General Senator (SW)- vacant

3.6 - Accredited Observer Reports

Lisa Dwyer

- Over the break has been putting a plan & presentation for a strategic plan for the next 5 years
- Getting objectives & goals for 2021
- Reviewing Job Descriptions with the operations staff
- Preparing for the EA Bargaining
- Beginning the rewrite of the EHB

- Working on IT Change over
- Planning a trip to Bunbury to meet with the SW team
- Writing the ECC associate membership policy

Melissa

- Catching up on emails & invoices from 2019
- Looking like we are not over budget but just under budget
- Ops wages changes being input
- Senate wages changes
- 2020 budget has begun
- General senate budget needs to come from a department as Gen Sen have no budget.
- Clubs Software decision made, company went into receivership so we need to create a matrix and decide on a new software again. Began putting together the matrix & Lauren will be contributing to it. Providers are keen to get u and running. Might not be up before Sem 1.
-

3.6 - Observer Reports
NIL

4.0 – PRIORITY ITEMS

4.1 - Circular Motion Notices

Motion CM19/12/01:

[REDACTED]

Moved by Elsa Chew

Seconded by Shakeeb Asif

Result: Motion Not Carried due to lack of votes (6 Yes, 1 Abstain, 6 Missing)

Motion CM1912/02:

[REDACTED]

Moved by Elsa Chew

Seconded by Shakeeb Asif

Result: Motion Carried (10 Yes, 1 Abstain, 2 Missing)

MOTION CM1912/03:

In accordance to preamble provided above, the Senate adopts the revised fortnightly Honorarium structure for the incoming senate & Dircksey team for 2020, commencing 28/1/2020.

Moved by Elsa Chew

Seconded by Jackson Herriott

Result: Motion Carried (11 Yes, 2 Missing)

Motion SCM1912/01:

The OHS (Occupational Health & Safety) Committee & the PAC (Policy & Accountability Committee) are merged to form the Continuous Improvement & Development Committee (CIDC).

Moved: Elsa

Seconded: Jackson

Result: Motion carried (4 Yes, 1 Abstain)

Melissa noted that Constitution definitions are needed to be adjusted for this as PAC is formed under the constitution.

4.2 – Clubs/Societies/Collectives

Preamble:

Clubs/Collectives and Societies are the core representation of the Guild as it is a student led organization. Thus, emphasizing the importance of ensuring that they are well trained and equipped to run events smoothly and also to manage themselves well throughout the year with budgets provided by the Guild. In previous years before 2019, the Guild has always made compulsory a club training day. This year, it is suggestive that there be 2 activities to help strengthen the understanding of running a Clubs/Societies/Collectives and also at the same time, allow students to better understand those who represent them. A club affiliation day will be held on the 18th of February 2020 to help all students who might be interested in creating a Clubs/Societies/Collectives and potentially affiliating themselves with the Guild. As there are 2 types of affiliation, basic or funded, students sometimes find it confusing and as both affiliations differ from one another in terms of what is required to be successfully affiliated with the Guild, this would be welcoming opportunity for everyone to learn and socialize. The other compulsory Clubs/ Collectives and Associations day would be the 'Club training day '. This would be compulsory for all clubs who have been affiliated successfully with the Guild. It will be organized on the 9th and the 10th of March 2020 with one day each at Mount Lawley and Joondalup. It will be a detailed run down from how to manage a club to how to budget for events and also to learn how to communicate with the Guild more effectively. This would be an approachable manner in terms of strengthening relationships with the community. There will also be a few drop in sessions in between those dates to help any students that find it difficult or would need extra help otherwise.

Lisa & Melissa discussed that last year we had 35 clubs in semester 1.

Elsa mentioned that there will be drop in sessions to teach how to run a club.

Jackson explained how clubs have expressed interest in running a session (law doing governance & finance doing budgeting).

Motion SM2001/02: The Guild will hold a 'Club affiliation day' on the 18th of February 2020 and a mandatory 'Club training day' which is now on the 9th and the 10th of March 2020 with one day each at Mount Lawley and Joondalup.

Moved: Elsa Chew

Seconded: Jackson Herriott

Result: Motion Carried Unanimously

4.3 – Mount Lawley representative

Preamble:

As students from ML have often voiced their concerns about being 'neglected' and 'isolated' due to its location away from Joondalup, and also the lesser number of attendees during events, the Guild feels that it needs more representation in the ML campus. With that said, because many of the senators are mainly based in Joondalup, and the Guild understand that ML student needs are vastly different to students in all other campus, thus, the suggestion of having a person or a group of representatives who will be the direct responders to ML student needs and are exemplary Guild representatives. The role will be a voluntary basis with a certificate of recognition at the end of the year awarded to the student of the group of representative at the end of the year. This will be a

Shakeeb asked if they are volunteers, Elsa responded yes and this could be a permanent senate position if it works.

Syed asked if they will have access to the office. Elsa responded no, they will not have access to the office.

Syed & Elsa noted they are representatives not senate.

*Melissa noted that we should reassess the amount of budget is being put into Mt Lawley.
Lisa noted that this could be a useful trial to see what students there want but we need to factor in the VC's announcement about ML closing.*

Motion SM2001/03:

Moved: Jackson Herriott
Seconded: Elsa Chew

Motion SM2001/04:

Moved: Jackson Herriott
Seconded: Elsa Chew

4.4 - Physical hours of senators IN CAMERA

[REDACTED]

Motion SM2001/05:

[REDACTED]

Moved: Elsa Chew
Seconded: Jackson Herriott

Result: Motion carried unanimously

**4.5 - General Senator Southwest
IN CAMERA**

[REDACTED]

Motion SM2001/06:

[REDACTED]

ADJOURNED TO CIRCULAR

Motion SM2001/07:

[REDACTED]

Moved: Elsa Chew
Seconded: Rajesh Kumar

Result: Motion carried unanimously

Motion SM2001/08:

[REDACTED]

Moved: Elsa Chew
Seconded: Jackson Herriott
Break at 1145 Returned 11:50

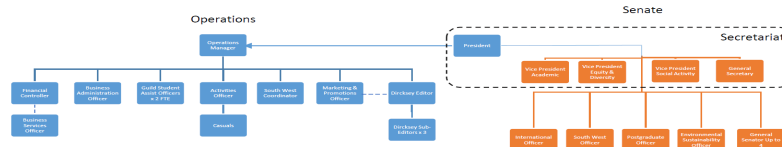
[REDACTED]

Adjourned to next senate meeting

Motion SM2001/09: Senate approved Appendix 4 as the new organisational structure chart for the ECU Student Guild.

Seconded: Jackson Herriott

Result: Motion carried unanimously



12:18pm- Rochelle & Vimal left. Meeting adjourned due to loss of quorum.

- Discussion adjourned

- Discussion adjourned

- Discussion adjourned

- Discussion adjourned

- Discussion adjourned

- Discussion adjourned

- Discussion adjourned

Nil

7.4 – Appendix 4 – Organisational Structure Chart

10/02/2020

1500-1800

JO 1.447, SW 1.107