

ECU Student Guild



#6 Senate Meeting Minutes 24/05/21

ECU Student Guild Senate Meeting Agenda & Minutes [MAY]

Southwest edition

Zoom link for metro and observers: <https://us02web.zoom.us/j/81114387176>

When 24-05-2021 at 10:00

Location: SW1.107, SW1.107

Chairperson Faizan Akram

Minute
taker Elsa Chew

Minutes

1. Opening Address

Faizan welcomes everyone to the Southwest.

Faizan thanks everyone for attending the meeting.

Meeting Starts at 10.53 am

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[188028576_453351739277042_845390677358166....jpg](#)

[189121093_374188994016262_192264737536666....jpg](#)

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

Attendance:

Faizan Akram- President
Elsa Chew - General Secretary -
Shakeeb Asif - Vice-President Academic
Evan Partridge-Smith - Vice-President Social
Greta Murkhejee - Vice-President Equity and Diversity- Zoom
Rijin Rajib - Postgraduate Officer
Zair Rizvi- Environmental Officer
Luke Turner- First Nations Officer
Vacant- International Officer
Kate Mann - South West Officer
Sarah Rizwan - General Senator
Jamil Ali - General Senator
Avani Mogg- General Senator (SW)
Tambudzai Madenyika- General Senator (SW)

Accredited Observers

Lisa Dwyer- Operations Manager - Zoom
Melissa Johnston- Business Support & Finance Manager- Zoom

Observers

Wouter Timmerman- Zoom, left at 11.15am

Absent

Sarah Taylor - General Senator

2. Chair raised an item on the floor (IN CAMERA)

Service	Used (%)	Not Used (%)
General practitioner	100	0
Pharmacist	95	5
Physiotherapist	90	10
Psychologist	85	15
Dietitian	80	20
Specialist	0	100
Counsellor	0	100
Social worker	0	100
Mental health nurse	0	100
Community health worker	0	100

2.1. Proxies

NIL

2.2. Conflicts of Interests

NIL

3. Circular motion notices

Circular motion for April

SCM2104/01: Senate to allow use of electronic communication at the AGM as per 24(2) of the Constitution during this Wednesday, 21st of April 2021.

Moved: Elsa

Seconded: Faizan

Results: SCM2104/01 was carried with 13 votes yes , 2 missing

SCM2104/02 : To Open of a VASCO card, assigned to the Vice-President Social position, for any in-event expenses and management of sporting club fees passed with simple majority.

Results: SCM2104/02 carried with 10 votes yes, 1 vote abstain (Evan), 4 votes missing

Missing votes from

Vimal Khetiya

Sarah Taylor

Jamil Ali

Zair Rizvi

4. SM2105/01: Approval of Past Meeting Minutes

SM2105/01: The ECU Student Guild senate agrees that the attached minutes from the APRIL 2021 Senate Meeting is accurate and can be published to the Guild's Website once redaction has occurred.

Moved: Elsa Chew

Seconded: Faizan Akram

Results: 13 yes

4

Decision

SM2105/01: Motion passed unanimously

5. Office Bearers Reports

5.1. President

Faizan

5.2. General Secretary

Elsa

International student's Orientation discussions with Student life

Semester 2 events like club carnival and club training day

Affiliations preparation for semester 2 ready for clubs

Senate meeting Bunbury edition planning and bookings

USD, PSD meetings for the month of May

IDAHOBIT event coverage on behalf of Equity

DVCE portfolio meetings and online ALLY training

5.3. Vice-President (Academic)

Shakeeb

5.4. Vice-President (Equity & Diversity)

Greta

- Was away on clinical placement 40 hours a week but did the following roles in spare time

- Organised Red My Lips karaoke

- Ensured self defence classes and IDAHOBIT ran smoothly in my absence

- Organised for free yoga sessions and free Women's boxing at the Wellness Expo by Wellbeing Collective

- Equity Fashion Show was to run but got postponed due to lockdown; TO be rescheduled next semester

- Did anti-harassment and bullying training; finishing the Q1 report.

5.5. Vice-President (Social)

Evan

5.6. Environmental Officer

Zair

5.7. International Officer

Vacant

5.8. Postgraduate Officer

Rigin

PSD meeting May

LMS transition meeting

5.9. First Nations Officer

Luke

CTLC School of Science meeting and understanding the different contributions that the FN Officer can make.

Going into the School of education engagement too which is good.

Completed Uni Games inductions and to pick up Uniforms soon when back in Metro.

Have included an Aboriginal Art work in the ECU Joondalup Guild wall

This few month has been about differentiating between KK from Student engagement and being on Guild as both roles have different yet sometimes similar impacts on student's lives.

Event planning in Sem 2 with Evan (Social) and Lisa in regards to the First Nations Department.

5.10. South-West Officer

Kate Mann

Good month in Southwest for engagement with students

Planning and brainstorming for sem 2 events and strategies

Engagement with students to have potential clubs in SW.

Also going through some ideas with GSAs to see what students may need

There has also been communication with the Southwest Deans which is good

5.11. General Senator

Sarah Rizwan

- Attended LMS transition board meeting
- Helped VP-Academic with Undergraduate forum planning
- Helped Zair with Iftar Dinner
- Ran self-defence classes
- Finished bullying and harassment training
- Discussed ideas to promote events with general secretary
- Planning events for next semester

5.12. General Senator

Jamil

Ramadan Iftar dinner

Assisted events wherever relevant on campus

Office coverage for ECU Joondalup

Attendance for self defence classes.

5.13. General Senator

Sarah Taylor

Absent

Report

- * Cancelled market day due to covid, rescheduled
- * Organising and planning market day, bottomless brunch and ice skating events for august
- * I created a public liability release form for them
- * Bullying and harassment training
- * Collecting new vendors
- * Helped pack down fashion show
- * Replying to emails

5.14. General Senator (South-West)

Avani

Attending events on southwest, mental health day and bowling event.

Planning event in semester 2.

5.15. General Senator (South-West)

Tambudzai

Groceries in the kitchen has been kept up to date.

Organizing a bowling event (16 people)

5.16. Observer Report: Operations Manager

Lisa

- Interviewing for Operational roles
 - o HR & Admin Officer – Pia Semmens – Commenced today
 - o GSA role – Going to 2nd round of interviews following unsuccessful recruitment in the first round
- VCSAF
- Reviewing QPay
- CISA Meeting with Faizan
- DVCE Meeting
- CIDC Meeting
- Reviewing Election Software Options for the 2021 election
- Meeting with Avril O’Leary to discuss space options for the Guild
- Attending City Campus meetings
- Reviewing Policy and writing new policy for CIDC

5.17. Observer Report: Business Support and Finance Manager

Melissa

6. Priority Items

6.1. SM2105/02 : May Basic Affiliation of Clubs

Clubs that have been successful in fulfilling all requirements of the basic affiliation application with the ECU Student Guild.

Academic
Enactus ECU

Social
ECU Christian Union (ML)
Power to change

Motion SM2105/02: The ECU Student Guild to approves the basic affiliations of these clubs for 2021.

Moved: Elsa Chew

Seconded: Faizan Akram

Results: 13 yes

As there are discussions in regards to Clubs, Faizan has asked the observer Wouter Timmerman if he has any comments for the senate.

Wouter has suggested 3 items to follow up from the Guild:

1. club and their best practice to share with each other
2. membership number of each clubs and what does better for attracting new members
3. affiliation template and how to run a club template

Wouter has suggested that the templates that are currently online is not as helpful and is not as sufficient to help clubs. Wouter has quoted and requested it to be minuted, "The templates available are not helpful and it is like the Guild is leaving the clubs to figure out about it themselves". Wouter has also suggested that it should not only be the Club's responsibility to contact their Vice Presidents but it should also be that the VPs reach out to ensure their club's are progressing and doing well as senate are 'paid for their roles and their time while the club members are volunteer roles. Faizan has responded to say that Vice Presidents do have responsibility of their department and their clubs but have suggested that if any clubs have reached out to their Vice Presidents but have not received a reply that the issue can then be alleviated to himself and Elsa (General Secretary). But the core responsibility will still lie on the hands of the clubs to reach out first if there is of an issue arising. Faizan also informed that the Guild senate are not paid employees and that the pay as suggested by Wouter is not for the role that they hold but instead it is for honorarium of their time contributed as volunteers of the student led organization. The Guild will keep active communication with clubs moving forward. Also, there are club policies that have been in the progress of updates and amendments as collated from student feedback so that will

be updated soon.

Faizan has taken note of the points suggested by Wouter and has thanked him for his feedback. He has suggested that he will follow this up with relevant senate on the points raised above.

Wouter left at 11.15am

Decision

SM2105/02: Motion passed unanimously

7. SM2105/03: 2021 Guild Budget Summary (IN CAMERA)

Preamble: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED].

Motion SM2105/03: The Guild approves the 2021 Guild Budget summary as latest and accurate for the ECU SSAF deeds discussion meeting 2021.

Moved: Elsa Chew

Seconded: Faizan Akram

Results: 13 yes

[REDACTED]

Decision

SM2105/03: Motion passed unanimously

7.1. CIDC reviews for senate motion

CIDC has recently had their meeting on the 30th of April 2021.

Below are documents as reviewed and are ready for senate motion .

Equity and Diversity department

policy: <https://ecuguild.sharepoint.com/:w:/s/Docs/EUXihDyOqbtFhnxZNrKD KH8BQCeShINqG6CTus78BmGVXQ?e=xiBy1D>

Motor Vehicle Travel

policy: <https://ecuguild.sharepoint.com/:w:/s/Docs/EepNeudqaLNFgNcsAr4>

6J6QB_SZZd3GMWw3yB0wXHYhH3g?e=aeDjB5

Travel reimbursement claim form - senate

: https://ecuguild.sharepoint.com/:s/Docs/EbOmf-mZ2KdBvcfzi-WROLYBjHWqnVtkaWgSvbm_1UICYg?e=jHUHOX

Travel reimbursement claim form - staff: Travel reimbursement claim form - senate

SM2105/04: Senate motion to approve Equity and Diversity department policy as reviewed and recommended by CIDC 2021.

Moved: Elsa Chew

Seconded: Faizan Akram

Results:

SM2105/05: Senate motion to approve Motor Vehicle Travel policy as reviewed and recommended by CIDC 2021.

Moved: Elsa Chew

Seconded: Faizan Akram

Results:

SM2105/06: Senate motion to approve Travel reimbursement claim form-senate as reviewed and recommended by CIDC 2021.

Moved: Elsa Chew

Seconded: Faizan Akram

Results:

SM2105/07: Senate motion to approve Travel reimbursement claim form-staff as reviewed and recommended by CIDC 2021.

Moved: Elsa Chew

Seconded: Faizan Akram

Results:

As attachments were only included in the updated agenda, senate had no ample time to go through these policies, therefore Faizan has raised to move this item to circular.

SM2105/08: CIDC review for senate motion SM2105/04, 05, 06, 07 to be moved to circular for senate consideration.

Moved: Faizan

Seconded: Elsa

Results: 13 yes

Decision

SM2105/08: CIDC review for senate motion SM2105/04, 05, 06, 07 moved to

circular

8. Discussion items

8.1. International Officer position (IN CAMERA)

██████████

██████████

9. Other Items

9.1. Risk register review (IN CAMERA)

11

10. Reminders

Faizan has reminded that the SSAF Q1 report is due today so please complete.

10.1. Performance Review for senate reminder

Faizan has reminded those senate who have yet to go through a formal performance review with himself to reply to the email and book in a time for the Performance Review as it is important for their department and self development as senators in the Guild.

Faizan has also advised that senate remember their core purpose as being elected as a Guild senate. That it is more than just event planning and attending office. There are many things to learn, assistance and advocacy needed for all aspects.

Jamil has also suggested that a good strategy for promoting advocacy is to let your classmates know that you are involved in the Guild and also to tell them what the Guild does and how the Guild can help their University experiences overall.

11. Meeting Ends

Faizan thanks everyone for making their way down to Bunbury and ends the meeting.

Time: 11.56am

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

Minutes of #6 Senate Meeting Minutes 24/05/21 on 24-05-2021



Summary of Matters Arising

Decisions

Item	Decision
4.	SM2105/01: Motion passed unanimously
6.1	SM2105/02: Motion passed unanimously
7.	SM2105/03: Motion passed unanimously
7.1	SM2105/08: CIDC review for senate motion SM2105/04, 05, 06, 07 moved to circular
8.1	Secretariat to collate applicants

Summary of Attachments

Attachments

Item	File Name
1.	188601408_801349257184960_582638235905795....jpg 188028576_453351739277042_845390677358166....jpg 189121093_374188994016262_192264737536666....jpg
	
	

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [#6 Senate Meeting Minutes 24/05/21](#)