



March ECU Student Guild Senate Meeting Minutes

Location: JO 02.443

Date: 21/03/2016

Time: 18:32 - 19:54



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1.0 Attendance

1.1 In Attendance

President - Lewis Price
General Secretary - Dominic Lindsay
Vice-President (Academic) - Kumbii Zvorwadza
Vice-President (Equity & Diversity) - Kymberlee Finn
Vice-President (Social Activity) - Trent Barron
Environmental Sustainability Officer - Sam Martyn
Postgraduate Officer - Vineet Chawla
General Senator - Tim Natkanski

Managing Director - Brett Calander

1.2 Apologies

General Senator - Liam Dans
General Senator - Thomas Freeman
General Senator - Lainie Anderson

1.3 Insufficient Notice Given

International Officer - Richard Javangwe



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

[An opportunity for meeting attendees to declare any conflicts that they have personally or that they feel other meeting attendees may have]

2.3 Announcements

2.3.1 Appointment of Managing Director

- Congratulations to Brett Callender for his appointment as the Managing Director.

2.4 Office Bearers Reports

2.4.1 President

- Supported some of the issues faced by nursing students with regards to the transition to online lectures; and
- Attended the Universities Australia Conference.

2.4.2 General Secretary

- Supported sports, academic and general activities.

2.4.3 Vice-President (Academic)

- Received interest from approximately 50 students in the USD;
- Conference Week volunteers will be under an internship agreement; and
- Still in need of representatives from WAAPA, A&H, Nursing.

2.4.4 Vice-President (Equity and Diversity)

- Harmony Day Preparation;
- One Love Prep, generally successful, a lot of families were present, positive feedback from stall holders; and
- Issues with getting Unibank account setup in the 48 hour time period.

2.4.5 Vice-President (Social and Activities)

- Supporting sports clubs.

2.4.6 Environmental Sustainability Officer

- Gardening Days; and
- Clean Up Days.



2.4.7 International Officer

- Not Present.

2.4.8 Postgraduate Officer

- Representatives from some of the schools;
- Very low levels of interest from postgraduate students; and
- Plans to have an open air movie for postgrad students to encourage engagement.

2.4.9 General Senator (L.D)

- Not Present, See appendix A for a written report.

2.4.10 General Senator (T.F)

- Not Present.

2.4.11 General Senator (T.N)

- Sports Clubs;
- Had first warm up match of the season, 42 degrees so the guys did well;
- Jumpers and polos ordered for the football team;
- Regular training sessions;
- People are getting along well;
- There are going to be two touch teams; and
- The football team constitution will need to include the clauses describing what is required to maintain the Guilds support.

2.4.12 General Senator (L.A)

- Not Present.

2.4.13 Managing Director

- Looking forward to enacting new measures that are more appropriate with the new position being permanent;
- The ICT system is now in place and Senators will notice some changes in the way that they access the server;
- The server will be mostly accessed through the registry;
- Sean has been to the Bunbury office to organise getting Dianne on the server;
- Has received confirmation that the Guilds network will not be in breach of the ECU Security Protocols and so will be able to tag onto the ECU connection to Joondalup
- Still looking at how to get into the clubs space;
- New hardware has been installed;
- We will be fitting locks for the laptops shortly; and
- The records management and bookshop role will be restructured to have a more experienced person that can cover these roles as well as HR and IT. This position is currently in discussion with the incumbent as well as the Union. If the process as expected follow the incumbent and the role will be made redundant.



2.3 Approval of Previous Senate Meeting Minutes

SM1603/01 - Motion that the ECU Student Guild Senate approves the minutes from the February Senate Meeting as formal, accurate and read.

Moved: Dominic Lindsay

Seconded: Lewis Price

Motion Passed Unanimously

Attached as Appendix B

3.0 Priority Items

3.1 Approval of February EDD Meeting Minutes

SM1603/02 - Motion that the ECU Student Guild Senate approves the minutes from the February Equity and Diversity Department Meeting Minutes as formal, accurate and read.

Moved: Kimberlee Finn

Seconded: Dominic Lindsay

Motion Passed Unanimously

See Appendix C

3.2 Approval of February SC Meeting Minutes

SM1603/03 - Motion that the ECU Student Guild Senate approves the minutes from the February Social Meeting Minutes as formal, accurate and read.

Moved: Trent Barron

Seconded: Dominic Lindsay

Motion Passed Unanimously

See Appendix D



4.0 Discussion Items

4.1 SSAF Fee Recommendation

The Guild is required to provide its recommendation on its preferred level of the SSAF for 2017 by 30 June 2016. However, the Guild may submit its written recommendation to the Office of Governance Services at an earlier date if it is in a position to do so.

The Guild's recommendation will be discussed by University Senior Management and submitted to the next meeting of the Resources Committee, which will consider the matter before submitting a recommendation to Council. The University is likely to recommend to Resources Committee that the maximum Fee (as indexed) continue to be charged in 2017.

The Fee must be advertised to students prior to commencement of enrolments for 2017, hence the latest opportunity for setting the Fee will be the 25 August 2016 meeting of Council.

Last year, the Guild submitted a recommendation for the fee to remain at a level and not be indexed so the "amount" was the same, which would be easier for explaining the fee. This is essentially a "cut" as it isn't taking into account indexation.

The Guild also recommended that the fee structure be amended for part-time online students and South West students (records of which can be requested from the General Secretary).

The University strongly advised against this as it would have affected the Guild's budget significantly after they "crunched the numbers" and resolved to keep the fee as is with indexation.

Should the Senate resolve to recommend an amendment of the SSAF fee level and fee structure to the University, it is first advised that "estimations" be requested from the University first.

- The Guild is required to provide a recommendation with regards to SSAF level.
- Last year the recommendation was that part time online and south west have less services.
- General Secretary suggested the maximum amount is the best position to take as the Guild is now able to present that it does enough to justify that type of investment by ECU.
- Instead of reducing the fee we should make ourselves more accountable to the students who are currently underserved.



4.2 Approval of past meeting minutes in future Senate Meetings

In future ECU Student Guild Meetings, the General Secretary will not be emailing or providing hard copies of these documents. These will be available on the shared drive within the ECU Student Guild Server and will be available before the meeting agenda is issued. This is so that members of the ECU Student Guild Senate can always access the latest version when they are in the office.



5.0 Other Items

5.1 Jets Club Name

- A number of clubs have identified that they wish to use the Jets name.
- The board of the Jets Amateur Sports Club would make the determination of use of the name.
- This is not a conflict with the agreement between the ECU Student Guild, The ECU Jets Amateur Sports Club or the Joondalup Kinross Jets.

5.2 Disciplinary Committee

- The Guild still needs to fill two spots on the discipline committee.

5.3 Policy and Accountability Committee

- The guild needs to form a Policy and Accountability Committee to be compliant with the Constitution.
- The purpose of this would be to review policy and ensure that it is in line with the requirements of the Constitution.
- It was suggested that this be the President, General Secretary, Managing Director and Financial Controller.

5.4 Equity Space

- The Equity Space is to be opened shortly.
- Looking at allocating swipe access to various equity department heads.

5.5 Register of Constitution Issues

- A register of issues with the constitution will be created on Formstack.

5.6 Conference Week

- Conference Week is recruiting two members from each school.
- Tom Dowle has been appointed the Project Manger of Conference Week.
- The Business Case is almost complete and will be presented to the VC.

5.7 Village Audit

- Opposing views with the timing of the audit with regards to the recent Village Fire.
- One stance is that it will be best to send it now as there is a higher likelihood of engagement.
- Other position is to hold off as it would not be a viable control from a statistical point of view as student's answers could be presented with their positive or negative opinions of the response to the fire in mind.
- Consensus is to hold off on the survey for at least one month with it being presented at the next Senate.
- The General Secretary will be responsible for distribution of this and collation of data.



5.8 Panel and Hunting Ground Movie Showing

- The movie Hunting Ground will be shown at ECU.
- The movie about sexual assault at university campuses.
- A similar panel was held at the Universities Australia Conference lead by the NUS National Women's Officer, we should contact her for information regarding statistics for WA.
- The Vice-President (Equity Diversity) will sit on the panel in Bunbury and the President will sit on all three panels.

5.9 Federal Election Debate

- It is looking likely that the event will need to be pulled forward if there is a double dissolution election.
- Looking at doing a couch style debate.
- The President will be expected to organise the candidates soon to ensure that intentions to be present at the debate are received as early as possible.

5.10 Thanking Volunteers

- There should be a ceremony at the AGM thanking volunteers.

5.11 Pledge Video

- The pledge video will be filmed on the 4th of April.
- The VC has endorsed the video and will be part of the video.
- Clubs are invited to be part of the video and be filmed making their pledge.

5.12 CAT Busses

- A petition was presented to the Guild President suggesting that there should be more CAT busses in the morning to accommodate the demand by students.

5.13 Honoraria Awards Committee

- The Guild was offered an opportunity to sit on the Honorary Awards Committee for ECU.
- This is a great honour and ECU is the only university in Australia to offer this to its student representative body.
- The ECU Student Guild will be supporting the nomination of Dr Carmen Lawrence by Lyn Graham.

5.14 Safe Schools Program Response

- In response to the change in legislation regarding the Safe Schools Program the ECU Student Guild will be running a Safe Universities campaign promoting services at ECU to serve students with health, mental health and other services.

5.15 Office Etiquette

- The level of cleanliness and tidiness of the office is below an acceptable standard and should be improved.



6.0 Appendices

6.1 Appendix A – Liam Dans Monthly Report

Monthly Report

Liam Dans - March 21st, 2016

Firstly, I would like to apologise for seemingly falling off the face of the Earth over the past month. The majority of my current units of study are final year units, and involve lots of group work and meetings with said groups. In addition, I had the poor fortune to get the flu for the entirety of the week before last, and have been scrambling to catch up on my study and assignments as a result.

I would also like to apologise for my absence from this meeting. Due to the recent fire near the Joondalup campus of ECU, the Pines Cinema have made a last-minute decision to reschedule a film showing from last Monday to this evening, and as a result my work roster was changed last minute to reflect this.

Since the previous senate meeting, I have put forward my project for my role as a general senator, and have begun work on said project.

At current, I am finalising the groundwork (ie. business case and similar project documentation) for my senator project, which will take the shape of a research project, aimed at compiling best-practices into a series of document templates and recommendations to be made to the Guild Secretariat to support the growth and development of Guild-affiliated clubs, societies, and collectives.

In the month to come, I plan to focus on the compilation, documentation, and analysis of recognised best-practices put forward by previous research or peak bodies in relevant fields (such as project/event management, marketing, etc), as well as contacting Guild-affiliated CSCs via VP Social Trent Barron in order to begin data collection.

It is my intention that this project will eventually result in alterations or additions to existing training or support processes for CSCs, for example Clubs Training Day, in order to ensure that the ECU Student Guild's internal processes support and incorporate best-practice approaches to the operation of CSCs.

Should anyone have questions or suggestions with regards to my project, or anything else for that matter, the quickest way to reach me is via liammatthewdans@gmail.com, or 0433858147.



6.2 Appendix B - February Senate Meeting Minutes

See attached

6.3 Appendix C - February Equity Diversity Department Meeting Minutes

See attached

6.4 Appendix D - February Social Council Minutes

See attached