



2022/23 GUILD COUNCIL MEETING

MEETING MINUTES

Acknowledgement of Country

We acknowledge and respect the traditional custodians whose ancestral lands on which this meeting is held. We acknowledge the deep feelings of attachment and relationship of Aboriginal peoples to country and pay respects to the cultural authority of Aboriginal peoples.

Details

Date The 7th of December 2022, Wednesday

Time 09:30 AWST

Location Board Room or Online via Teams

If any member of this meeting would like to submit an addition, modification, or strike an item from the agenda, please contact Christopher Nonis, Guild General Secretary.

Attendees

Role	Member	Pronouns	Apology
Guild President	Heidee Austic	She/Her	
General Secretary	Christopher Nonis	He/Him	
Education Vice-President	Kevin Kurian	He/Him	
MUPSA President	Adelakun Odunyemi	He/Him	/
MSA (Mandurah) President	Chloe Pech	She/Her	
MISA President	Jennifer Sashmitha	She/Her	/
Women's Rep	Elaine Dessie	She/Her	/
Queer Rep	Luke Morgan	They/Them	
Sustainability Rep	Elizabeth Tan	She/Her	
External Rep	Jaztine Kate	She/Her	/
Council Member	Ariff Julainie	He/Him	
Council Member	Sami Rashid	He/Him	
Council Member	Jesse Bellotti	He/Him	
Council Member	Sariah Eivers	She/Her	
Council Member	Daisy Bond	She/Her	
Council Member	Jamilla Day	She/Her	/

Special Invitations

Role	Name
University Secretary	Trudi McGlade
Guild General Manager	Evan Battalis
Finance Manager	Vanessa Wong
Projects and Digital Media Officer	Belicia Tjendera
Student Assist Manager	Shazhi Yaghi
Tavern Manager	Simon Turner
Café Supervisor	Adrian Chua
Guild President 2022	David Ugrinov

Agenda

1	Welcome and Acknowledgement of Country
2	Introduction + Organization Overview
3	University Governance + Regulations
4	Finance Overview
4	Project Office
5	Student Assist Office
6	Tavern/ Café Kadj Overview

Content

Welcome and Acknowledgement of the Country + Introduction

The meeting commenced at 9.30 a.m. The meeting started with the welcome and acknowledgement of the country. Members of the Council were given a handbook.

University Governance + Regulations and Organisation Overview

Trudi Mc Glare, University Secretary, discussed the general overview of the university governance and how the Guild fits into the University's governance. She reminded the Members of the Council that now the members have responsibilities, opportunities and obligations in the Guild and that students do not have the privilege to do so.

Why have we got the Guild? Murdoch University is like any other university established under an Act. In Australia, for the most part, universities are state bodies. Annual reporting of the University will go to the State parliament every March. The University's financial year is the same as the Guild. Murdoch University Act was 1973 and has been updated and reviewed over time (most recently in 2016). The university is for the benefit of local, national, and international communities. Murdoch University has many international organizations and arrangements around the world. The Act established a Senate. There are two elected students in Senate; one undergraduate – Heidee Austic; one postgraduate- Adalokun Odunoyemi. Their terms end next November. The Act also establishes Guild students. The Guild or the Guild Council is the conduit for communications with the Senate, as stated in the Act. Years ago, the President of the Guild was automatically elected as Senate Member; however, now it is an elected role. The Guild is set up under the Act, and the Senate approves the Guild regulations. If there is a case where it decides to make some regulations changes, the Guild President will chat with Trudi or Evan to get advice or discuss the matter first. Later, Guild would gather and pass or reject the motion related to the case. As previously mentioned, the Guild's role also includes governing; therefore, it is the Member's job to monitor and oversee what's happening within the Guild and with the students. Moreover, the University's and the Guild's objects are aligned. It is all about the students and the betterment of the students. Trudi noted her meeting with Murdoch's University Vice-Chancellor and said he is pleased to see how well the Guild and the University cooperate. The Guild is a fantastic opportunity because you get to meet people and expand your network and good connections. The University has just changed the structure of the Academic Council. In the Academic Council, there are Guild positions included which are MUPSA President and a couple of elected positions. There might be a need for an Academic Council election if the elected positions are not filled, but Trudi would need to further check on this matter. Trudi also mentioned if there are any queries or concerns regarding the Governance part, Members are invited to talk to her personally. Trudi talked briefly on the Student's Appeals Committee and the Student Assist Officers. The Senate meeting is on the 9th of March, 2023. Also, Trudi reminded the Members that if the Council would like to make any amendments to the election process, the Council would need to hand

in the motion to the Senate in August.

Evan added a point to support Trudi's statement regarding the close relationship between the Guild and the University. When you have a close relationship with the chancellor, whether you agree or disagree on certain issues, the fact is that there are lines of communication opens doors when there is a respectful and close working relationship. I can give you some examples. For example, if you watch parliament on Question Time, and you see the opposition and the government, though they won't ask a question, they want to kill each other. And they yell and scream at each other and carry on and accuse each other in their indirect or direct ways, whatever it might be. What fascinated me one year when I was observing, at the end of the Question Time, they all went to the dining room and were all sitting with each other having a beer like Best Buddies or Best Friends. And it was quite interesting because I suppose the skill of agreeing to disagree and still having a theory. One of the most important things is that we, we, from that relationship, there's goodwill. And if ever there's a need or a major problem say, the President can pick up the phone or knock on the door or something else. We often use that knocking on the door of the Vice Chancellor unless it's crucial that pick up the phone and let's read that it's there. For other guilds, for instance, it takes three months to get their queries or issues to the Chancery, which takes a long time to resolve. So, a strong working relationship goes beyond just being able to achieve things for students individually; as a guild as a whole, you're able to achieve many things. So, the principle of being able to bring disagreement is worthy of consideration upon having a close relationship with the university because he gets things done. That's important, and that's one of the strengths is having that strong relationship, whether we agree or disagree or disagree. No, we're not there to create fuss and will create much noise within the construct by having a close relationship. Those contacts and relationships that you make now are beneficial. Let's say you're a head of a company doing a huge research project into preventing frostbite on wheat. And, you know, you need a university to get certain funding, outcomes, and research over the line. Your contacts that you have within the university world. The academic and social world can often be the relationships that show those structures in these processes. Not only that, but people will also remember your actions now, especially if you want to go into politics, directions now, which of these that was social media; I would say to be very careful that what you post and what you say, even in 10 years and say even in other countries. But always be wary that when you talk to the media, you might be well-intended and say one thing, but they'll misrepresent you. And you mentioned two or three words that you said, not the whole picture. And then you looked at the same brand and said that wrapping up is represented in my context to be careful. And if we, you know, we do have stuff in the area of how we approach. Trudi added that when the Guild goes out to do their duties, people will assume your merits will go as the University, and vice versa. So, there is a common interest there as well. Evan also noted that Murdoch University is a young university, but despite this factor, the University is progressing well like other universities in Western Australia. Evan also talked about the objectives of the Guild. There are 4 objectives of the Guild stated in the Guild Regulations (2.1)Evan summarises the importance of the objectives by stating that the objectives are for the needs of the students at the Murdoch University campus. Evan also mentioned the importance of clubs and societies; it is a good breaking point for students to hang out, get to know each other, make a good connections and enjoy the events. Therefore, he asked the Council to encourage friends or students further to join the available clubs. Students can join any club of interest which they feel interested in, and there is no obligation or limit to the number of clubs they join.

This is a beautiful and good time to enjoy and study; you can also have a good time managing Guild duties, social life and studies. Evan also touched on the topic of discrimination. A university, especially in the Guild, does not tolerate discrimination against the person you see, a student, a staff member or a visitor. We do not discriminate against a person based on their religion, ethnicity, colour, and whatever choices that persons make. The last thing you want is for a person to feel left out and discriminated against. Every person has the freedom to make choices, and the freedom people fought for. Due to that, we must always respect the person's freedom and free speech. Evan also described his role briefly and stated that he is the head of all the staffing components. He also explained individual roles or positions in the Guild – financial, administration, student assist, projects and Guild Council roles.

Finance Overview

The Finance Overview section was discussed by Vanessa Wong, Finance and Accounts Manager. The Murdoch Guild is independent and works very closely with the university. For the reporting part, the Murdoch Guild has its own auditor. For the past three years, KPMG has been the auditor for Murdoch Guild but has now changed to RSM. The Murdoch Guild reports to RSM, ACNC (Australian Charities and Not-for-profit Commission), ATO (Australian Taxation Office) and Resources Committee. It declares the full financial year report or statement. Regulations and reporting of a non-profit organization are very complicated compared to commercial work; therefore, the reporting must be extensive and detailed. The Murdoch Guild also works with the SSAF committee, Matthew Evans. The Murdoch Guild gets 50% of the SSAF funding. The Finance team will have to report as one whole, and SSAF will get to questions and review the project's financial part. So, we must be wise regarding how we spend our spending, especially on the non-commercial side. As for the non-commercial side, they don't use SSAF funding as they are commercial.

How does the budget work? Each department's manager gets their say, and they will review their budget template and put in the numbers for 2023. The first draft will be sent to Evan, Murdoch Guild Manager, and he will get to meet with the department's manager to discuss with they want to plan for 2023. It will then be sent to the Guild Executives Committee (Heidee, Chris, and Kevin) to discuss the Guild Council part. Finally, the budget would be presented to all Guild Council with the budgeting details, and Council Committee can ask questions at the meeting. The scheduled budget meeting will be discussed further (probably in the first week of January). Vanessa will be present in the budget meeting to address the budget and answer any queries. The next thing is expenditure approval. So, in the budget, every single event for 2023 will be in the budget, but that does not mean that you cannot have some new events. The Council Committee has to speak to the Executive Committee, and they will try to arrange a budget accordingly. Council Committee can get to host more events but would need to get approval from the Executive Committee.

Furthermore, to spend for the event, there are two ways: to get an invoice from the supplier or reimbursement. Regarding the invoice, the event organiser has to ask the supplier to invoice the Murdoch Guild of Students, not

the individual's name. The event organiser can pay for the reimbursement first and reimburse the amount back. With the reimbursement, the organizer must keep all the receipts, invoices or supporting documents before applying for reimbursement. Vanessa welcomed the Council Committee to meet or communicate with her or the team to get the relevant approval or financial advice.

Project Office

The Project Office section was discussed by Belicia Tjendera, Project and Marketing Manager. The Project Office looks after a wide variety of activities. Some of the roles include club administration (Club grants and registration rollover), Guild Projects (MarketDays, Festival Days, and Mandurah campus events), and Guild Marketing (inclusive of social media inquiries and posters). She welcomes any Guild Councilors to inquire for advice regarding event planning, funding, budgeting, and marketing.

Student Assist Office

Shazhi Yaghi, Student Assist Manager, discussed the Student Assist Office Section. Shazhi started his discussion by acknowledging the traditional owners and country. Shazhi mentioned his background information (he worked in Student Experience, student engagement, councils and guilds in the past 20 years). The Student Assist Office consists of three staff: Shazhi (Manager), Hazel Mangazva (Education and Welfare Officer) and; Malena (Student Assist Officer). Hazel oversees undergraduate and domestic students. Hazel strongly links with internal/external stakeholders, including Taxation Office, Centrelink, local schools and associations. Malena is currently on a long service-leave at the moment. She oversees international students. Shazhi oversees postgraduate student cohort, which includes research students. The Student Assist Office have few roles in the Guild. Firstly, it includes coordinating the personal and administrative functions of the department. Secondly, it provides academic welfare and financial support to Murdoch University students – Guild Members. Academic support is most of the support that Student Assist focuses on, which includes students seeking assistance in academic-related matters (academic misconduct cases, retrospective withdrawal, supplementary exams and assistance with the run a peer-tutoring program).

Regarding financial support, it includes fund initiatives and assistance packages for students. Also, part of the financial support includes emergency relief (one-off payment to students if they are undergoing extenuating hardship) – utility payments, rental assistance, or emergency payments for medical bills. Many of these cases are referred to us by other departments within the university. This includes counselling, access and inclusion, student services etc.

Moreover, the Student Assist Office roles include book subsidy schemes (which will continue in 2023) and tax help services. The tax help service is run by a volunteer who is vetted and trained by the ATO that comes on-site to provide tax advice to the students. Shazhi noted that the Student Assist Office had helped 27 students in the past few months. Moreover, other roles include Airport Pickup Service and Foodbank. Shazhi pointed out that the Advocacy Services are confidential, safe and professional for the students. The Student Assist appointment can

be made through online booking. Also, Shazhi acknowledged the strong relationship between the Guild and Murdoch University, the process leading to a good relationship is based on hard work and leadership.

Tavern/ Café Kadj Overview

Adrian Chua, Cafe Supervisor, discussed the Café Kadj Overview. Adrian discussed his role in handling the Café Kadj, V-Cart (Veterinary Cart) and the Mandurah Café (dedicated to Nursing students at Mandurah Campus). He also added that he was recently appointed to oversee the Guild Secondhand Bookshop. At the moment, the Guild Bookshop is currently under renovation. Evan added a point regarding the efficiency of the newly renovated Café Kadj, which is more efficient and systematic than the old café.

Simon Turner, Tavern Manager, discussed the Tavern Overview. Simon mentioned that we are coming off the two and half year COVID period and have had strong growth in the last six to eight weeks, with foster clubs returning to the Tavern utilizing their time at the venue. It's a positive way of going in a positive direction. As for next semester, 2023, a few changes will be made at the Tavern. The layout of the Tavern will be changed by adding benches to the booth and opening up the back section of the Tavern to place the pool table and other games.

Moreover, there will be more options for non-alcoholic drinks on the menu and probably some new food options. As for the alcoholic beverages, the Tavern is also trying to increase cocktail options on the menu. Simon also stated that the staffing issue is complex at the Tavern. To overcome this, Simon and Evan will try to find a permanent staff in the kitchen, and this process will start after Christmas. Simon is pleased to see the improvement of the student audience at the Tavern based on the Club's participation and the Club's Event hosted at the Tavern and would further progress in the following semester.

The meeting was adjourned at 01:22 p.m.

Prepared by:

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Christopher Nonis

Murdoch Guild General Secretary

Approved by:

A handwritten signature in blue ink, featuring a small dot above the first letter and a series of loops.

Heidee Austic

Murdoch Guild President