

ECU Student Guild



#1 Senate Meeting Agenda (December 2021)

ECU Student Guild Senate Meeting Agenda & Minutes [December 2021]

When 21-12-2021 at 11:00

Location: JO.1.447, JO.1.447

Chairperson Faizan Akram

Minute taker Sarah Rizwan

Minutes

1. Opening Address

Meeting Starts: 11:09 am

Faizan welcomes Senate to their first senate meeting for the new term. He advises the senate that senate meetings are mandatory and 3 absences without a valid reason can lead to termination from the senate as that is a constitutional requirement.

1.1. Acknowledgment of Country

The Guild acknowledges that we are meeting on Whadjuk Nyoongar 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

President - Faizan Akram
General Secretary - Sarah Rizwan
Vice-President Academic - Zair Rizvi
Vice-President Equity and Diversity - Elsa Chew
Vice-President Social (Vacant)
First Nations Officer - Amber Hsi
International Officer - Mohit Raman
Postgraduate Officer - Bilal Shaikh
South West Officer (Vacant)
Environmental and Sustainability Officer - Ethan Furlong
General Senator - Rizly Abdue
General Senator - Sadaf Darab
General Senator - Stephen Adkin
General Senator Southwest (Vacant)

Accredited Observers

Operations Manager - Lisa Dwyer

Observers

Apologies

Business Support and Finance Manager - Melissa Johnston

1.3. Proxies

1.4. Conflict of Interest

2. SM2112/01: Approval of November Senate meeting minutes

MOTION

SM2112/01: The ECU Student Guild senate agrees that the attached minutes from the November Senate Meeting are accurate and can be published to the Guild's Website once redaction has occurred.

Moved: Sarah Rizwan

Seconded: Faizan Akram

Bilal, Mohit, Ethan, Rizly, Sadaf have abstained from this motion.

Result: Motion passed with simple majority (5 Abstentions, 6 Yes)



Decision

SM2112/01: Motion passed with simple majority

3. Circular Motions

Nil

4. Office Bearers Reports

4.1. President

My new term as President started from 1st of Dec. from 1st of Dec till today I have attended LTAG advisory group.

Attended 10 student appeals so far in a month. Thanks Zair for helping me with student appeals. There were almost 15 to 20 in this month. Met with Angela. Raised concerns regarding University staff and few other matters as well.

Met with Arshad Omari regarding Uni prep and International student funding hopefully we'll see some progress early next year.

I, Lisa, Mel and Sarah have started working on Covid planning for next year. As there will be few restrictions in place so, we need to be proactive and start planning. We have few structures in place so we'll try to work on them.

Attended Council meeting and farewell to chancellor. We have new chancellor. Starting from next month.

Attended meeting with School of Engineering Dean, School of Education.

Contacted Jo Quinn Director of Governance to raise few concerns.

Also we had meeting about International student return.

Interviewed SW officer and VPS candidate.

Attended formal appeals with students. Helped students with Lodging Appeals.

4.2. General Secretary

- Finishing Set up for Gen Sec
- Assisting new senators in setting up
- GSA Senate Meeting
- Meeting with Mel to learn about VascoPay and QPay
- Introducing myself to all clubs
- Planning senate meeting
- Preparing Agenda
- Nominating senator for CIDC committee
- Seeking candidates for VPS position
- Chasing Social clubs for receipts for year-end reconciliation in absence of VPS
- Following up with club inquiries (mostly social)
- Following up with Zair about USD meeting
- Checking SW email inbox
- Planning for club re-affiliation next year
- Reviewing policies
- Recruiting Guild representatives for LMS board
- Meeting with Lisa to discuss policies
- Health and Safety Induction
- Discussion with Lauren and Mel about Dircksey
- International Student Return Planning Meeting
- Covid Planning Meeting
- Interviewing VPS candidate
- Working on Club Reaffiliation Material

4.3. Vice-President (Academic)

Interview Student interested to be School Representatives for:

- School of Education
- School Business and law
- WAAPA

Attend GSA senate meeting

Help out Film Brats Society to organize end of year event

Handover Remaining PTE voucher

Follow up with Policies

Follow up with several societies president regarding:

- Event organized this year
- Future plans
- Upcoming committee members

Follow up with societies regarding receipt submission to close off for the year

Attend 3 Students appeals

Contacting few Photographer regarding LinkedIn Profile shoot

Meeting with Wayne regarding python session

Attend Christmas Lunch

Meeting Marita from Better Health Company regarding nutritional advice workshops

Appointed new Reps for:

- School of science
- School of business and law

4.4. Vice-President (Equity & Diversity)

Since the beginning of the term, had a handover from all collectives, Women's, Mature Age student network (MASN), Wellbeing, and Ethno. Been in contact with a few students who would like to build a club associated with Equity for 2022. Budgeted for the rest of 2021 and started drafting budgets and events for 2022. First event as early as March 2022. Attended senate farewell dinner with outgoing senate. Attended Christmas lunch for students at the lake area in Joondalup campus. Chased up on reconciliation and AGM minutes of collectives. Created new communication groups for collectives and also set up meetings for 2022.

4.5. Vice-President (Social)

Vacant

4.6. Environmental Officer

4.7. International Officer

Completing all requirements for starting up as IO. Reviewing documents and policies in relation to international officer. Planning for the new year and international student arrivals. Working towards events to engage international students at university.

4.8. Postgraduate Officer

* Working CAPA Affiliation with CAPA President Errol

key items: CAPA Audit, CAPA registration fee, CAPA 2022 Election nominations

* Arranging a Postgraduate HDR/Masters(by course & by research) End of year Meetup

- scheduled, on 21 Dec Tuesday (Senate meeting evening)

* Reviewing PG department policies

* Recruited one new HDR Rep from School of Engineering

* Collaboration with previous PG Officer regarding handover

* Planning for Academic Board, Education Committee, LMS Transition Committee

* Working on framework to work with school reps.

4.9. First Nations Officer

- Completed the strategic planning worksheet for First Nations events; in progress of planning events for students - an Indigenous Student Dinner during semester one, self-defence class, Aboriginal cultural walking tours in Perth, Welcome to Country for ECU western invitational series, Indigenous Games in Brisbane, Cultural awareness presentation and end of year activity for Indigenous students

- Was unable to attend previous senate meeting and GSA/senate meeting; made sure to read minutes and send apologies for my absence

- Contacted 3 companies asking for quotes for Aboriginal walking tours in local parts of Perth

- Contacted 2 companies asking for quotes for self-defence classes

- Spoke to ECU sports about plans for Indigenous Games in Brisbane next year and holding a Welcome to Country for Western Invitation Series; contacted Nyoongar elders for quotes

- Contacted online businesses in regards to purchasing an Indigenous flag with stand

- Liaised with Tilly from KK; asking about progress of Indigenous games uniform (possibility of using left over budget to purchase this) and asking to be involved with orientation for Indigenous students next year

4.10. South-West Officer

Vacant

4.11. General Senator (Rizly Abdue)

- Finishing training
- Acknowledging Policies
- Planning Learning workshops with VP-Academic
- Attending Christmas Lunch and pack up
- Attending GSA meeting

4.12. General Senator (Sadaf Darab)

Undergoing training and development of policies

Attending GSA/Senate meeting

Guild Christmas Lunch

Seeking event ideas for first year students commencing in 2022

4.13. General Senator (Stephen Adkin)

Liaising/ meetings with mel keeping accountability of sport clubs making sure AGM's have been scheduled and completed and council of those clubs are up to date and contain current students / for 2022

Finances are squared away. Confirm is clubs are reaffiliated for 2022

Squaring my club as well, we had the most expenditure of any club so was a bit to keep track of

Getting across new sport attendance system and protocols for participation at ecu sports, there's a new process to check in for free student sports and clubs use of sport centre space.

Helped Paul with office clean up and removal of boxes/trolleys rubbish runs in the Ute and stacked up on south side of office to store room in end of trip and in gym car park store and building of nikkis new cabinet for emus merch

4.14. General Senator (South-West)

Vacant

4.15. Observer Report: Operations Manager

- Familiarising myself with the Work Health and Safety Legislation due to be rolled out in March 2022 (Was January but due to delays formalising the regulations the State Government has pushed this back to March).
- Working with Mel on the NetSuite rollout and training
- Met with Angela Hill for the DVCE Portfolio Meeting
 - o AH is interested in taking on the Sports portfolio from DCS
 - o Discussion around process for managing appeals etc. in 2022 when the University will be operating with a lower number of staff.
 - o AH has expressed interest in being the University liaison for the Guild rather than Governance. We are supportive as much of our reporting sits within Angela's remit, however, should this happen we will monitor the relationship to ensure that the separation of the Guild from the University is maintained.
- Finalised International Student and Non-SSAF Paying student report for Arshad Omari. Faizan and I met with Arshad last week to present the report and discuss the needs of the Guild and proposed that the University provide additional funding to address the needs of International Students.
- Attended the Returning International Students Workshop with key University staff to develop a support strategy for those students in 2022.
- Met with Guild Senators and relevant staff to discuss the Guild's activities in 2022 in relation to returning International students.
- Currently working on wider Guild operational plans to manage Covid infection within the office environs in 2022.

4.16. Observer Report: Business Support and Finance Manager

Apologies

5. Priority Items

5.1. SM2112/02:Continuous Improvement and Development Committee staff member elect and SM2012/03: Continuous Improvement and Development Committee senate member elect

PREAMBLE: The intent operationally is to change the Guild Employee engaged with the Continuous Improvement and Development Committee annually in order to give staff across the organisation the opportunity to participate in the strategic operations of the organisation and to develop their own skills and abilities in policy development and risk management. As per the Guild Constitution section 73(2B)(d) the Operations Manager proposes that Lauren Reed be appointed as the Guild Employee member of the Continuous Improvement and Development Committee for the 2022 term.

MOTION

SM2112/02: The Guild appoints Lauren Reed as the Guild Employee member to sit on CIDC for the rest of the 2022 term.

Moved: Sarah Rizwan

Seconded: Elsa Chew

Results: Motion passed unanimously

The Senate is required to appoint one Senator to be on the CIDC committee along with mandatory members Lisa Dwyer (Operations Manager) and Sarah Rizwan (General Secretary). An email was sent out to the Senate to express their interest in joining the committee, and one response was received from Zair Rizvi (Vice-President Academic). Senate to motion and move for Zair Rizvi to be appointed as the Senate member for the Continuous Improvement and Development Committee for the 2022 term.

MOTION

SM2112/03: The Guild appoints Zair Rizvi as the Guild senate member to sit on CIDC for the rest of the 2022 term.

Moved: Sarah Rizwan

Seconded: Elsa Chew

Results: Motion passed unanimously

Decision

SM2112/02: Motion passed unanimously

SM2112/03: Motion passed unanimously

5.2. Disciplinary Committee (DC) : SM2112/04, SM2112/05, SM2112/06

PREAMBLE: Referring to ECU Guild constitution Schedule 1 (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 the Constitution and to impose penalties described in the 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) of the constitution, 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.

MOTION

SM2112/04: The Guild establishes a Discipline Committee for 2022 senate term which will be the investigative body of all charges if contraventions of the Policies or of the Constitution if referred by an eligible person or persons, and to impose penalties described in the 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: Sarah Rizwan

Seconded: Elsa Chew

Results: Motion passed unanimously

The 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 the senate for Chair of DC and one senate member of DC.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

MOTION

SM2112/05: The Guild appoints Bilal Shaikh as the Discipline Committee Chair for 2022.

Moved: Faizan Akram

Seconded: Sarah Rizwan

Result: Motion passed unanimously

Senate member of DC

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

SM2112/06: The Guild appoints Rizly Abdue as the Discipline Committee senate member for 2022.

Moved: Faizan Akram

Seconded: Amber Hsi

Result: Motion passed with special majority

[ECU_Guild_Constitution.pdf](#)

Decision

SM2112/04: Motion passed unanimously

SM2112/05: Motion passed unanimously

SM2112/06: Motion passed with special majority

6. Discussion Items

6.1. Vice-President Social Position (IN CAMERA)

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

MOTION

SM2112/07: The Guild appoints Amber Hsi as Vice-President social for 2022.

Moved: Sarah Rizwan

Seconded: Elsa Chew

Results: Motion passed unanimously

Decision

SM2112/07: Motion passed unanimously

6.2. South-West Officer Position

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

MOTION

SM2112/08: The Senate to appoint Sarah Wright as the South-West Officer for 2022.

Moved: Sarah Rizwan

Seconded: Faizan Akram

Results: Motion passed unanimously

Decision

SM2112/08: Motion passed unanimously

6.3. Work Health and Safety

Lisa provides an update on that.

- Legislation to be implemented in January 2022.
 - Range of regulations to be implemented shortly but based on the Commonwealth Model Rules
 - Defines an Officer as a person of responsibility in relation to Work Health. Officers are persons who make or participate in making decisions about all or part of a business. i.e. Myself and Senate. Depending on the circumstance others like Mel could also be identified as an officer.
 - Other managers are still responsible for ensuring a safe and healthy workplace including advising and implementing workplace policy and procedure.
 - Workers mean Employees, contractors and sub-contractors, apprentice or trainee, students gaining work experience or volunteer who have an obligation to follow policy, procedure and all other lawful direction given in relation to safe work.
 - Officers have a duty of care to eliminate risks as far as reasonably practicable if elimination is not possible then mitigation as far as reasonably practicable. (Reasonably practicable means balancing the cost of implementation of WHS measures with risk).
 - Volunteers cannot be prosecuted for failing to comply with Health & Safety duties.
 - Service providers must be fit for purpose – Guild providers/events/activities
- Zair leaves at 12:20pm

The guild basically needs to show that we are doing our due diligence and keeping evidence that we have followed policies and procedures. Videos will

be rolled out for the senate to watch and acknowledge.

Meeting the requirements of the legislation, Incident reports are shared in staff meetings, and the staff discusses the incidents which is a part of the consultation process. Subsequently, the incident reports are shared in senate meetings so all officers are aware of the incidents that have happened in the past month.

Zair comes back at 12:30pm

Incident Report

- 04/11 – Club Space – Key safe open and room unlocked
 - o NS secured site and replaced key
 - o Clubs emailed to advise that they need to secure building when vacating
- 25/11 – Illness – Nose Bleed of Senator during Team building
 - o Senator removed from area for first aid by First Aider (SB)
 - o Senator conveyed to Medical Centre to address nose bleed when intervention was unsuccessful
 - o Senator travelled home to rest as advised by Medical Centre Staffing
- 01/12 – Illness – Nose Bleed of Staff Member at meeting
 - o Staff Member undertook self-care to stop nose bleed
- 02/12 – Injury – Minor cut on finger from Netball hoop
 - o First Aid applied – Antiseptic and band aid

6.4. Risk Management

No risk assessment done in the past month through CIDC as there was no CIDC meeting in the past month.

7. Other Items

7.1. Budget Planning 2022

Mel sent an email to follow up on the progress of budget planning for 2022, Faizan discusses about it. Faizan advises all office bearers to come up with a draft budget for 2022, which will then be discussed with Mel. There will be a meeting in January to discuss budgets as the target is to finish budget planning by the end of January. Senators are asked to utilise event planning sheet and budget excel sheet provided.

7.2. Senate Timetables and Calendars

Faizan asks the Senate to share their timetables and calendars, so the meeting dates and times for 2022 can be finalised.

7.3. New Senate Structure (IN CAMERA)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

8. Meeting ends

Meeting ends: 1:03pm

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

Minutes of #1 Senate Meeting Agenda (December 2021) on 21-12-2021

Summary of Matters Arising

Decisions

Item	Decision
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2.	SM2112/01: Motion passed with simple majority
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5.1	SM2112/02: Motion passed unanimously SM2112/03: Motion passed unanimously
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5.2	SM2112/04: Motion passed unanimously SM2112/05: Motion passed unanimously SM2112/06: Motion passed with special majority
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6.1	SM2112/07: Motion passed unanimously
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6.2	SM2112/08: Motion passed unanimously
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Summary of Attachments

Attachments

Item	File Name
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2.	[REDACTED]
5.2.	ECU_Guild_Constitution.pdf

Attachments can be found under your TidyHQ admin account at:

Storage > Meetings > [#1 Senate Meeting Agenda \(December 2021\)](#)