

ECU Student Guild



#7 Senate Meeting Minutes 19/07/21

ECU Student Guild Senate Meeting Agenda & Minutes [July]

June meeting was postponed.

July senate meeting at the Joondalup campus.

Teams for Southwest senators.

When 19-07-2021 at 13:00

Location: JO1.447, JO1.447

Chairperson Faizan Akram

Minute taker Elsa Chew

Minutes

1. Opening Address

Faizan welcomes everyone to the meeting.

Commence : 1.15pm

Faizan congratulates Sarah Rizwan for her appointment to the International Officer role.

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 (Teams)

Evan Partridge-Smith - Vice-President Social

Greta Murkhejee - Vice-President Equity and Diversity (Apologies)

Rijin Rajib - Postgraduate Officer

Zair Rizvi- Environmental Officer

First Nations Officer (vacant)

Sarah Rizwan- International Officer

Kate Mann - South West Officer (Apologies)

Jamil Ali - General Senator

Sarah Taylor- General Senator

Avani Mogg- General Senator (SW) (Teams)

Tambudzai Madenyika- General Senator (SW) Joined Teams at 1.21pm, left at 3.07pm

Accredited Observers

Lisa Dwyer- Operations Manager leaves at 1.21pm

Melissa Johnston- Business Support & Finance Manager leaves at 3.02pm

Observers

Wouter Timmerman (Apologies)

Guest

Stevie Lane (Joined Teams at 1.24pm)

1.3. Proxies

NIL

1.4. Conflicts of Interests

NIL

2. Circular motion notices

Circular motions for May

SCM2105/01: Senate motion to approve Equity and Diversity department policy as reviewed and recommended by CIDC 2021.

Moved: Rigin Rajib

Seconded: Elsa Chew

Results: Motion not passed (6 yes, 8 missing)

SCM2105/02: Senate motion to approve Motor Vehicle Travel policy as reviewed and recommended by CIDC 2021.

Moved: Rigin Rajib

Seconded: Elsa Chew

Results: Motion not passed (6 yes, 8 missing)

SCM2105/03: Senate motion to approve Travel reimbursement claim form- senate as reviewed and recommended by CIDC 2021.

Moved: Rigin Rajib

Seconded: Elsa Chew

Results: Motion not passed (6 yes, 8 missing)

SCM2105/04: Senate motion to approve Travel reimbursement claim form- staff as reviewed and recommended by CIDC 2021.

Moved: Rigin Rajib

Seconded: Elsa Chew

Results: Motion not passed (6 yes, 8 missing)

SCM2105/05: Senate motion to approve Equity and Diversity department policy as reviewed and recommended by CIDC 2021.

Moved: Evan Smith

Seconded: Elsa Chew

Results: Motion passed unanimously

SCM2105/06: Senate motion to approve Motor Vehicle Travel policy as reviewed and recommended by CIDC 2021.

Moved: Evan Smith

Seconded: Elsa Chew

Results: Motion passed unanimously

SCM2105/07: Senate motion to approve Travel reimbursement claim form- senate as reviewed and recommended by CIDC 2021.

Moved: Evan Smith

Seconded: Elsa Chew

Results: Motion passed unanimously

SCM2105/08: Senate motion to approve Travel reimbursement claim form- staff as reviewed and recommended by CIDC 2021.

Moved: Evan Smith

Seconded: Elsa Chew

Results: Motion passed unanimously

Circular motions for June

SCM2106/01: Senate to approve the Employee Code of Conduct which was recommended by CIDC on the 14th of June 2021 Meeting.

Moved: Elsa Chew

Seconded: Faizan Akram

Results: Motion passed with 11 yes, 1 missing

SCM2106/02: Senate to approve the Gifts and Benefits Policy which was recommended by CIDC on the 14th of June 2021 Meeting.

Moved: Elsa Chew

Seconded: Faizan Akram

Results: Motion passed (7 yes, 4 no, 1 missing)

Previous motion results amended for (11 yes, 1 missing)

SCM2106/03: Senate to approve the Register of Gifts and Benefits which was recommended by CIDC on the 14th of June 2021 Meeting.

Moved: Elsa Chew

Seconded: Faizan Akram

Results: Motion passed (7 yes, 4 no, 1 missing)

Previous motion results amended for (11 yes, 1 missing)

4.1. President

Faizan

Attended/ Organized/ Conducted

Performance review

Undergrad forum

ECU strategic planning

20 student appeals

Student support and comms working group

3 days Council retreat at ECU

Academic board meeting

Sec meeting

Working on

Multicultural fest

SSAF steering

Senate structure

SSAF funding allocation

Election brainstorming

4.2. General Secretary

Faizan has paused the OBR at this point to allow Stevie to present to senate as they/ them have just entered the Teams meeting.

Faizan invites Stevie Lane (Equity projects officer) for the chance to speak to senate about Trans, Gender Diverse and Non-Binary Guidelines and LGBTIQ Inclusive Data Collection Guide.

Stevie has presented to senate present.

The powerpoint presentation as attached.

<https://www.ecu.edu.au/about-ecu/commitment-to-equality-and-diversity/equity-diversity-and-inclusion/pride-at-ecu>

To get in contact with our office, the best contact details are: equity@ecu.edu.au or calling (08) 6304 6170.

Faizan thanks Stevie for they/them time and knowledge shared with senate.

Faizan continues to senate OBR.

Elsa

Last CIDC meeting attendance.

Then lockdown arrangements for senate.

Students support group and also DVCE catch up.

First Aid collaboration with VP A, Shakeeb's department.

Exco for last PSD, USD and also Equity department.

Involved in events and pack down.

Planning for International student fundamentals with student life that is coming up this Wednesday.

Bag packing and also ML attendance.

Also involved with School of Business and Law hospitality students graduation event for their applied learning at Joondalup Resort.

Attended with Faizan, Zair, Sarah Rizwan, Rigin and Evan.

In planning for club carnival and also Guild activation around campus with various departments.

Going through most of the policies for clubs to update club affiliation so to conclude that before the end of the year and so clubs can re-affiliate before the starting of the new year as suggested from previous senate meetings.

[📎 TGDNB_Guidelines__Data_Collection_-_V2\(2\).pptx](#)

4.3. Vice-President (Academic)

Shakeeb

Planned and organised undergraduate Forum.

Helped with student enquiries about the appeal process and how to submit them.

Attended student appeal committee meetings.

Planned and organised AutoCad for engineering students.

Attended Academic Societies events and helped them where required.

Chaired and organised USD meetings to address school issues.

Planning Different workshops and short courses.

4.4. Vice-President (Equity & Diversity)

Greta (Apologies)

- Reorganising the Equity Fashion show – booked the Tav, will contact all models again. Just have to confirm about lighting.

- Sorted out donated clothing with Women's to organise a donation drive at different shelters and charities

- Completely tidied and rearranged the entire Equity space, got new equipment and got rid of old equipment for safety reasons.

- Establishing a set of rules for the Equity space – to obtain leads on that in order to maintain it and respect it

- Met with a lot of the Collective members, for individualised one on one catchups, to give and obtain feedback on running the Equity department. I am yet to meet even more of them for this purpose – to ensure they are feeling supported as a person, and not just as a Collective member.

- When lockdown happened, some scheduled events were cancelled so had to do emergency meetings with different Collectives, for damage control.

- Attended a formal appeal meeting to support a student.

- Attended this Pink Picnic that Women's organised – for cancer awareness at King's Park

- Did other duties such as supporting other officers/general senators for their events, by being present or a second-in charge

- Progress has been a little slow in the past two weeks due to recent lockdown.

4.5. Vice-President (Social)

Evan

Have been covering for Paul when he was on leave.

Emu's branding focusing.

Planning for nationals and meetings to get the budgets together.

Clearance for travelling, 150 students have been approved to go to Gold Coast subject to any circumstances restriction that.

Black light party planning at external vendor locations.

Multicultural festival, ball, awards night.

4.6. Environmental Officer

Zair

- Help organising undergraduate forum with VP Academic
- Meeting with student who's wants to do voluntary work for environmental department.
- SSAF Committee meeting
- Organised and managed Auto- CAD learning workshop with VP Academic and Postgraduate officer
- Ally training Part 1
- Attended club, societies event , promotion ECU guild activities
- Assisting student with student success and student hub
- Organised Aquarium of Western Australia tour and had speech by the guest related to environment and suitability
- Working on national tree day
- Hospitality student lunch in Joondalup resort

4.7. International Officer

Sarah Rizwan

- LMS Meetings
- Helped VP-Academic with undergraduate forum
- Helped Evan with Soup event during study week
- Bowling event
- Ally training part 1
- Organising escape room
- Organising Chill-out session
- Discussion with Lauren about multicultural fest stalls
- Multicultural Fest meeting
- Club Activation/ Event promotion plan with general secretary
- Contacting clubs for ISF
- Attending luncheon
- Discussion with Elise about guild socials

4.8. Postgraduate Officer

Rigin

RHDC committee meeting

Postgraduate Wine and Cheese night was a success and had almost 35

Postgrad student attendance

Ally training part 2

Guild bowling night

LMS transition

Planning a PSD industrial visit

Academic board attendance on behalf of postgrad students

workplace health and safety officer appointment

Help out for soup day

SSAF report concluded

Attended the SBL hospitality student lunch

4.9. First Nations Officer (NIL)

Vacant

4.10. South-West Officer

Kate Mann

Apologies

Meetings and resolution with the BPA in regards to Barry House

Event planning and meetings with deans office about RUOK Day, Wear it

Purple Day- Seminar/presentation and friendship day. RUOK day – paint bench yellow.

Planning and organisation for orientation day

Organisation and attendance at Orientation

Preparation for warm welcome in week 1.

4.11. General Senator

Sarah Taylor

- Event planning - 3 events coming up (market day, brunch and Ice skating)
- emailing, organising, messaging, calling, liasing, researching
- Trying to obtain new vendors
- Reading support and advice NTEU members documents and acklowedging
- Attending wine and cheese event
- reading email attatchments for curcular motion
- going through emails
- Discussing/planning the idea of a sim challenge
- Developing ideas for guild stand
- going through all events with Paul and Lauren
- Completing event proposals
- Giving out soup

4.12. General Senator

Jamil

Office attendance and engagement.

4.13. General Senator (NIL)

Vacant

4.14. General Senator (South-West)

Avani

Attending bowling event

- Attending mental health day event
- Organising escape room event
- Organising lazer tag
- Organising tea & scones catch up
- Organising wine & beer tour
- Putting into place weekly Hump Day Hangouts event
- Meeting with the South West Officer and other South West General Senator about ideas and events for student engagement
- Helping organise/prepare for orientation week

4.15. General Senator (South-West)

Tambudzai

Bowling event

Club establishment and club members

Student engagement at the common room at Southwest.

4.16. Observer Report: Operations Manager

Lisa

- Developing future Guild Structure with Faizan
- Meeting with Employment Hero to explore additional opportunities from the platform
- Reviewing licensing and other platform expenses to reduce the Guild's liabilities with Mel
- Welcomed Pia Semmens to the team- in the short time that Pia has started she has been working to introduce more structure to the HR and OSH areas.
- Attended the Undergraduate Forum - Well done Shakeeb.
- Managing Covid Lockdown process
- Interviewing additional GSA position - Welcomed Sam Le Page who commenced for an initial years contract last week.
- Working with Lauren to ensure that QPay meets their obligations
- Share the Dignity Pink Box - Working with the University to install a Pink Box at a bathroom location in the University.
- Working to engage the Returning Officer for 2021 Elections and working with Mel to engage new voting platform
- Appealed to Worksafe against the Workers Compensation loading proposed by our insurer
- Completed the new Enterprise Agreement - Bargaining to commence over the next few weeks pending review by Secretariat
- Ally Training
- Come back from Annual Leave

4.17. Observer Report: Business Support and Finance Manager

Melissa

Faizan has applauded Mel as her vital role in securing the \$10,000 for Multicultural festival funding.

Senate has extended a round of applause to Mel.

1 Week of annual leave

Budget v actual YTD – planning a mid-year budget review so all depts. Will know where they are at – be sure to keep planning all your events and activities to utilize the allocated budgets

Qtrly financial report

We were granted the StudyPerth grant \$10,000 for Multicultural Festival – will be held at EDD location. Monday weekly planning meetings to keep on track – 4 weeks to go – pending CSO and CoJ final approvals but looking positive. Fri 20th Aug.

ALLY training part 1 & 2 + MHFA 2 days

Workers comp renewal, payroll year end

5. Priority Items

5.1. IN CAMERA- Constitution updates (senate structure proposed changes)

Following feedback from students and senate, the Guild has proposed some changes to senate structure to incorporate more involvement and also transparency for moving forward.

IN CAMERA

[REDACTED]

[REDACTED] ails

[REDACTED]

[Redacted text]

6. Discussion items

6.1. Qpay discussion

Rigin has raised an item in for discussion.

As noted, the Guild uses multiple event ticketing platforms like (QPay, Eventbrite and TryBooking) for ticketing events. What are the selection criteria for using these platforms? Is it the convenience or cost? And what should be our appetite in terms of convenience and cost to be efficient?

Evan has clarified that either him or Lauren to send out an email to senate to conclude the pros and cons of each platform and list out the usability of each.

A selection criteria will have to be proposed to senate for which platform to use at the next meeting or send out by Lauren to help ease the concerns of which platform to use.

7. Other Items

7.1. IN CAMERA- risk register updates

briefing by Lisa Dwyer

[REDACTED]

Adjourned to next meeting when Lisa is present.

7.2. IN CAMERA- First Nations Officer appointment

[REDACTED]

[REDACTED] n.

Motion SM2107/02: Motion to elect Amber Hsi (registered as an Indigenous student with ECU) as the First Nations Officer for the rest of 2021 with the ECU Student Guild.

Motion: Faizan Akram

Seconded: Evan Smith

[REDACTED]

[REDACTED] r.

[REDACTED]

Decision

SM2107/02: Motion passed by special majority

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

7.3. Info for senate: Council of International Students Membership

Faizan has updated that the membership is only \$500, and he is seeking senate endorsement to affiliate with CISA for the rest of 2021 as they have been useful for the ECU Guild to receive updates and exchanges on what other international departments in the whole of Australia is currently doing.

Senate has raised no comments and is happy with the affiliation.

8. Reminders

8.1. SSAF report quarter 2 (30th of July deadline)

Reminder to complete SSAF 2 reporting.

Email from Lisa as attached, deadline 30th of July 2021

Hi All

It feels like just yesterday that the Q1 report was completed but Q2 is now due! Please note that the deadline is 30th July 2021 at midday. Please note that delays in submitting the SSAF report leads to a delay in the University releasing that quarters funding to the Guild so please ensure

you keep to the deadline!

Please note my feedback from Q1 reporting below:

Some feedback from the recent report:

- If you have run an event and have talked about it in the key information, please ensure that the Events & Activities table is also completed with the details of the event including the number of attendees. This information is provided in the report as Key Data, however, there are multiple instances in the Q1 report where the commentary does not align with the reported data.
- Some events were discussed in the commentary but were not held in Q1 and should be added to Q2 – Please check the dates of the events or activities when writing your reports.
- The SSAF report is not the place to make complaints or raise concerns with Guild processes. If there is a concern or complaint about this sort of thing it should be raised with the President in the case of Senate or the Operations Manager for Staff issues.
- Please don't play with the formatting of the spreadsheet – If you need to add a line in the text box press Alt and Enter in Excel to move down a line.
- Remember that you are reporting of behalf of the Guild. Statements such as “I did this” will be changed to “The Guild has” or similar.
- Ensure that you read the KPI prior to completing the report to ensure that the information you enter is relevant and associated with your department/role.

Additional Notes:

- I have added in additional reporting for areas under which we have no KPIs as although the university has not stipulated any specific performance measures for these items, we are able to provide some data and commentary regardless.
- When completing the next SSAF report – please refer to Schedule 2 – Roles to see if you are now required to complete this additional data.
- Ensure that you add your text to the correct quarter heading.

Email from Faizan as follow up

Hiya All,

I have read Q1 and I was very disappointed to see that some senators only bothered to write few sentences and some even did not bother at all to write anything.

I don't expect long paragraphs from you all but at least something which can highlight your department work properly.

Thanks

8.2. ECU orientation and senate help for inductions

Lauren has circulated an excel spreadsheet and seek help from senate for attendance and availabilities for induction days.

Please senate attend the days as agreed upon and as listed here:

Tuesday 20 July

9:30am-11:30am JO

Wednesday 21 July

9:30am-11:30am ML

11am-1pm JO

Friday 23 July

9:30am-11:30am JO

Tuesday 27 July

10:30am-1pm JO

1. Senate to purchase ball tickets have been sent out by Lauren, purchase tickets online or pay your tickets at the counter.
2. Market day is coming up - liaise with Sarah Taylor
3. Equity Fashion show is coming up- liaise with Greta
4. Clubs carnival is coming up- liaise with Elsa
5. Campus activation is coming up- liaise with Sarah Rizwan
6. International student fundamentals is coming up- liaise with Lauren
7. Multicultural festival is coming up- liaise with Faizan

Evan has raised a motion to use his department funds for University sports Nationals happening in the Gold coast in October.

Preamble:

He has suggested this to senate to make it transparent and accountable for the use of the funds for his roles and responsibility as VP Social to go to Goldcoast in support of the sports team subjected to no changes in travel restrictions.

He has proposed that he is willing to pay half of the funds for his trip as he is thinking to stay on after Uni Nationals as he has never been to Goldcoast before and also to purchase his own flight ticket back from GC.

Evan declares a conflict of interest , Evan leaves the room at 3.33 pm for senate to discuss this matter and to raise a motion to vote.

Senate has had no questions raised and has proceeded to the motion.

SM2107/03: Senate approves to allow Evan Smith to use his conference budget in within his department to fund his role and job responsibilities at Goldcoast during Uni Nationals as responsibly and reflected as he has stated above.

Move: Faizan

Seconded: Rigin

Results: SM2107/03 passed unanimously.

In CAMERA




Decision

SM2107/03 passed unanimously.

8.3. next senate meeting

23rd August 1pm

9. Meeting Ends

Faizan thanks everyone for attending today.

Meeting ends at: 3.35 pm

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

Minutes of #7 Senate Meeting Minutes 19/07/21 on 19-07-2021

Summary of Matters Arising

Decisions

Item	Decision
------	----------

3.	SM2107/01 passed unanimously
----	------------------------------

7.2	SM2107/02: Motion passed by special majority
-----	--

8.2	SM2107/03 passed unanimously.
-----	-------------------------------

 



 



Summary of Attachments

Attachments

Item	File Name
------	-----------

3.	
----	---







Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [#7 Senate Meeting Minutes 19/07/21](#)