



April ECU Student Guild Senate Meeting Minutes

Location: JO 34.546

Date: 13/04/2016

Time: 13:00 – 14:48



Table of Contents

1.0 Attendance.....	3
1.1 In Attendance	3
1.2 Apologies	3
1.3 Non-attendance.....	3
2.0 Preliminary Matters	4
2.1 Acknowledgement of Country.....	4
2.2 Declaration of Conflict of Interest	4
2.3 Announcements.....	4
2.4 Office Bearers Reports.....	4
2.4.1 President	4
2.4.2 General Secretary.....	4
2.4.3 Vice-President (Academic)	4
2.4.4 Vice-President (Equity & Diversity)	4
2.4.5 Vice-President (Social Activity).....	4
2.4.6 Environmental Sustainability Officer.....	5
2.4.7 International Officer.....	5
2.4.8 Postgraduate Officer	5
2.4.9 General Senator (L.D).....	5
2.4.10 General Senator (T.F)	5
2.4.11 General Senator (T.N).....	5
2.4.12 General Senator (L.A)	5
2.4.13 Managing Director.....	6
2.3 Approval of Previous Senate Meeting Minutes.....	7
3.0 Priority Items.....	8
3.1 Meeting minute Approval.....	8
3.2 Retitling the Managing Director role.....	8
3.3 SSAF Recommendation.....	8
3.4 Common Seal.....	8
4.0 Discussion Items.....	9
4.1 Annual General Meeting.....	9
4.2 Indigenous Games	9
4.3 Pledge Video	9
4.4 The Villagers Verdict, ECU Village Audit	9
4.5 Australian Defence Force Partnership Proposal.....	10
4.6 Discipline Committee.....	10
4.7 KPI Report.....	10
5.0 Other Items	11
5.1 CISA Conference	11
5.2 Clarification of EWB Point.....	11
5.3 Credit Card Discrepancy	11
6.0 Appendices.....	12
6.1 Appendix B – Consideration for Title Change.....	12
6.2 Appendix C – The Villagers Verdict, ECU Village Audit	13



1.0 Attendance

1.1 In Attendance

President - Lewis Price
Vice-President (Academic) - Kumbii Zvorwadza
Vice-President (Equity & Diversity) - Kymberlee Finn
Vice-President (Social Activity) - Trent Barron
Environmental Sustainability Officer - Sam Martyn
International Officer - Richard Javangwe
General Senator - Liam Dans
General Senator - Tim Natkanski

Managing Director - Brett Callender

1.2 Apologies

General Secretary - Dominic Lindsay
General Senator – Lainie Anderson (Proxy: Kymberlee Finn)
Postgraduate Officer - Vineet Chawla

1.3 Non-attendance

General Senator – Thomas Freeman



2.0 Preliminary Matters

2.1 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."

2.2 Declaration of Conflict of Interest

2.3 Announcements

2.4 Office Bearers Reports

2.4.1 President

- Trying to contact the major parties for the federal election debate;
- Only Greens are replying. Labor responded through a staffer that contacted through personal Facebook means. Liberal haven't responded at all;
- Other matters include finalising the Managing Director/CEO contract arrangement; and
- The issues with the School of Nursing & Midwifery/School of Science unit "SCN1111" and other ad hoc matters.

2.4.2 General Secretary

2.4.3 Vice-President (Academic)

- Finding students to help set up the new academic clubs. Had a conference event with the School of WAAPA which was a success;
- Had first Department meeting and also put case for conference week formally to the Vice-Chancellor; and
- Had second conference week committee meeting and are focusing on finding good guest speakers.

2.4.4 Vice-President (Equity & Diversity)

- Largely dealing with getting handover from the office bearers that are leaving their collectives; and
- Lots of people have left so the focus is on recruitment again.

2.4.5 Vice-President (Social Activity)

- Last month, lots of absences – main focus has been on the debut of the Amateur Sports Club;
- Passing more tasks over to operations;
- Social Council restructure – has changed the role drastically – putting things "back to where they should be" e.g. the GenSec sends out agendas and minutes etc;
- Being absent has forced some of the changes but has allowed for time to be made more efficient. Toga party had a great turnout and went off without any issues; and
- 474 attendees. University have given zero feedback – no news is typically good news.



2.4.6 Environmental Sustainability Officer

- Organised another garden day, an intern from Jamie's Ministry of Food got in contact;
- H&M are doing a clothes collection donation initiative which we may be involved with; and
- Bike share hiring – we are willing to promote them and they will send us a new business case.

2.4.7 International Officer

- Getting a handle on duties recently – a struggle to get members to become a part of the Council with people drop out for various reasons;
- On a positive note – got someone who wants to be an Events Officer (and they requested it);
- Saudi Arabian club approached the IO – they are working on getting more members to sign up; and
- Attended the Japanese Festival at ML campus. Was a great event – pictures on Facebook.

2.4.8 Postgraduate Officer

2.4.9 General Senator (L.D)

- Working on a survey for the Guild affiliated bodies – their executives and their members;
- Worked with the General Secretary to get them in a draft stage;
- Matching against things like industry best practice for conflict resolution etc.;
- The forms will go out in the next two weeks;
- Will speak to GS and FC to incentivise participation; and
- School of Science T&L committee tomorrow.

2.4.10 General Senator (T.F)

2.4.11 General Senator (T.N)

Successfully debuted without a hitch for the ASC;

Most organised on the day out of the two – had to help the other team get an umpire;

He did all of this with the head of the WAAFL and their assistant watching it and scrutinising all actions;

Another game in Safety Bay;

Continuing partnership with The Old Bailey;

Slice of Italy sponsored the team for awards; and

Supported the Racism it stops with me pledge video.

2.4.12 General Senator (L.A)

For the past month I have been managing the social sport teams;

This includes putting playing times up on the Facebook page, ensuring there are enough players and answering any queries;



Due to players pulling out and students playing both social and competitive sport for the ECU Jets we have had to remove 2 teams which were futsal and touch rugby. We now have 2 mixed netball, 2 volleyball, 1 touch rugby and 1 futsal team;

We have not started payments as of yet, but we will be starting in 2 weeks for netball and futsal. I have contacted Crown Salon about discounts and packages for students the ECU Student Guild Ball. Crown Salon is on board and happy to provide discounts same as last year. The ball will have a theme, it will be the 20's prohibition;

I have created a mind map with images and ideas to make this year's ball bigger and better which I am able to give to phenomenon the event management company utilised at last year's event;

I have been in contact with both netball and AFL jets in regards to purchasing ball tables.

We will be launching online ticket sales on the 22nd of April; and

Still under development is the method in which we will appeal to Bunbury students for this event such as, making their tickets cheaper so they can spend money on accommodation and transportation.

2.4.13 Managing Director

- IT – consultant is dealing with the University about finalising plans to link the Bunbury campus to metro campuses.
- Also looking at Building 9 for the club's space about connecting them too;
- The second server has now been decommissioned and rebuilt and is now fully operational. The new S drive in each person's personal account has been fully mapped. A significant amount of work has been done to launch the file structures to allow for the auto saves to the EDRMS etc. – this is taking more time than anticipated;
- There is a suggestion that some of the permissions are not working for everyone, so an internal audit will be conducted in-person over the next couple of days so everyone has access to what they require; and
- Training sessions will then follow with each individual, taking approximately 1.5 – 2 hours about managing shared mailboxes and filing.
- Mount Lawley campus – met with the University's contractor – but they have their own subcontractor who will report soon about what needs to happen from here. Also noted all power points and Ethernet ports as new cabling might need to run through the office to service the new IT framework as what they have there is very "hit and miss". The office isn't as bad as anticipated in terms of aesthetics. The kitchen area has carpet below the sink which needs to be tiled or linoleum. The three large glass screens that separate the lounge area and the office area need to be redone and more "see-through" so that staff can monitor what is happening better.
- 2015 audit has been completed and signed off on – all indications are it has been successful. The auditors have been hugely pleased with the improvements the Guild has been, especially in terms of the accountability.
- Finally submitted the last quarterly report for 2015. The delay was, despite phone calls etc., we couldn't get feedback from companies we have investments with.



- Secretariat will soon receive an email about quarterly reports to help define what is required from each role i.e. make the reporting process more streamlined.
- Restructure continuing with the Records & Bookshop Officer role. Shall ideally be resolved by the end of this week.
- Another thing that has just been kicked off is requesting advice from CCI WA regarding the EBA negotiations. The EBA expires end of December this year – April is when negotiations ought to commence.

2.3 Approval of Previous Senate Meeting Minutes

SM1604/01 - Motion that the ECU Student Guild Senate approves the minutes from the March Senate Meeting as formal, accurate and read.

Moved: Lewis Price

Seconded: Trent Barron

Motion carried unanimously



3.0 Priority Items

3.1 Meeting minute Approval

SM1604/02 - Motion the ECU Student Guild approves the following meeting minutes as formal, accurate and read.

- i. March Equity & Diversity Department Meeting Minutes
- ii. March Social Council Minutes
- iii. March Secretariat Meeting Minutes
- iv. March Undergraduate Studies Department Meeting Minutes

Moved: Lewis Price

Seconded: Trent Barron

Motion Carried Unanimously.

Please see appendix A

3.2 Retitling the Managing Director role

SM1604/03 - Motion that the ECU Student Guild retitles the role of Managing Director to CEO.

Moved: Lewis Price

Seconded: Trent Barron

Motion Carried Unanimously.

Please see appendix B

3.3 SSAF Recommendation

SM1604/04 - Motion that the ECU Student Guild Senate recommend that the full SSAF be charged in 2017.

Motion Carried Unanimously.

Moved: Lewis Price

Seconded: Trent Barron

3.4 Common Seal

SM1604/05 - Motion that the Senate delegate to the President and the General Secretary to apply the Guild's Common Seal to the Fees Allocation Deed for 2016.

Moved: Lewis Price

Seconded: Trent Barron

Point of order declared – it must be another member of Senate. Motion amended accordingly.



Motion Carried Unanimously

4.0 Discussion Items

4.1 Annual General Meeting

The Guild AGM is on the 19th of April and is an opportunity for the Guild to put itself on show to the student community. It is vital that as many Senators as possible attend as at least 75% of the Senate are required to meet quorum. In addition to this, at least 20 general members are also required, so please be sure to invite as many friends as possible.

Added that clarification needs to be made in the event regarding students being able to submit agenda items e.g. motions.

GS LD advised he will be going down to the SW campus.

4.2 Indigenous Games

The Aboriginal Student Union (ASU) and Vice-President (Equity & Diversity) met with the Vice-Chancellor and gained approval for funding to the value of \$10,000.

Some discussion about who would spearhead the project.

4.3 Pledge Video

More pledge videos for the "Racism. It Stops With Me." Are required, so please encourage friends to make a pledge and speak with the Vice-President (Equity & Diversity) to arrange a time to film.

Some discussion regarding the nature of the pledges and who will be making pledges. A verbal commitment for those present to call out racism if it is encountered. Then some discussion about a code of conduct and that it is on the horizon for the Guild.

4.4 The Villagers Verdict, ECU Village Audit

The first draft of the Guilds survey of the ECU Student Village has been completed and feedback would be appreciated.

One amendment for ML having 5 bedroom apartments.

- Discussion about anonymous option for the survey
- Amendment suggestion to clarify the numbering at the beginning
- Clarification that we will not share people's information without their express permission



- Discussion about the impact the survey's report will have, the integrity of the data etc.

See Appendix C

4.5 Australian Defence Force Partnership Proposal

The ECU Student Guild is currently considering approaching the ADF with a proposal that they would be a potential sponsor. It has been raised during Conference Week meetings that they offer opportunities for graduates of most degree programs and also offer opportunities for students to join as reserves while studying.

Some discussion about potential apprehensions of association with the army – members may not like the association – but as long as the Guild is diligent with the preface that this is purely to educate students about opportunities available to them and not promote a particular line.

The wording of the agenda item gives the wrong idea about what is happening. What is happening reality is sharing of information. If inflammatory responses are a concern, the medium could simply be Dircksey or email rather than Facebook.

4.6 Discipline Committee

There are now sufficient nominations for the Discipline Committee and the President will present the potential candidates. After discussion, a motion to approve the appointment of the respective candidates to the Discipline Committee will be put.

SM1604/06 - Motion that the Senate formally appoint Jesse Williams, Caitlin Gibbs and Patrick Roemo as the General Members of the Discipline Committee for 2016.

Moved: Lewis Price

Seconded: Trent Barron

Motion Carried Unanimously

4.7 KPI Report

This document is being tabled for note and discussion. Tabled at Senate – not to be approved but to be noted. KPIs to be amended for 2016's Fees Allocation Deed.

See Appendix D



5.0 Other Items

5.1 CISA Conference

SM1604/07 – Motion that the ECU Student Guild Senate approve funding of up to \$1,600 for Richard Javangwe to attend the Council of International Students Australia National Conference as outlined in the Travel Expenses Policy.

Moved: Richard Javangwe

Seconded: Lewis Price

Motion Carried Unanimously

The Council of International Students Australia (CISA) has held an annual national conference every year since 2010. The Conference provides an important opportunity for government bodies, stakeholders and students to gather together and listen to each other, sharing inspirational and interesting opinions and goals. This year, the Conference will be held in Darwin in partnership with the Northern Territory Government through StudyNT, supported by Charles Darwin University. This four-day long Conference will take place between Tuesday, July 5 and Friday, July 8.

CISA unites the tertiary education markets, including the federal government, private education organisations and student delegates, and sparks the exchange of ideas between the great minds from inside-out to outside-in. The conference will provide an avenue to explore benchmarks, network with professionals and contribute to the international student's experience at ECU and other educational institutions

For ECU International Students this give me the opportunity to raise any issue or concerns they might have in relation to WA and also have a platform share ideas with other international Officers nationwide.

Registration	\$350
Transport	\$780
Accommodation	\$460 (at\$115 per person/night/4 Nights)
Total	\$ 1590

5.2 Clarification of EWB Point

Point clarified that the EWB section in the previous minutes is now invalid as new action is being taken by the Guild regarding these engineering bodies.

5.3 Credit Card Discrepancy

Dominos Leederville for \$110. Disputed transaction. Need to have more control over using the credit cards.

Meeting closed at 2:48PM



6.0 Appendices

6.1 Appendix B – Consideration for Title Change



Internal Memo Ref: TMGN10

Date: 29 March 2016
From: Brett Callender
To: Lewis Price - President

Subject: Consideration for Position Title change

In preference to raising this during the recruitment process I felt it more appropriate to wait until that had been completed. I now formally ask yourself and secretariat / senate to consider and approve the following:

Change the title of my position from Managing Director (MD) to Chief Executive Officer (CEO) of the ECU Student Guild.

Justification:
While MD is commonly used by other University Student Guilds it in fact does not reflect the actual role. Corporate structure defines a Managing Director as the senior, and a full voting member, of an organisation's board of Directors; in the Guild's case, the Senate.

Constitutionally this is not possible and/or accurate, and nor should it be. As structured the senior salaried officer is empowered to conduct the Guild's operational affairs to ensure delivery of services and support as defined by Guild policy and strategy i.e. having been approved by the Senate (board). Importantly, this removes any conflict of interest issues and maintains independence of action within that role.

A CEO is the most senior non-board position of an organisation and, in all commercial negotiations and dealings, is viewed with the highest regard as opposed to a MD or General Manager (GM). The reason for this is because only a CEO has the ability and authority to make decisions and commitments on behalf of the organisation (Guild), as long as they comply with board policy and direction, and potential suppliers and business partners know this. Conversely, an MD or GM is viewed as someone who ultimately has to return to a 'higher' power in order to make a decision.

While it may appear to be just another title the reality is 'CEO' opens more doors, commands mutual business respect and secures more business opportunities, because it is best practice and is what the marketplace expects.

Thank you for your consideration

ECU Student Guild//
All printed documents are uncontrolled v 1
December 2015



6.2 Appendix C – The Villagers Verdict, ECU Village Audit



THE VILLAGERS VERDICT

2016 ECU Student Guild Village Audit

This is an independent survey run by the ECU Student Guild so that we can offer support to ECU Students living in the village and lobby the village where the service is not at the appropriate level.

The results from this survey will be anonymised before being publically released so that it will not be possible for third parties to identify any individual completing this survey.

Name

First Name

Last Name

Phone

Student Number

Email

Which Village do you live in?

- Joondalup
- Mount Lawley
- South-West

What type of accomodation do you live in?

- Studio
- Four share
- Six share

Please select all that apply

- I am an international student
- I am a mature-aged student
- This is my first year at ECU
- This is my final year at ECU
- I am currently studying towards an undergraduate degree
- This is the first place I have lived out of my family home
- This is my first year living in the Student Village
- I have previously lived in shared accommodation outside of the Student Village
- I have previously lived by myself outside of the Student Village

On a scale from 1 to 10 how much do you agree with each of these statements?*

	1	2	3	4	5	6	7	8	9	10
The Student Village is clean	<input type="radio"/>									
The RA's are friendly and helpful	<input type="radio"/>									
The Student Village is affordable	<input type="radio"/>									
The washing machines and tumble dryers always work	<input type="radio"/>									
The washing machines and tumble dryers are affordable	<input type="radio"/>									
The fridge space in my apartment is sufficient	<input type="radio"/>									
I am satisfied with the living conditions at the Student Village	<input type="radio"/>									
There are enough Social Events	<input type="radio"/>									



The Student Village is a good environment for studying	<input type="radio"/>								
I am likely to renew my lease agreement at the end of this year	<input type="radio"/>								

1 being the lowest, 10 being the highest.

How would you improve the Village?

What do you like about the Village?

Please upload any photos that you would like to include in your response. (Max 8MB Total)

Photo Upload
 No file chosen

Photo Upload
 No file chosen

Photo Upload
 No file chosen