

ECU Student Guild



August Senate Meeting Minutes & Agenda

ECU Student Guild Senate Meeting Agenda & Minutes August

Zoom Teleconference:

<https://us02web.zoom.us/j/██████████>

When 11-08-2020 at 15:00

Location: JO34.228 ,JO34.228

Chairperson Elsa Chew

Minute taker Shakeeb Asif

Minutes

1. Opening Address

Meeting commenced at 03:04pm

On the 11th of August 2020.

Location at JO 34.228

Elsa welcomes everyone in the room and also on zoom.

1.1. Acknowledgment of Country

The Guild acknowledges that we are meeting on Wadjuk Noongar 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.

Decision

1.2. Attendance

President - Elsa Chew

General Secretary - Jackson Herriott (left at 5.51pm)

VP - Academic - Syed Shah

VP - Equity - Vimal Khetiya (left 5.48pm)

VP - Social - Rajesh Kumar

Environmental Officer - Rochelle Gotico (attended via zoom)

International Officer - Brian Njane, LOA granted

Postgraduate Officer - vacant

South West Officer - Miriam Wedderburn

General Senator - Sarah Taylor

General Senator - Jamil Ali

General Senator - Shakeeb Asif

General Senator (South West) - Mwansa Lwando (joined the meeting via zoom at 3.53pm to 4.58pm)

Accredited observers

Operations Manager- Lisa Dwyer

Financial Controller- Melissa Johnston (left 4.00pm)

1.3. Proxies

Brian Njane has proxied his vote to Vimal Khetiya

Mwansa Lwando has proxied his vote to Miriam Wedderburn at 4.58pm

Vimal Khetiya has proxied his vote to Rajesh Kumar at 5.48pm

Jackson Herriott has proxied his vote to Elsa Chew at 5.51pm

1.4. Conflicts of Interests

Sarah raises a conflict of Interest for item 4.6 and 4.7.

Shakeeb raises a conflict of Interest for item 4.6.

Elsa has further addressed that following each motion, if anyone would like to express their conflicts of interest beforehand that they are welcomed to do so then.

2. Approval of Past Meeting Minutes

SM2008/01: The senate approves the June Senate meeting Minute's as read and accurate.

Refer to attachments for June Senate meeting minutes.

Moved: Elsa Chew

Seconded: Syed Shah



Decision

Motion carried unanimously

3. Office Bearers Reports

3.1. President

Met up with Sue Ellery (Minister for Education and Training) and all WA Guild Presidents to discuss future for students in Universities.

Attended the academic misconduct discussion alongside GSAs and senate with Rowena Harper and Andrew Kelly (CTLCS).

Attended formal appeals and sat on the panel.

Helped with Garden day planning and planting day with Environmental department.

Packed the seedling bags as it was a popular initiative.

Covered the Mount Lawley campus on Wednesdays.

Reviewed on Southwest Guild services and resources as provided to Bunbury students.

Helped Sarah with the engagement of the markets day.

Guild affiliation club training day video and invitation to student clubs.

Presentation to University Council and Quality, Audit and Risk Committee of ECU.

3.2. General Secretary

Working with Lisa & Elsa on ways to keep the Guild safe but open to students.

Planning Ball with Raj.

Assisting PnE with risk compliance at thrift shop party.

Sorted Affiliations.

3.3. Vice-President (Academic)

Helped student with the appealing process
organised first aid, manual handling
contacted clubs and helped them in organising the events
organised training, shirts and badges for the school reps,
attended student appeal

3.4. Vice-President (Equity & Diversity)

in touch with the collectives GSAs Issues
helping out the events

Vice-President (Social)

- 3.5.** Planning Ball
Helped Shakeeb Planning cricket tournament
Helped Stevo from parties and events in the organisation of events
Contacted University for inter WA uni games
Planning Bollywood party

3.6. Environmental Officer

1. Office person in ML Campus during the students tour for SM-2.
2. Help Lauren for the SM-2 back to campus fun activity. We need spin the wheel challenge in JO campus, two locations- in front of the library and bldg. 20.
3. Pack the self-planting kit.
4. Attended the International student café and hand-out self-planting kit to 25 International students.
5. Garden planting day. That started last Wednesday with the collaboration of NUT Hub and finished it yesterday with the help of the senates.
6. Helping Sarah with the Market day.
7. Contribute the Guild Enviro and sustainability activities to include in the ECU Climate change taskforce 2019-2020 documentation.
8. Collaboration with International students officer for the SM-2 International student activity.

3.7. International Officer

LOA

3.8. Postgraduate Officer

NIL

3.9. South-West Officer

Increased my availability for the students in the office.
Dealt with the student issues.
Conduct first social events last week.
Planning international cafe.
Try to get clubs affiliated
Advertise the guild and its services.

3.10. General Senator

Sarah:
Organise Marketing
Chair Dc meeting
Met GSAs to understand the appealing issues to help student
Attended academic misconduct meeting
Contacting vendors for the markets
Helped Environmental officer in planting
thriftshop party event attendance
Attended R U OK day

3.11. General Senator

Jamil:
Attend office in busy hour
Helped Lauren in spin to win challenge
Helped Paul in conducting the events
Brought student to student guild and told them about the guild

3.12. General Senator

Shakeeb:
Organising Cricket,
Helping Desi club for independence day
Helped students in the result appealing process

3.13. General Senator (South-West)

NIL

3.14. Observer Report: Operations Manager

Enterprise Agreement

Continuing to work on the Enterprise Agreement
Agreement should be ready for review by the Senate by the next Senate meeting in September before going to the staff.

Ongoing Policy reviews as part of CIDC

Completion of the South West Report – To be discussed in Senate Meeting

Preparation for the Election

An Ro has been selected – Peter Zaicos

Election information sessions will be prepared to provide information to students about what it means to be part of the Senate in order to encourage nominations and voting.

Compiling the Q3 survey which is currently live

Planning Guild Reopening activities and processes with relevant Staff/Senate

Investigating Clubs Support/Management Software with relevant staff/senate

Conducting interviews of potential auditors with Mel

In order to provide additional support to the ML office, I will be working from that location every Friday.

3.15. Observer Report: Financial Controller

- June quarter has been closed off – working on finalising numbers for KPI report

- Mid-year budget review completed and budget v actual done for each department – each person with a budget to be advised where at

- Assisting Lisa with various planning matters

- Assisting admin team with front of house while reduce staffing hours in place

- Finalising new auditor recommendation

4. Priority Items

4.1. SM2008/02: [REDACTED] NUS claim Appeal

IN CAMERA

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

IN CAMERA discussion had occurred and a secret ballot was conducted.
Also refer to motion SM2006/04 and motion SM2006/06 from June Senate meeting.

SM2008/02: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Moved: Elsa Chew

Seconded: Rochelle Gotico

[REDACTED]

Decision

Motion not carried with special majority. 8 yes, 3 no, 1 abstain

[REDACTED]

4.2. SM2008/03: Guild Affiliations

BASIC

ECU Film Society Academic Society (Is a society primarily focused on an academic discipline)

Globalheart Community Outreach Social Club (includes social, sporting or other general interest clubs)

Funded

HDR Academic Society Academic Society (Is a society primarily focused on an academic discipline)

Edith Cowan University Midwifery Student Society Academic Society (Is a society primarily focused on an academic discipline)

Association of Social Work International Students (ASWIS) Equity Collective

Film Brats Social Club (includes social, sporting or other general interest clubs)

Sri Lankan Students Association of ECU Social Club (includes social, sporting or other general interest clubs)

ECU Fashion and Textile Arts Club Academic Society (Is a society primarily focused on an academic discipline)

Raj had queried about how many clubs were for social and had counted 2 for basic and 2 for funded.

Vimal had raised concerns that ASWIS might have not selected the correct department for affiliations and therefore had suggested that they be contacted to clarify if they knew the difference between each departments in within the Guild. Elsa and Jackson had agreed that they would either fit more into the academic or social category as it is catered to Social work international students which is very targeted and specific.

Task has been delegated to one of secretariat. Senate agrees that ASWIS will still go through as affiliated as changing between departments would not be a problem after communicating with the club.

Motion SM2008/03

The ECU Student Guild approves the above affiliations for clubs, collectives and societies for semester 2 of the year 2020.

Moved: Jackson Herriott

Seconded: Shakeeb Asif

Decision

Motion carried unanimously

[REDACTED]

✓ [REDACTED]
[REDACTED]
[REDACTED]

4.3. SM2008/04: Auditor Appointment

Preamble:

The Guild is required to be audited under our constitution and ACNC requirements and is usually appointed at the AGM each year. At the 2020 AGM, due to time constraints it was resolved to re-appoint the current Guild auditors (RSM) provided their fee quote, to be provided, was within 10% of our previous year fee paid for our audit. We have now received the fee quote from RSM for the next 3 years and it is substantially increased by 52% from \$7550 for 2019 to \$11,500 average over 3 years for 2020-2022.

Due to our ongoing budget constraints and we then sought expressions of interest and fee quotes from 10 other firms in Perth, who operate in this market, from 'Big 4' such as Deloitte and PWC to second tier firms.

We received 2 declined responses, 4 positive responses with quotes, and 5 no replies. Of the 4 positive responses, Lisa and Melissa have met with 2 of the providers either in person or by remote online meetings and one other by telephone and found them all to be well qualified and suitable. The fee quotes are ranging from \$7,500 to \$8,500, being substantially less than the quote from RSM and include some add on services we would like to utilise.

One of the firms 'Moore Australia' (previously Moore Stephens), is the current Curtin Guild auditor and therefore has a very good understanding of how Guilds and universities operate together, as well as offering input on improvements and support to the finance function which can be well utilised, especially if operations staff turnover. Our second preference is Nexia Partners.

As such, we recommend appointing, Moore Australia, as the Guild auditor for 2020, 2021 and 2022 with the fees quoted of \$8,000, \$8,150 and \$8,300 respectively.

Melissa had given a run down about the differences in between each Auditors and why one was preferred over the other.

Elsa had clarified that her query was in regards to why Moore was first preference over Nexia but had suggested that it was already addressed by Melissa as she explained that Moore had worked with Guild's before and would have good knowledge of Guild structures and workings in within the Guild. Thus, the preference was made to have them as the top choice.

No further questions from senate

MOTION SM2008/04

The ECU Student Guild resolve to appoint Moore Australia as Auditors of ECU Student Guild for the year end 31st December 2020, 2021 and 2022.

Moved: Syed Shah

seconded : Shakeeb Asif

[ECU_Student_Guild_-_Audit_Proposal_-_July....pdf](#)

Decision

Motion carried unanimously

4.4. Dircksey Regulations

Preamble

Following a review of the Dircksey Regulations by the Dircksey Editor, Shaun Salmon, a number of amendments have been suggested to ensure that the rules around engagement of Contributors, Sub-Editors and the recruitment of the Dircksey Editor are given more clarity. The regulations have been reviewed and updated in partnership with and are supported by the Marketing & Promotions Officer and the Operations Manager. The relevant changes are as follows:

- Revision of a maximum of 3 Sub-Editors to 2. This is to allow for budget to provide concessional payments to contributors in order to increase and incentivise student contributions to the magazine;
- Amendment to clauses in relation to limiting any kind of payment to contributors; and
- Adaptation of clauses in relation to the recruitment of the Dircksey Editor to allow freedom to recruit from outside the student body should a recruitment process not yield a suitable or any applications from students. This recruitment process from within the student cohort should be conducted twice before the regulations allow external recruitment. This clause will ensure that the Guild is always able to support the magazine regardless of student appetite for involvement in a leadership position. Lisa gave a detailed run down of how the decision had come about to have the Dircksey regulations amended to better fit the current structure of Dircksey.

Elsa further clarified that this process was transparent and well thought out. Her only concern is that recruiting outside of the student body would not be preferred as Dircksey is a student led magazine and should be prioritised for students at ECU first and foremost. She had then seek clarification on that the Dircksey editor will need to exhaust recruitment internally for ECU students in 2 accountable and transparent attempts before engaging external interest for the role of sub-editors.

Motion SM2008/09

Following review of the Dircksey Regulations, Senate accept above amendments recommended by Shaun Salmon, Chief Editor of Dircksey 2020 and authorises the implementation and publication of amended regulations to Dircksey.

Moved: Syed Shah

Seconded: Jackson Herriott

Decision

Motion carried unanimously

4.5. Postgraduate Officer Position Vacancy

Preamble:

Currently, as no other senate are studying a postgrad, there is a discussion to be made in within senate of next steps moving forward. Discussion with senate on opening up vacancy to the student body for 1 week with recommended candidates to apply through same processes. Secretariat to filter through applications but all applications and each recommendation will be available for senate review and will need to go to senate for consideration and to vote on (75% majority) either by circular or by next senate meeting to get elected to the role.

Discussions on questions to ask for candidates applying for the position will be confirmed during Secretariat meeting on the 12th of August 2020.

Senate has agreed to this process moving forward for this role.

4.6. Vice-President Academic Position Vacancy

Mwansa Lwando (left 4.58pm) proxied to Miriam Wedderburn

EOI as proposed from last senate meeting. Shakeeb Asif
Sarah Taylor

Both candidates were given time to brief senate of why they would like to run for the role and how they will be managing the department moving forward. There was also questions that was addressed to the relevant candidates.

Both candidates were then excused from the room and a secret ballot was conducted by senate. Votes were counted by Lisa Dwyer.

[REDACTED]
[REDACTED]

As there was no special majority for one candidate than the other, therefore motion was adjourned.

Secretariat to discuss next steps moving forward in secretariat meeting on the 12th of August 2020.

Motion:

SM2008/05: [REDACTED]
[REDACTED]
[REDACTED].
[REDACTED]
[REDACTED]

Decision

Motion adjourned

4.7. Environmental Officer Position Vacancy

Vimal Khetiya (left 5.48pm) proxied to Rajesh Kumar
Jackson Herriott (left at 5.51pm) proxied to Elsa Chew

EOI as proposed from last senate meeting
Jamil Ali
Sarah Taylor

Both candidates were given time to brief senate of why they would like to run for the role and how they will be managing the department moving forward. There was also questions that was addressed to the relevant candidates.

Both candidates were then excused from the room and a secret ballot was conducted by senate.



Motion:

SM2008/06: The ECU Student Guild senate appoints Jamil Ali to take on the role of Environmental Officer starting the 1st of September 2020.

Moved: Elsa Chew

Seconded: Rochelle Gotico

Decision

Motion carried by special majority (7 out of 9 for Jamil Ali)

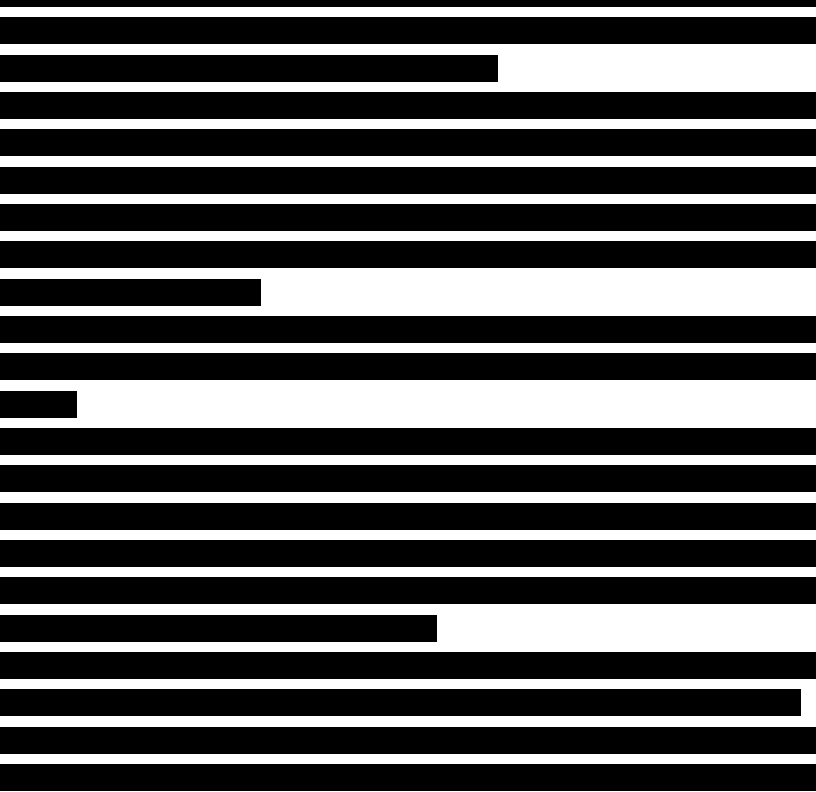
4.8. Open General Senate Positions

Discussion was adjourned until next steps for Vice President Academic role has been discussed in within Secretariat.

5. Other

5.1. Southwest Review

IN CAMERA



of that if and when the
finances of the Guild were to improve in time.

Senate has noted on the Southwest review report.

5.2. First Nations Officer and Department duty statement for election

Elsa had updated to senate that the FNO and department has now been implemented into the constitution and had been recommended to University Council for approval. Once that has been passed, the role will be an addition to this year's Guild election. More updates to come after the University Council meeting on the 20th of August 2020.

6. Meeting End

Meeting ended at 6.34pm

End of minutes.
Summary of matters arising are tabled on the following
page.

Minutes of August Senate Meeting Minutes & Agenda on 11-08-2020

Summary of Matters Arising

Decisions

| Item | Decision |
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| 1.1 | |
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| 2. | Motion carried unanimously |
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| 4.1 | Motion not carried with special majority. 8 yes, 3 no, 1 abstain |
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| 4.2 | Motion carried unanimously |
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| 4.3 | Motion carried unanimously |
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| 4.4 | Motion carried unanimously |
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| 4.6 | Motion adjourned |
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| 4.7 | Motion carried by special majority [REDACTED] |
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Tasks

| Item | Task | Assigned to | Due date |
|------|------|-------------|----------|
|------|------|-------------|----------|

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|-----|------------|------------|------------|
| 4.1 | [REDACTED] | [REDACTED] | [REDACTED] |
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|-----|------------|------------|------------|
| 4.2 | [REDACTED] | [REDACTED] | [REDACTED] |
|-----|------------|------------|------------|

Summary of Attachments

Attachments

| Item | File Name |
|------|-----------|
|------|-----------|

| | |
|----|------------|
| 2. | [REDACTED] |
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|------|--------------------------|
| 4.1. | [REDACTED] [REDACTED] |
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| 4.3. | ECU_Student_Guild_-_Audit_Proposal_-_July....pdf |
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| | |
|------|------------|
| 5.1. | [REDACTED] |
|------|------------|

Attachments can be found under your TidyHQ admin account at:

Storage > Meetings > [August Senate Meeting Minutes & Agenda](#)