

# ECU Student Guild



## April Senate Meeting

ECU Student Guild Senate Meeting Agenda & Minutes April

This is Mid-Sem break

Join Zoom Meeting

<https://zoom.us/j/██████████>

Meeting ID: 964 0566 6622

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When 24-04-2020 at 09:00

Location: Zoom, Zoom

Chairperson Jackson Herriott

Minute taker Jackson Herriott

## Minutes

## **1. Opening Address**

Meeting commenced 9:02am -10:05am

### **1.1. Acknowledgment 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."

### **1.2. Attendance**

Jackson Herriott (Chair)- General Secretary  
Rochelle Gotico- Environmental officer  
Syed Shah- Vice President Academic  
Rajesh Kumar- Vice President Social  
Jamil Ali- General Senator  
Shakeeb Asif- General Senator  
Miriam Wederburn- Southwest Officer  
Deepak Verghese- Postgraduate Officer  
Sarah Taylor- General Senator

Accredited Observers  
Lisa Dwyer- Operations Manager  
Melissa Johnston- Financial Controller

Apologies  
Elsa Chew - LOA  
Brian Njane- LOA  
Mwansa Lawdo - LOA  
Vimal - Absent

### **1.3. Proxies**

Elsa Chew has proxied to Syed Shah

### **1.4. Conflicts of Interests**

Nil

## **2. Approval of Past Meeting Minutes**

Attached below is the meeting minutes from the 12th of March 2020.

SM2004/01: Senate Approves March Senate Meeting Minutes as true and correct.

[REDACTED]

### **Decision**

Motion carried unanimously

## **3. Office Bearers Reports**

### **3.1. President**

Attended COVID-19 response meetings up to the end of March which has now transitioned to COVID-19 immediate response committee.

Participating in COVID-19 student support committee which meets up every Monday and Friday to update on student support.

Negotiating budget prospects for the Guild with ECU and finalising budgets for the past month.

Working hand in hand with Ops to develop the grocery grant support and further support services.

Initiating the Foodbank/ ECU Guild and GRS pantry for students facing hardship.

Email updates to secretariat and senate about the evolving climate and situation.

Advocating for student rights and supports at this unpredictable circumstance with ECU.

Attended VCSAF, Research by higher Degree, Education and Academic Board committee meetings with ECU.

### **3.2. General Secretary**

Assisting Elsa with attendance of the COVID-19 Comms Meetings.

Organising & Coordinating FoodBank with Calvin from GRS, Elsa, Lauren, Deepak & Secretariat.

Pre-Screening FoodBank applications & referring students to additional services such as grants, counselling and GSA's.

Constant COVID updates with ECU & Ops.

Attending VCRAF & Undergraduate Studies Meetings.

Working with Lauren & Lisa on ideas to keep the guild visible & fun for students.

Working with Melissa & Lisa on Budget matters & organising the AGM.

### **3.3. Vice-President (Academic)**

I have been working with the student representatives to support students of different school by answer their answers or passing on the information. I had to change two student representatives and make updated their details on our website and Facebook page to make their position more effective and also chair the USD meetings. I had attend VC advisory and academic board meeting. I gave my suggestion to improve the student life during this pandemic. I am assessing the food bank applications and attending CDIC meeting.

### **3.4. Vice-President (Equity & Diversity)**

Absent

### **3.5. Vice-President (Social)**

Meet with Jets, Mel & Lisa regarding Budgeting  
Working with staff & senate on the food pantry.

### **3.6. Environmental Officer**

Working with Lauren with social videos  
Attended the VCSAF  
Attended a Live event yesterday representing the Guild

### **3.7. International Officer**

LOA

### **3.8. Postgraduate Officer**

Attended Academic Board, Higher degree by research  
Food Bank logistics & communications

### **3.9. South-West Officer**

~Technical Issues from SW occurred and connection was weak~

### **3.10. General Senator**

~Attended late after this session~

### **3.11. General Senator**

Helping Lauren with video with the Jets  
Helping with the Food Bank

### **3.12. General Senator**

Reading the policies with Brian  
Working with Paul on packing & delivering food for the food bank

### **3.13. General Senator (South-West)**

LOA

### **3.14. Observer Report: Operations Manager**

Working on budgets & negotiating with the uni with Mel  
Exploring the JobKeeper payments  
Working on Grocery Grant ?360 have been allocated, still awaiting information from students.  
Completed the SSAF reporting review & has been sent to Governance for their opinions  
Liaising with IT on the upgrade project, cloud upgrade has been completed.  
Computer upgrades are next  
Policy Reviews  
Finalising Strategic Planning with Lauren  
Working with Kerry Divine on bringing Coop stock over for us to sell  
Finalising the Jets MOU, Stressing that we will support them in anyway that we can.

### **3.15. Observer Report: Financial Controller**

Focused on Budgeting & Audit with Lisa.  
Budget based on various numbers of funding from the university & various cuts to staffing, services.  
Will not be finalised until May.  
Compiling a list of services offered during the COVID pandemic for the VC  
Auditors are looking to meet with management in the next week, noting that there was an issue with the way the data was presented.

## **4. Priority Items**

#### **4.1. Staff Wellness Days**

##### **Preamble**

In order to further support the wellbeing of Operational Staff it is proposed that the Senate motions that 2 wellness days are allocated to each staff member. Wellness days are to be utilised as follows:

- Wellness days do not need to be booked in advance in the same way that annual leave does. Staff may advise that a wellness day is to be taken on the day that it is taken
- 2 wellness days are allocated to staff per calendar year and do not accrue. i.e. any wellness days unused in one year will not be carried over to the next
- Wellness days are to be utilised as full days and cannot be taken in increments
- Wellness days cannot be used either side of a Public Holiday or in conjunction with annual or other leave, unless approved by the Operation Manager
- Wellness days will not be paid out on resignation from the Guild
- Wellness Days will not attract Leave Loading of 17.5%
- Wellness days cannot be taken back to back, nor may they be taken in the same month

##### **Motion**

SM2004/02: The Senate agree to allow 2 Wellness days to be allocated to each Operational Staff member in the form prescribed in the Preamble.

Moved: Rajesh Kumar

Seconded: Rochelle Gotico

##### **Decision**

Motion carried unanimously

#### **4.2. AGM Being Held in May instead of April due to current pandemic situation**

SM2004/03: Senate approve the AGM being held out of the month of April in line with the Australian Charities and Not-for-profits Commission (ACNC) approval and requirements due to current pandemic delaying all planning.

Moved: Jackson Herriott

Seconded: Rochelle Gotico

##### **Decision**

Motion carried unanimously

### **5. Discussion Items**

**5.1. Disciplinary Committee Report IN CAMERA**

Disciplinary Committee Report - Sarah Taylor, chair of DC presented report

**5.2. Guild Budget Updates - IN CAMERA**

Melissa & Lisa to elaborate to senate and have planning day with senate

**5.3. CIDC Policies**

Jackson reminds senators to do their allocated policies and ask Jackson or Syed for assistance if required.

**5.4. WHS Checklists & SARC Training**

Updates on necessary checklist and training was again reminded to senate. And any emails if confused will need to be followed up immediately as required. Any training which is necessary to be completed in within the time frame given so to ensure accountability in within the Guild.

**5.5. Food Bank Update**

A foodbank/ pantry program is in process with GSAs and Secretariat collaborating together. More updates will be email to all soon.

Meeting ends at 10.05am

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

# Minutes of April Senate Meeting on 24-04-2020

## Summary of Matters Arising

### Decisions

Item	Decision
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2.	Motion carried unanimously
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4.1	Motion carried unanimously
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4.2	Motion carried unanimously
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## Summary of Attachments

### Attachments

Item	File Name
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2.	
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*Attachments can be found under your TidyHQ admin account at:*  
Storage > Meetings > [April Senate Meeting](#)