

# ECU Student Guild



## #2 Senate Meeting Agenda (January 2022) Updated

ECU Student Guild Senate Meeting Agenda & Minutes [January 2022]

Teams for South West Senators.

When 25-01-2022 at 10:00

Location: JO.1.447, JO.1.447

Chairperson Faizan Akram

Minute taker Sarah Rizwan

## Minutes

### 1. Opening Address

Meeting Starts: 10:02 am

Faizan welcomes everyone to the Senate Meeting.

#### 1.1. Acknowledgement 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 - Amber Hsi  
International Officer - Mohit Raman  
Environmental and Sustainability Officer - Ethan Furlong  
First Nations Officer (Vacant)  
South West Officer - Sarah Wright  
General Senator - Rizly Abdue  
General Senator - Sadaf Darab  
General Senator - Stephen Adkin  
General Senator Southwest (Vacant)

### **Accredited Observers**

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

### **Observers**

Dircksey Editor - Zoe Carter

### **Apologies**

Postgraduate Officer - Bilal Shaikh

## **1.3. Proxies**

VP Academic (Zair) has Post-Graduate officer's (Bilal) proxy

## **1.4. Conflict Of Interest**

## **2. SM2201/01: Approval of December Senate meeting minutes**

### **MOTION**

SM2201/01: The ECU Student Guild senate agrees that the attached minutes from the December Senate Meeting are accurate and can be published to the Guild's Website once redaction has occurred.

Moved: Sarah Rizwan

Seconded: Faizan Akram

Result: Motion passed unanimously (11 yes, 1 abstain)



### **Decision**

SM2201/01: Motion passed unanimously.

### **3. Circular Motion**

Circular motions for January

SCM2201/01: Senate to approve Basic Affiliation Policy.

Moved: Sarah Rizwan

Seconded: Zair Rizvi

Results: Motion passed unanimously (10 yes, 2 missing)

SCM2201/02: Senate to approve Funded Affiliation Policy.

Moved: Sarah Rizwan

Seconded: Zair Rizvi

Results: Motion passed unanimously (10 yes, 2 missing)

#### **Decision**

SCM2201/01: Motion passed unanimously.

SCM2201/02: Motion passed unanimously.

### **4. Office Bearer Reports**

#### **4.1. President**

From last senate meeting till today

I have attended Student support group meeting

During break opportunity for me to catch up my work. Trained few senators

Worked on New Year planning

Attended few seminars during break

Met with Zoe regarding Dircksey

Met with Curtin and Murdoch Guild president to discuss plans.

Met few Political leader regarding upcoming elections and universities involvement with encouraging students to vote

Attended few Student Appeals

Met with School of Engineering Dean.

Worked with Lisa on Covid strategy and work from home structure

Met Chancellor to discuss Guild's involvement within University and how we can improve that.

Meeting with NUS president and few other office bearers as I have been elected as WA President for NUS.

Working with University on new Academic Integrity Module

Helped students with their Graduation issue, Completion letter issues and some other basic student issues.

Attended formal appeal committee with students.

Interviewed First nation officer's candidate with Amber.

Met with Belinda from ECU Sports

Working on Orientation and how we can involve with it.

CAPA meeting with CAPA representative.

## **4.2. General Secretary**

- Contacting University governance to include the general senators in VCSAF committee
- Student Comms Meeting
- Updating the Basic and Funded Affiliation policy
- Watching the WHS 2020 modules
- Discussion with VPE and VPA about their departmental policies
  - o Equity department Policy - reviewed and updated, awaiting senate approval
  - o Academic Society Policy – under development
- Planning Senate meeting
- Circular Motions
- Virtual Connect Sessions
- Responding to Senate queries
- Constant discussions with Lisa, Lauren, Mel about club affiliations and the affiliation Policies
- Developing Club code of conduct, awaiting senate approval
- Working on Clubs handbook
- Meeting with Dircksey Editor (Zoe)
- Meetings with Lisa
- Reviewing SSAF report
- Completing Crystal Knows
- Preparing Agenda
- Secretariat Meeting
- CIDC Meeting
- Responding to Club enquiries
- Updating the QPay reporting form
- Preparing templates for club reporting
- Meeting with Psych Society President
- Updating Basic and Funded Affiliation forms on Qpay
- Informing clubs about affiliation opening
- Updating Basic affiliation cheat sheet
- Preparing Funded affiliation cheat sheet
- Completing Police Check
- Meeting with offshore students
- Discussions with Lisa and Lauren to involve offshore students in planning online events
- Amending Agenda

#### **4.3. Vice-President (Academic)**

- MEETING with Marita from Better Health Company regarding nutritional workshop
- MEETING with Postgraduate Officer regarding collaborating both department to organise events for Post and Undergraduate students.
- MEETING with Python Trainer
- Various MEETING with Student regarding academic issues, School issues.
- MEETING with LISA
- Followed up with Lauren to organise Metal Health First Aid and First AID Training.
- Meeting with newly appointed school of business and law, School of Education, School of Nursing and School of Science Reps
- Go through with Majority of the policies
- Created Societies president list which will make much easier to contact societies
- Worked with postgraduate regarding how we can increase Rep productivity this year and decided few event which could help to achieve this
- Working on Event Strategic Plan for 2022
- Working on Academic department budget
- Working on Events planned for the year, you guys can go through the event list.
- Updating Schools regarding newly appointed reps
- Various discussion with Mel regarding Budget, event
- Discussion with Lauren regrading events
- MEETING with Paul and Lauren regarding events planned for this year.
- Review policies
- Writing Academic Societies Policy
- Attend CIDC MEETING
- Attend Student Appeal Committee
- MEETING with Societies Presidents and few Committee members
- Discussion with recruitment Agency regarding Undergraduate forum
- Contacting Industries for industrial tours

#### **4.4. Vice-President (Equity & Diversity)**

Equity room clean up with collective  
Collective engagement and communication channels  
Employment hero certifications check list  
Event budgeting and collaboration discussion  
1st secretariat meeting for the year with Sec  
Review Equity policies for approval by senate  
Review basic and funded clubs affiliation policy for senate

#### **4.5. Vice-President (Social)**

- Familiarised myself with club affiliation policies, looked at documents relevant for the Social Program and met with Evan for handover.
- Been in contact with Rob the new owner of ECU's Taverns about holding our bigger Guild events there as well as discussing ideas for smaller events at both taverns throughout the year.
- Found students who were interested in the First Nations role for the Guild and attended their interviews with Faizan.
- Brainstorming lots of events to run this year which I am still in the process of planning and budgeting.
- Organised event at Paintball Skirmish on 05/02.
- Planning the Pantheon Party which will be held at the tavern on 04/03.
- Started contacting venues for the First Year Formal which I am planning for some time in April, will be going to a few site visits starting later this week.
- Started planning the Emu Launch, hopefully around week 5 in 1st Semester, still unsure what type of event this will be.
- Been in contact with a student who lives at the ECU village that runs karate/self - defence classes, attended one class and am considering running a Guild event with them.
- Ordered 2 boards for outdoor signage which we can use to advertise Guild events.
- Attended a couple meetings with ECU Sports to discuss the sport calendar for this year, how the Guild will be supporting sport clubs and which events are being planned for the Emu's.
- Event Planning Meeting with Lauren, Paul, Sadaf and Stevo to discuss semester one social events.
- Attended first secretariat meeting.
- Discussions with Lauren about Guild fair – invited a few local community organisations

#### **4.6. Postgraduate Officer**

#### **4.7. International Officer**

#### **4.8. Environmental Officer**

#### **4.9. First Nations Officer**

Vacant

#### **4.10. South-West Officer**

- o Attended Dolphin Discovery Event
- o Followed up with several students to discuss south west events and services
- o Contacted local catering companies for weekly student event
- o Contacted several local organisations for off-campus events
  - Gravity etc.
  - Bunbury Ten Pin Bowl
  - Yallingup Surf School
  - Wine/Beer Tour
- o Liaised with outgoing South West officer for handover
- o Created social media content for future event marketing
- o Created a rough plan for events launching from February to July

#### **4.11. General Senator (Rizly Abdue)**

As Faizan mentioned all general senators will be working alongside VPs, and I was assigned to Zair, most of my work has been with Zair in the Academic department.

- Discussing industry connect event with VPA - planning to do some collaborative events with academic clubs for the year 2022
- Meeting with a student with academic issues with VPA
- Attended Postgrad meetup
- Contact some nutritionists for the upcoming nutrition workshop event
- Attended as an observer in appointing School of Science School Rep
- Planned the zoo trip and drafted the budget
- Planned Undergraduate Student Forum structure with VP-Academic
- Planned a trip to Aviation Heritage Museum - closed due to covid
- Planned WA Maritime museum trip - March
- Researched academic events and academic courses.
- Collaborated with VP academic in filling academic event proposals for the year 2022
- Organising Strategic Plan Meetings with academic societies with VPA - planning to have meetings with presidents of all the academic societies.

The purpose is to:

- Encourage students for club affiliations and
- Addressing issues they had in the past

We already met with,

- Edith Cowan student Law society
- ECU ENACTUS
- ECU Robotics
- Had a meeting with Lauren and Paul regarding upcoming academic events for 2022
- Completed crystal knows
- Reviewing policies

#### **4.12. General Senator (Sadaf Darab)**

- Brainstorming for event ideas, came up roughly with 7 events – some can be done once a semester
- Meeting with VPS (Amber), Lauren, Paul and Steven for events catch up and planning
- Doing the budgeting for two of the events (Persian New Year and Family Picnic / Concert)

#### **4.13. General Senator (Stephen Adkin)**

#### **4.14. General Senator (South-West)**

Vacant

#### **4.15. Observer Report: Operations Manager**

- Took a break of 2 weeks over Christmas
- Currently undertaking a recruitment exercise for the Marketing & Promotions Officer position with Lauren and Mel as Elise de Haas resigned as of 1st January 2022.
- Have been working through Staff Supervisions following the implementation of the requirement as a result of the new Enterprise Agreement.
- Invited to and attending the Returning International Students Working Groups – However, these groups will likely be disbanded for the time being following the recent border restriction changes.
- Pia Semmens resigned as offered a role at Rio Tinto. Recruitment for the HR position will be put on hold until the recruitment of the M&P officer is concluded. In the meantime I will manage the HR function supported by Mel.
- Held first CIDC meeting of 2022
- Still continuing to review the WHS regulations and assessing the impact to the Guild.
- Have a GSA quarterly planning meeting next week.
- Met with GSA from Murdoch to assist with Cliniko implementation.
- Ongoing review of Covid planning for the Guild.
- Angela Hill has contacted me to let me know that following enquiries by the Guild in relation to proper review by the University of the Guild SSAF Report, Angela will now be reviewing our quarterly report alongside Governance and Finance.



#### **4.16. Observer Report: Bussiness Support and Finance Manager**

- Will close off 2021 financial year on 31/1/2021, so if you have any final invoices/receipts/mileage/reimbursements etc related to 2021, to submit, please do so ASAP.

Note - after 31/1/22 no further payments can be applied to 2021 budget, so will then be a 2022 budget spend.

Note - to be included in 2021, the receipt/invoice MUST be dated 2021. Cannot go and purchase items now in 2022, dated 2022, for last years budget – this was advised in 2021 also.

- 2022 budget preparation is well underway – awaiting senate department planning (due end of Jan) to collate into total figures and hope to have a good idea of where we are at in mid Feb – refer upcoming meeting agenda item
- I have commenced training for NetSuite (New accounting and payroll system coming soon) – implementation commenced with data from existing system, hoping to have up and running by mid-March – myself, Nikki and Lisa are on project team
- 2021 Final Audit booked in for 9/3+10/3+11/3, to finalise ready for AGM in April.
- Greener choices register established – refer to email circulated – please make mindful choices when ordering and note better choices in register for reporting in KPI report
- Working with Lisa on:
  - o COVID strategy and planning/implementing measures – changing regularly!
  - o Staff recruitment – marketing role, HR role, casuals pool

## **5. Priority Items**

### **5.1. Continuous Improvement and Development Committee Policies**

Preamble: Post CIDC review, Senate to approve policies recommended by CIDC.

MOTION

SM2201/02: Senate to approve Equity Department Policy.

Moved: Sarah Rizwan

Seconded: Zair Rizvi

Results: Motion passed unanimously.

SM2201/03: Senate to approve Working from Home Policy.

Moved: Sarah Rizwan

Seconded: Zair Rizvi

Results: Motion passed unanimously.

SM2201/04: Senate to approve Club Code of Conduct.

Moved: Sarah Rizwan

Seconded: Zair Rizvi

Results: Motion passed unanimously.

#### **Decision**

SM2201/02: Motion passed unanimously.

SM2201/03: Motion passed unanimously.

SM2201/04: Motion passed unanimously.

## **6. Discussion Items**

### **6.1. New Structure**

As discussed in the previous senate meeting, the new structure will probably be approved by the council in April, and will be in place for next year's senate, starting 1st December 2022. The current senate has the opportunity to implement the structure on a trial basis. Faizan asks for senates opinion and asks the senate to vote.

MOTION

SM2201/05: Motion to implement the new structure from 1st March 2022 on trial basis.

Moved: Sarah Rizwan

Seconded: Mohit Raman

Results: Motion passed unanimously (11 yes, 1 abstention).

#### **Decision**

SM2201/05: Motion passed unanimously.

## **6.2. Honorarium**

Faizan explains that the minimum hours required for us to do as a senator are mandatory, and cannot be neglected due to other commitments. All senators hold a responsibility and need to ensure that we are meeting the requirements, including 75% work from office and only 25% from home. Any extra hours completed from home need approval from the president.

## **6.3. First Nations Officer**

Faizan and Amber interviewed two candidates for the position and were able to find a suitable candidate for the position.

MOTION

SM2201/06: Motion to appoint Emma Jo Ryder-Passmore as First Nations Officer for 2022.

Moved: Faizan Akram

Seconded: Amber Hsi

Results: Motion passed unanimously.

### **Decision**

SM2201/06: Motion passed unanimously.

## **6.4. Event Planning**

Faizan suggests the senate to use the event ideas worksheet to record the ideas, so everyone can access it and give relevant feedback (where applicable). It will be useful in budgeting as well.

## **6.5. Budget Planning**

Mel has given the department heads until 31st Jan to compile all the event ideas and their respective budgets, so the drafts can be reviewed over the next couple of weeks and the draft budget can be finalised for the guild as a whole.

## 6.6. Data Retention and SharePoint Storage

- The Guild is required to retain key data for 99 years. We are governed under the The State Records Act 2000.
- All data generated in the course of your engagement with the Guild is required to be stored in the relevant folder on SharePoint.

Zoe enters at 11:07am

- You are NOT permitted to save documents to your desktop or to an external drive or cloud storage – Only Guild authorised storage (SharePoint) should be used.
- Following discussion with Sarah Rizwan, a new folder structure will be instigated across all Senate folders to enable data to easily be located.
- Please use these folders to store all documents related to your role.
- If you are working on shared projects, there is a Shared Tasks folder that can be used.
- You can create new Folders, however, ensure that the folder is labelled appropriately. For example a Paintballing activity organised by VP Social should be stored in the following folder: [REDACTED]  
[REDACTED] A folder should be created called “Paintball” and any relevant documents in relation to this document stored here. This includes any relevant emails or attachment to emails that you believe are relevant to the activity or event.
- This will help future senators to access information about work that has been done in the past.
- Lisa will be reorganising the folders for the senate to use appropriately.

## 6.7. Work Health and Safety

- Roll out of new act delayed to March 22, drafts have been issued. Lots to review and currently reviewing to see what concerns us, see what will impact us and how to implement strategies to solve some of the issues coming up
- Key focus for Guild this year will be Covid risk management – will be ever-changing so need to be prepared to change with that. Open to suggestions on team WHS chat, to be considered if you have ideas on how to better manage risks that arise.
- Already implemented some strategies to reduce infection - screens on order, hand sanitizer stations, etc.

Incident report

[REDACTED]  
[REDACTED]

## 6.8. Risk Management

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## 7. Other Items

### 7.1. Timetable Reminder

Last reminder for Senate to provide timetable to Sarah R. to organise meetings for the year.

### 7.2. Dircksey Editor

Faizan welcomes Zoe.

Zoe asks the senate if there's anything the Senate would like to do for Dircksey. She mentions that Dircksey has predominantly been focusing on Mount Lawley campus for the past few years, they would like to engage with other campuses as well this year.

Zoe asks senate for ideas and what in their portfolio can be used for Dircksey.

Senators and Zoe discuss ideas.

Zoe mentions her email and leaves at 11:40.

### 7.3. Motion for Postgraduate Officer WFH

Bilal went to Pakistan due to personal reasons and will return by the end of February, he has sent Faizan a plan for the month, Faizan will be reviewing it and assessing the productivity of the work done.

MOTION

SM2201/07: Motion to approve Postgraduate Officer working from home for January and February, but the president will be checking the productivity of his work after the first fortnight, and then extending the work from home period.

Moved: Faizan Akram

Seconded: Sarah Rizwan

Results: Motion passed unanimously.

#### Decision

SM2201/07: Motion passed unanimously.

## **8. Meeting Ends**

Meeting ends: 11:46 am

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*End of minutes.*

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

# Minutes of #2 Senate Meeting Agenda (January 2022) Updated on 25-01-2022

## Summary of Matters Arising

### Decisions

Item	Decision
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2.	SM2201/01: Motion passed unanimously.
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3.	SCM2201/01: Motion passed unanimously. SCM2201/02: Motion passed unanimously.
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5.1	SM2201/02: Motion passed unanimously. SM2201/03: Motion passed unanimously. SM2201/04: Motion passed unanimously.
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6.1	SM2201/05: Motion passed unanimously.
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6.3	SM2201/06: Motion passed unanimously.
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7.3	SM2201/07: Motion passed unanimously.
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## Summary of Attachments

### Attachments

Item	File Name
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2.	[REDACTED]
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*Attachments can be found under your TidyHQ admin account at:*

Storage > Meetings > [REDACTED]