

ECU Student Guild



#9 Senate Meeting Minutes 20/09/21

ECU Student Guild Senate Meeting Agenda & Minutes [September]

Teams for Southwest senators.

When 20-09-2021 at 10:00

Location: JO1.447 BU3.106, JO1.447BU3.106

Chairperson Faizan Akram

Minute
taker Elsa Chew

Minutes

1. Opening Address

Faizan welcomes everyone to the meeting.

Commence : 1.14am

Faizan congratulates welcomes Stephen Adkin as the general senator joining senate for the rest of 2021.

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 - Teams
Zair Rizvi - Vice-President Academic
Evan Partridge-Smith - Vice-President Social (TEAMS)
Greta Murkhejee - Vice-President Equity and Diversity - apologies (LOA)
Rijin Rajib - Postgraduate
Vacant- Environmental Officer
Amber Hsi-First Nations Officer
Sarah Rizwan- International Officer
Kate Mann - South West Officer (TEAMS)
Jamil Ali - General Senator
Sarah Taylor- General Senator
Avani Mogg- General Senator (SW) (TEAMS)
Tambudzai Madenyika- General Senator (SW) - absent without notice

Accredited Observers

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

Observers

N/A

1.3. Proxies

NIL

1.4. Conflicts of Interests

NIL

2. Office Bearers Reports

2.1. President

Faizan
Student appeals
DVCE portfolio
NSSS meeting
LMS meeting
KK community
Student engagement meeting
Education committee
RHDC committee

2.2. General Secretary

Elsa
USD meeting
PSD meeting
Equity meeting
USD dinner for reps and ex VPA farewell
R U ok day coordination of succulent shenanigans
S and R orchard excursion
Clubs carnival
Equity fashion show
Secretariat EBA review process
New senate induction
New basic and funded clubs induction

2.3. Vice-President (Academic)

Zair

- Club Carnival
- Meeting with SpaceGass Software trainer
- Meeting with professor to organise event related to academic
- Attend EBM meeting
- Meeting with societies for their upcoming events (ECU Aviator, Women in business, ECU law society and many others)
- Attend societies event
- Organised dinner for reps due to absence of August USD meeting
- Contacting Societies and Reps for Award night
- Following up with Reps issues
- Assisting student with student success
- Following up with PTE & NAATI vouchers
- Working to organise Undergraduate Forum , Visa workshop
- Working to bring companies to university
- Going through polices
- Organised Space Gass sessions
- Working to organise Python Sessions
- Club training
- Attend Inductions
- Meeting with ECU Aviator to bring aviation companies to ECU
- City campus meeting

2.4. Vice-President (Equity & Diversity)

Greta

Directed and ran the Equity Fashion Show

Organised the Mental Health Morning Tea to lead up to R U Ok? Day

Organised weekly free boxing classes for women for the month of September and ensure they are still running despite being away on placement

2.5. Vice-President (Social)

Evan

Unigames replacement event

Showrooms for balls

Awards nights

October Fes

Halloween party

Ticket sales

2.6. Environmental Officer

NIL

2.7. International Officer

Sarah R
Clubs carnival
CISA OGM meeting
Self-defence classes
Contacting scholarships department
Shang-chi movie event
VC Awards
Activation session
R U OK day?
Mount Lawley activation planning
Induction with General Secretary
Helping out with Peace walk

2.8. Postgraduate Officer

Rigin
August –
Vice chancellor student advisory forum
Vice chancellor student awards committee
Academic board
LMS transition
City campus meeting
CIDIC
September –
VC student award ceremony
Industry visit
Education committee
Research and higher degree committee
LMS transition endorsements
Plan for industry connect event

2.9. First Nations Officer

Amber
Training modules
Induction for senate
Team for indigenous games
Telethon kids institute with Aboriginal studies
October Fest

2.10. South-West Officer

Kate
Dean's office working closely
Partnered with ECU for R U ok day
Wear it purple day
Escape room
Friends in need workshop
Working with ECU Women's Community for a picnic day
Resolved a SW kitchen pantry issue with student

2.11. General Senator

Sarah Taylor
Fashion Show

2.12. General Senator

Jamil
3rd activation session
R U ok Day

2.13. General Senator

Stephen
EMU Gala ball
Ticket sales
Indigenous games participation
Induction and training to be completed

2.14. General Senator (South-West)

Avani
• Attended Wear It Purple Day
• Wine & Beer Tour - Went well for the south west, 13 people attended including Kate and I
• Hump Day Hangouts have been a success and a great opportunity so far
• Lazer Tag coming up and another escape room organised

2.15. General Senator (South-West)

Tam

Absent without leave

Organised a pizza event which was successful.

I am planning a bowling event to be done on 5 October.

Cleaning the kitchen and restocking essentials in the kitchen

2.16. Observer Report: Operations Manager

Lisa

- Election preparation, planning and promotion
- Senate Induction Preparation
- Training – Accounting for Non-Accountants
- Enterprise Agreement planning and management
- Voting underway - 4pm on Wednesday
- Submission to FairWork Commissioner
- City Campus Meetings
- Discussion relating to Guild positioning on campus and facilities
- Merchandise store - Guild potential commercial outlet
- Provisions for running events on campus
- 2 * GSA offices to increase the GSA services across that campus
- Some discussion at latest student consultation regarding Equity and Clubs rooms on City Campus - Guild needs to raise more awareness in terms of the facilities provided on Joondalup Campus - Guild not University.
- GSA Annual Planning – South West Meetings on Tuesday
- CIDC – Distribution of approved Policies
- Liaison with University regarding new office
- Discussion with IT regarding moving to full cloud based support vs physical on premise server - Impacts on office plans
- GSA Annual Planning Meeting
- Peaks and troughs in servicing
- Formalising more of the GSA process
- Improving GSA and Senate Meetings
- Currently writing policy with GSAs for Individual Advocacy vs Group Advocacy

2.17. Observer Report: Business Support and Finance Manager

Melissa

- Reply to queries re Q2 KPI financial report from ECU
- Assisting with election – liaison with software platform Vero Voting. Very late nominations portal set up due to long ECU due diligence process but finally got approval to use and is open for nominations. Will also be used for voting on 12/10-14/10.
- ML door issue – door apparently works but issues are ‘user error’, obtaining a swipe card style entry is only for our own needs and will not work on existing door so our cost – quoted \$18500, not likely! Awaiting further door ‘user errors’ or other alternative options. I have found a user manual that Pia will check to see if has any solutions re usage when at ML
- Collating data for President council presentation
- Multicultural Festival – grant acquittal forms for City of Joondalup (\$1,000) & Study Perth (\$10,000) - great event with good feedback and happy with grant reports
- Asset list review – write off obsolete and old items that are no longer on hand after clearing out of store rooms – To finalise SW and IT items
- Liaising re changes to membership list and getting updated data – should help with students not appearing on our list previously as now shows:
 - o academic & admin encumbrances
 - o Course status (discont/enrolled etc)
 - o Discontinued date, if applicable
 - o Excluded unit or course, if applicable
 - o Progression status under the traffic light system
 - o Country of origin
 - o Country when enrolling (submission location)
 - o reported disabilities
- Foodbank – getting more vouchers

3. Circular motion notices

Circular motion for August

SCM2108/02: : senate to approve funded affiliation for ECU Enactus and Psychsociety ECU under the Academic department

Moved : Elsa

Seconded: Evan

Results: 9 yes, 2 no's, 3 missing (Evan, Stephen and Zair)

Motion passed by simple majority

4. SM2109/01: Approval of Past Meeting Minutes

SM2109/01: The ECU Student Guild senate agrees that the attached minutes from the August 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: Motion passed unanimously

[REDACTED]

Decision

SM2109/01: Motion passed unanimously

5. Priority Items

5.1. ECU Student Guild Enterprise Bargaining Agreement (EBA) 2021 update

Senate had recommended the amended EBA for voting by staff on the 16th of September 2021.

A final voted copy will be circulated to all senate once votes by staff have closed at 4pm on Wednesday 22nd September or earlier as votes are concluded.

6. Discussion items

6.1. Complaints as a discussion item

Lisa has raised to include and update the Senate meeting agenda to include a standing item for Complaints received as a discussion point moving forward as per the Complaints Policy.

Lisa to elaborate.

Needing two standing item on the agenda so senate is addressing advocacy issues, complaints and queries.

Lisa has mentioned about the recent complaint received from the Southwest. And how Southwest senators have been able to resolve it as it was a simple issue but that enforces the importance of having a pathway of handling these complaints.

Senate to ask any questions.

SM2109/02: Senate to include Complaints received as a standing item into senate agenda's to discuss as per the Complaints Policy moving forward.

Moved: Elsa

Seconded: Faizan

Amended SM2109/02: Senate to include Complaints received and Risk Register both as a standing item into senate agenda's to discuss as per the Complaints Policy moving forward.

Moved: Rigin

Seconded: Kate

Results: Motion passed unanimously

Decision

SCM2109/02 passed unanimously

6.2. Senate structure (IN CAMERA)

[REDACTED]

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

[REDACTED]
[REDACTED]

6.3. Staff of the year (IN CAMERA)

Item moved to the last for discussion.

Lisa and Melissa has left the room and meeting at 11.10am

IN CAMERA discussion

Nominations list as recorded anonymously

[REDACTED]

Votes were recorded for each nomination
Staff of the year has been decided, Faizan keeps the record of decisions and will coordinate the printing and presenting of awards

7. Other Items

7.1. Risk management (IN CAMERA)

Carried over from July meeting

Lisa has gone through and elaborated risk of the Guild as available on the Risk management excel spreadsheet

[REDACTED]

8. Reminders

Greta away from 6th September to 15th October for placements. In the meantime, please direct any questions to Elsa in regards to Equity.

8.1. Next meeting

18th of October 2021 at 10am instead of usual 1pm as VCSAF clashes in the afternoon.

9. Meeting Ends

Faizan thanks everyone for attending today.

Meeting ends at: 11.46am

End of minutes.

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

Minutes of #9 Senate Meeting Minutes 20/09/21 on 20-09-2021

Summary of Matters Arising

Decisions

Item	Decision
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4.	SM2109/01: Motion passed unanimously
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6.1	SCM2109/02 passed unanimously
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Summary of Attachments

Attachments

Item	File Name
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4.	
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Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [#9 Senate Meeting Minutes 20/09/21](#)