

ECU Student Guild



#2 draft Senate Meeting Minutes

ECU Student Guild Senate Meeting Agenda & Minutes [JANUARY]

Zoom Teleconference : [REDACTED]

When 21-01-2021 at 14:00

Location: JOB1.447, MLB , SWB1.110 [REDACTED]

Chairperson Faizan Akram

Minute
taker Elsa Chew

Minutes

1. Opening Address

Faizan welcomes everyone and wishes everyone a sincere Happy New Year.
Senate wishes Luke a belated Happy Birthday from last week.
'Senate started singing Happy Birthday to Luke in sweet harmony'
Luke had extended his appreciations to senate for their heart warming wishes and also for the song.

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.

1.2. Attendance

Meeting Commences: 2.08pm

Attendance:

Faizan Akram- President

Elsa Chew - General Secretary

Shakeeb Asif - Vice-President Academic

Greta Murkhejee - Vice-President Equity and Diversity

Evan Partridge-Smith - Vice-President Social

Luke Turner- First Nations Officer

Rijin Rajib - Postgraduate Officer

Kate Mann - South West Officer

Sarah Taylor - General Senator

Sarah Rizwan - General Senator

Zair Rizvi - General Senator

Avani Mogg- General Senator (SW)

Tambudzai Madenyika- General Senator (SW)- attended online through zoom at 3.07pm

Accredited Observers

Lisa Dwyer- Operations Manager

Melissa Johnston- Financial Controller

Observers

Lauren Reed- Marketing and Events Coordinator- joined for the first few minutes due to technical issue

Apologies

Vimal Khetiya - International Officer (LOA)

Jamil Ali - Environmental Officer (LOA)

1.3. Proxies

Vimal Khetiya - International Officer to Shakeeb Asif (VP Academic)

Jamil Ali- Environment Officer to Rigin Rajib (Postgraduate Officer)

1.4. Conflicts of Interests

Sarah Taylor declares a conflict of interest for the first priority item in the agenda.

2. SM2101/01: Approval of Past Meeting Minutes

SM2101/01: The ECU Student Guild senate agrees that the attached minutes from the December 2020 Senate Meeting is accurate and can be published to the Guild's Website once redaction has occurred.

Moved: Elsa Chew

Seconded: Faizan Akram

Results: 14 yes



Decision

SM2101/01: Motion carried unanimously

3. Office Bearers Reports

3.1. President

From the last meeting till now, Faizan has been sitting on many appeal meetings.

Attending other meeting as required.

Met up with ECU Gym to consult building relationships moving forward.

Faizan has also been working on budgets with Operations.

In addition, Faizan has been working on event proposal document with Evan.

Faizan has noted Evan's hard work as VP Social for spending extensive amounts of time on the policy reviews for the Social department.

3.2. General Secretary

Planning Club's training day.

Organizing materials leading up to Affiliation for clubs starting on the 25th of January.

Undergoing training and development of policies.

Budget reviews of each department and ways to potentially use it more effectively.

Planning of USD, PSD, Equity and Social meetings.

Chairing Secretariat meetings and planning for senate meetings.

In communication with CIDC committees about document/ policy reviews.

3.3. Vice-President (Academic)

Planning USD meeting.

Getting school reps on board and getting them transitioned well before their first meetings.

Assisting on student appeal committees with the President.

Working on budgets and has extended his gratitude to Mel for her continual assistance in financial matters.

Also reviewing documents with Sec during Sec meetings to feedback to CIDC for further review.

3.4. Vice-President (Equity & Diversity)

Chasing progress of collectives existing and new.

Attending first meeting of ethnocultural and also assisting them in conducting meetings and responsibilities of each roles.

Equity space, remove hazard and cleaning the space to make it safer.

Attended Rotary Youth Leadership Awards conference and attending it without any technology at all for the last week.

Attending to matters that involve collectives.

Catching with past sec meeting minutes.

Going through with budgets and final reviews of those ready for the year.

Undergoing Equity and Diversity policy review.

Finished all trainings and waiting on certificates.

3.5. Vice-President (Social)

Evan has started budget and sorted it since last week.

And started the planning of the department for the year so to ensure to start early with proposals and logistics.

Policies and procedures amendment for the department is on the way.

Finalising and rolling out the event planning policy in aims to help senate better plan events.

Pre event planning procedure which is also underway.

Deciding also on Sports representation to be strengthen in the Social department for the Guild.

First party for the year has been arranged.

Evan has extended an acknowledgement to Paul as he has been very helpful with the social department.

Currently, Evan will focus on creating wider activities that are targeted to the wider community. For example, a watch party for greatest showman at the pines and etc.

This is so to include Family in those activities and also to diversify those events.

3.6. Environmental Officer

NIL

3.7. International Officer

NIL

3.8. Postgraduate Officer

Planning and learning at the same time throughout this last month. Currently creating and reviewing policies, budgets. Postgrad reps that will represent on the postgrad committee.

Working on helping Greta with collective development and strengthening the core while including Postgraduate students.

Rigin believes that with himself being present in these collectives, it will help ease the bearer of communication and hopefully draw in more Postgraduate students too.

3.9. First Nations Officer

Luke believes to have finished all inductions.

Currently, he is going through his budgets and thinking of how it will impact students.

He has been in contact with the recent elder of Mount Lawley and also keeping in contact with Kurungkurl Katitjin (KK) at ECU.

Other than that, he is also communicating with a lecturer here at ECU which spreads awareness to students about Indegibious culture and having plans for the next event at Neil Hawkins.

3.10. South-West Officer

Kate is getting new general senators up to speed with how Guild runs, etc.

Planning of events and portfolios, ideas and what to run in the year.

Budgets for the Southwest will be what they will get on to next.

Speaking to the Dean of SW to see if collaboration is possible as it is a small campus and that many events coincide so if it can be done together to ensure there is no overlap.

Swimming with dolphins went successfully last week and Kate had used the event planning document that she expressed worked very well for her as a template for trial.

Although the event is not big in numbers but she has suggested that the document could prove useful for big numbered events too. There were 18 participants, and 3 no shows. Not only BU students but Perth (metro) students made the effort to attend the discovery centre in Bunbury. There were requests for another similar event in the near future.

Moving forward, Kate aims to introduce herself on Campus and to promote what the Guild is and what the Guild can do for them to spread the word in SW and at least put a face to the name.

3.11. General Senator

Sarah Rizwan had attended the meeting with the Ethnocultural collective. She has been undergoing training and completing her induction. She had also been planning for an upcoming event with Zair to bring students to the new museum in the City, Boola Bardip

3.12. General Senator

Zair had recently been a photographer for an ECU event. He is currently going through budgeting for what is needed for new upcoming events with consultation of Secretariat. He is also completing training and etc.

3.13. General Senator

Sarah is currently going through Induction documents

- Started market day planning and organising
- Started planning to go over code of conduct that Elsa is working on to ensure that things that were brought to attention by DC are addressed
- Starting to plan equity and diversity event for neurotypicals and those with disabilities to share study tips earlier on in the semester
- Working towards reviewing the information given to teachers about certain disabilities

3.14. General Senator (South-West)

Avani is going through training / induction. She also attended the event , Swimming with Dolphins and found it really fun. She is also in discussion of the planning dates of events.

3.15. General Senator (South-West)

NIL

3.16. Observer Report: Operations Manager

- Meeting with the Jets with Evan & Faizan to review the MOU
- Reviewing ECU Sport Policy in regards to sports clubs affiliation
- Ongoing Policy/Procedure work
- Continuing to work on the Enterprise Agreement – Projected completion – Feb 21
- Working through the outstanding Senate Inductions
- Reviewing and updating Employment Hero set up with Mel to ensure the program works for the Guild
- Working with Lauren and Elsa on Qpay set up
- CIDC Meeting
 - o Reviewed Risk Management Review Process
 - o Updated and clarified clauses in Terms of Reference for CIDC
 - o Reviewed Reimbursement Policy which will be presented to Senate in February
 - o Reviewed and approved Guild Affiliation Policies for approval at today's senate meeting

[REDACTED]



[REDACTED]
[REDACTED]
[REDACTED]

3.17. Observer Report: Financial Controller

- Finalising 2020 accounts - please have any final invoices/receipts for reimbursement from last year to me for processing by 31/1, as I need to close off and prepare for the audit commencing 2/3/21.
- Drafting budget for 2021, awaiting some departments draft budgets - Faizan has given all till 31/1 so please ensure you get onto it and ask if you need any support.
- Insurance renewal was finalised later last year and with new broker doing a full review happy to advise that we have much higher coverage for small increase in premium - senate as well as club committees now have coverage for management liability, as well as all club events and activities. Be aware some exclusions for 'extreme' sports, and events off campus over 500, need specific disclosure to insurer (just done for Guild Fair to be safe)

[REDACTED]



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

4. Priority Items

4.1. Disciplinary Committee: SM2101/02, SM2101/03, SM2101/04

Preamble:

Referring to ECU Guild constitution Schedule 1, no 3. Discipline Committee (See attached)

(1) The Senate will establish a Discipline Committee.

(2) The role of the Discipline Committee will be to investigate all charges of contraventions of the Policies or of this Constitution, and to impose penalties described in this Constitution.

(3) Membership

(a) The Discipline Committee will comprise:

(i) the Chair, who will be a Member of the Senate who is not the President or the General Secretary, and who will hold only a casting vote on the Committee;

(ii) one other Member of the Senate who is not the President or the General Secretary; and

(iii) 3 Members who are not Members of the Senate, at least one of whom will be female and at least one of whom will be male.

(b) Subject to item 3(3)(c) the General Secretary will be the Executive Officer of the Discipline Committee.

(c) If the General Secretary is the subject of proceedings, the Executive Officer will be appointed by the Discipline Committee.

In summary, members of the DC consist of;

- 3 Members (students), to be advertised on Guild socials for expressions of interest
- Chair of DC (Senator not President or General Secretary)
- One Senator (Not Chair, President or General Secretary)

An expression of interest to be opened to senate for Chair of DC and one senate member of DC.

If there are more than 1 senate member nominating for each role, then a voting will occur.

SM2101/02: The Guild establishes a Discipline Committee for the 2021 senate term which will be the investigative body of all charges if contraventions of the Policies or of this Constitution if referred by an eligible person or persons, and to impose penalties described in this Constitution as relevant. This is to ensure accountability, equality and transparency is being upheld by the ECU Student Guild as best as possible at all times.

Moved: Elsa

Seconded: Shakeeb

Results: 14 votes yes

IN CAMERA

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

SM2101/03: The Guild appoints Evan Smith as the Discipline Committee chair for the rest of 2021.

Moved: Shakeeb
Seconded: Greta

Results: 12 yes votes

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

[REDACTED]
[REDACTED]

SM2101/04: The Guild appoints Shakeeb Asif as the Discipline Committee senate member for the rest of 2021.

Evan, Greta and Elsa has abstained from voting.

Moved: Kate
Seconded: Sarah Rizwan

Result: 9 yes votes, 3 abstain

[🔗 ECU_Guild_Constitution_Schedule_1.pdf](#)

Decision

SM2101/02: Motion passed unanimously

SM2101/03: Motion carried by special majority

SM2101/04: Motion carried by special majority

[REDACTED]
✓ [REDACTED]
[REDACTED]
[REDACTED]

4.2. Continuous Improvement and Development Committee (CIDC)

Documents to approve:

BASIC affiliation policy

FUNDED affiliation policy

Please see attached with tracked changes.

Lisa has also provided some extra information for senate review which was discussed after the CIDC meeting from this morning.

Greta will also be writing a clubs personal reimbursement policy which will come through to CIDC and then senate for approval.

SM2101/05: The Guild endorses the amendments as reviewed by CIDC for the BASIC affiliation policy.

Moved: Shakeeb

Seconded: Greta

Results: 14 yes votes

SM2101/06: The Guild endorses the amendments as reviewed by CIDC for the FUNDED affiliation policy.

Moved: Evan

Seconded: Kate

Results: 14 yes votes

[REDACTED]

Decision

SM2101/06: Motion passed unanimously

5. Discussion Items

5.1. Preferred pronoun

Preamble:

In the last secretariat meeting, secretariat has endorsed a proposal by Greta, VP Equity for the rolling out of preferred pronoun in all Guild email signatures (including Guild senate and Operational staff). Although not mandatory for all as it is a matter of choice, but Secretariat has suggested that this is highly recommended.

Reasonings as such:

Greta- Pushing for preferred pronouns in email signatures will result in a shift in the paradigm of our culture, but it'll be a cumulative shift. Preferred pronouns create a diverse and inclusive workplace, and shows respect for non-binary individuals and all gender identities. This ensures an equitable workplace. We should be aware that using wrong pronouns for someone, not only causes invalidation and alienation – but it also reflects our work

- [REDACTED]
- ✓ [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]

5.2. Departmental budgets

Preamble:

As previously discussed in senate induction training and also in the last senate meeting, budget portfolios of each departments will need to be finalized by the end of January 2021.

In the next week, all budgets should be detailed and formalized with Melissa's (Financial Controller) assistance and a copy saved into the Budgets folder of your specific department creating a folder for 2021 in within the Budgets folder.

Melissa to communicate about other budget tips or considerations.

Faizan has given an overview of the above to ensure senate is to provide their updated budget in time for it to be considered and planned for the rest of the year.

Noting that Shakeeb, VP A and Evan, VP S has both completed theirs.

Decision

Budget submissions are to be sent through to Elsa by the end of the month of January.

5.3. Introduction of Sport reps for the Social Department

Preamble: Evan is currently creating a social sport department policy to strengthen the sport contribution of the Guild for this year forward. A sports rep duty statement is also currently in review for CIDC which will then be recommended for senate endorsement in the next senate meeting in February.

For now, these are only for reference (Evan to speak more on this).

5.5.4. The eight (8) available positions are;

5.5.4.1. Cricket Representative

5.5.4.2. AFL Representative

5.5.4.3. Netball Representative

5.5.4.4. Futsal Representative

5.5.4.5. Touch Rugby Representative

5.5.4.6. Volleyball Representative

5.5.4.7. Basketball Representative

5.5.4.8. Badminton Representative

Evan has given a more comprehensive overview of the above which will be included in the Social council policy.

He is currently taking on any feedback that senate might have and is welcoming any comments that he shall included into the policy that he is reviewing for the Social Department.

Melissa has asked as to how this will be for the relationship of the Guild with other Sports club for the near future.

Evan has suggested that this will improve transparency for the Guild and definitely strengthen the Guild to cover a category that the Guild is supposedly responsible for as stated in the SSAF funding category.

Therefore, Evan will ensure an accountable yet effective relationship is maintained in the rolling out of these sport rep roles in the reviewed policies.

Evan has also suggested that Lisa and Continuous and Improvement committee (CIDC) will continue to facilitate how to work that out better any way possible.

6. Other Items

6.1. Training

Faizan has recently sent a training excel report to all senate to catch up on necessary training.

Please change the status to complete from incomplete once training is completed.

Documents can be found on EH certifications but needs to be downloaded and uploaded after completion.

If a document is not available, then it should be a link sent to your Guild email address or book on the staff kiosk.

See link for training records (Faizan to speak more on this).

https://ecuguild.sharepoint.com/:s/Docs/EcYk9rOwmH1OtvjIHigiAR0BNak6hrWNnFG_b0h_ghEmCA?e=5RRKT5

ALLY training . Lisa has suggested this training to senate to allow an expanded awareness on LGBTIQ+ which is crucial to continue a hope for improved inclusivity and diversity. It is free from ECU to provide the training.

New equipment training. Evan has suggested that as there are many equipment's that have been sourced in the last few weeks, and some are considered specialty. All staff and senate should get training on how to use it responsibly. So the idea is to have a small trial event at a preferred location and to learn hoe to use those equipment.

Also to develop some Standard Operations Procedures SOPs with Paul in the coming weeks.

11/11/2019

 [REDACTED]

6.2. Australia day observations to discuss

Preamble:

The Senate would need to come to a consensus and we should prepare in case we get any questions over the socials.

The ECU Student Guild will be closed on Tuesday January 26.

The ECU Student Guild acknowledges and respects the traditional custodians of the lands upon which our campuses stand: ECU's Joondalup and Mount Lawley campuses stand in the area of the Whadjuk clan, while the South West Campus stands in the area of the Wardandi clan.

While we are grateful to share this great and diverse land, we acknowledge this day is a day of remembrance and loss in the hearts of many First Nations people. On this day we take time to reflect on our nation's past and renew our commitment to strive for further understanding and reconciliation.

Senate has endorsed the above statement for the post on Australia day to acknowledge the rich history and moving stories of the Indigenous people of Australia.

Possible follow up:

The Guild has made strides in actively working towards better representation by appointing a First Nations Officer to assist in how we as a campus community can work towards better outcomes for our Indigenous cohort.

Elsa has proposed that if Luke (Guild) and KK could push for media post or video for Australia day or other NAIDOC events in the future. Luke has supported this idea.

6.3. Orientation Get Set days and Guild fair days

Lauren to circulate the timetables for day duties.

Help is also needed for packing of Guild bags.

Schedules have been sent out by Lauren to senate to request for availabilities.

[REDACTED]

6.4. Club training day dates

Club training day has been confirmed with Secretariat availabilities.

15th of March training day for Academic Societies and Equity Collectives

19th of March training day for Social Clubs

Sec, Lauren, Paul and Melissa to attend.

9am to 12pm, lunch provided after, JO 1.447

ML and BU clubs are invited to join via zoom/ teams.

Mandatory for 2 committee members of each affiliated clubs to attend the training day to stay affiliated.

Process:

1. Affiliation opens on the 25th of January 2021 up to the 5th of March 2021 (Basic affiliation stays open for the rest of the term)

2. Secretariat to go through affiliations applications as received and communicate to clubs if any materials were to be missing or needed as following the club affiliation policy.

3. Meanwhile, clubs to receive invitation to training days.

4. Club attend training day and gets in contact with their respective VPs to stay affiliated.

Senate are encouraged to attend to assist and seek knowledge on how clubs are managed and events to run.

Let Elsa know if you would be interested to attend.

6.5. Senate meeting dates, days and times

Senate to discuss the attached Senate meeting dates and days as suitable.

Proposed dates as attached in this document for senate reference.

[REDACTED]

7. Open floor to senate

Faizan has opened up the floor to senate for anything else senate would like to say.

Shakeeb has suggested that gym membership which the Guild is giving out to students is now available and open for senate too.

But to keep it transparent with process, then senate should apply through the correct channels for approval by the Guild. Now

students will be given the first hand to apply for the membership, and only if there is enough spaces left, then those senate who had applied for a membership will then be considered.

Senate has agreed to this suggestion.

8. Meeting Ends

Time: 3.41pm

End of minutes.

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

Minutes of #2 draft Senate Meeting Minutes on 21-01-2021

Summary of Matters Arising

Decisions

Item	Decision
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2.	SM2101/01: Motion carried unanimously
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4.1	SM2101/02: Motion passed unanimously SM2101/03: Motion carried by special majority SM2101/04: Motion carried by special majority
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4.2	SM2101/06: Motion passed unanimously
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5.1	Senate agreed that this would be a great initiative and is highly recommended for all Guild staff and senate to start this practice.
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5.2	Budget submissions are to be sent through to Elsa by the end of the month of January.
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Summary of Attachments

Attachments

Item	File Name
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2.	[REDACTED]
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4.1.	ECU_Guild_Constitution_Schedule_1.pdf
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4.2.	[REDACTED]
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6.5.	[REDACTED]
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Attachments can be found under your TidyHQ admin account at:

Storage > Meetings > [#2 draft Senate Meeting Minutes](#)