

ECU Student Guild



#3 Senate Meeting Agenda (February 2022)

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

Teams for South West Senators.

When 24-02-2022 at 08:00

Location: JO.1.447, JO.1.447

Chairperson Faizan Akram

Minute taker Sarah Rizwan

Minutes

1. Opening Address

Meeting Starts: 8:18 am

Faizan welcomes everyone to the Senate Meeting.

Update: Emma Jo-Ryder Passmore (previously appointed First Nations Officer) resigned, so we have a new first nations officer Savanah Inman. Faizan welcomes Savanah to her first senate meeting for the term.

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 A boriginal land.

1.2. Attendance

President - Faizan Akram
General Secretary - Sarah Rizwan
Vice-President Academic - Zair Rizvi
Vice-President Equity and Diversity - Elsa Chew (via Teams)
Vice-President Social - Amber Hsi
International Officer - Mohit Raman
Environmental and Sustainability Officer - Ethan Furlong
First Nations Officer - Savanah Inman
South West Officer - Sarah Wright (via Teams)
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
Postgraduate Officer - Bilal Shaikh

1.3. Proxies

Mohit has Bilal's proxy
Sarah R. has Elsa's proxy

1.4. Conflict Of Interest

2. SM2202/01: Approval of January Senate Meeting Minutes

MOTION

SM2202/01: The ECU Student Guild senate agrees that the attached minutes from the January 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 (12 yes, 1 abstention)

[REDACTED]

Decision

Result: Motion passed unanimously

3. Circular Motion

4. Office Bearer Reports

4.1. President

- Attended Orientation sessions for School of Education, Arts and humanities and WAAPA.
- Attended Joondalup Get set sessions
- Attended ML Guild fair
- Attended online orientation in ML for Online, International students.
- Attended Student appeals.
- Attended City campus meeting with Lisa
- Met few politicians for upcoming Election and how we can engage with students.
- Met with VC and we have secured grant for Sports again this year.
- Met with few School Deans to discuss how we can engage with students.
- Attended formal meeting with students.

4.2. General Secretary

- Meeting with ECU Aviators along with Zair and Rizly
- Helping Senators
- Responding to various club enquiries
- Planning all Senate, Secretariat meetings for the year
- Planning AGM
- Q4 SSAF report
- Organising guild bag packing
- Packing guild bags
- LMS Steering Committee Meeting
- Attending Clubs and Societies Managers Program Session
- Attending GSA/Senate Meeting
- Discussions with Lisa, Mel and Lauren about various club enquiries and affiliations
- Meeting with HDR society
- Covid Training
- Meeting with Psych Society
- HDR committee meeting
- Academic Board induction meeting
- Get set session JO
- Sec Meetings
- Get set session Bunbury
- Preparing agendas, minutes
- Processing affiliation applications
- Contacting clubs and providing feedback on their applications and requesting for changes
- Guild Fair ML

4.3. Vice-President (Academic)

- Meeting with ECU Aviators
- Updating School rep list
- Meeting with Mel
- Discussion with Dean of Graduate Research
- Meeting with School rep of Education
- Meeting with School rep of Nursing
- Meeting with School of Business and law
- Following up with Caroline regarding CTLC
- Following up with Chris Regarding TACTLC
- Attend GSA Senate Meeting
- Help in packing Guild Bags
- Attend Student Appeal
- Working on academic Societies Policies
- Attend Academic Board and Sub- Committee Induction
- Meeting with Robotics
- Attend Sec Meeting
- Presentation at engineering orientation
- Meeting with Engineers Australia
- Attend Bunbury Get SET session
- Attend Education Committee Meeting
- Attend Guild Fair
- Working on Upcoming events (Nutrition work shop, Undergraduate Forum, Python)
- Assisting Students

4.4. Vice-President (Equity & Diversity)

Guild bag packing with senate

Lunar New Year planning, please senate assist for the 28th of Feb 2022 (Monday next week) starts at 5.30pm

Collective communication to attend Guild day and Harmony day

Harmony day communication with student life

Equity meet and greet semester 1 planning

Equity department meeting dates and times

Covid marshall training modules

Equity room refurbishment of materials and stocks

4.5. Vice-President (Social)

- Contacting social clubs from last year reminding them to affiliate prior to the end of Week 2 and providing information about the Guild fairs
- Finalising plans for Pantheon which is next week Friday: security, decorations, photographers, videographers, DJ's, Party bus, etc.
- Have been working on promoting the Pantheon party; stickers given to cafes, lots of posters, deals for village residents on Fridays at the tavern, and a DJ playing at the tavern this afternoon with red bull and gage road beer providing giveaways
- Went to a site visit at Parmelia Hilton with Sadaf, since been in contact with them and signed the contract for the First Year Formal on the 8th of April
- Finished budgeting social events for this year
- Been in contact with the Jets president and ECU sports about how the Guild can provide support and plans put in place so far
- Helped pack the Guild bags used during orientation and Guild fairs
- Attended the Get Set ECU sessions at JO and ML
- Attended Sec meeting last week
- Attended the last GSA/Senate meeting
- Started planning Eats n Beats with the help of Sadaf
- Completed Covid Marshall Training for the Bunbury Guild Fair next week
- Did a Guild presentation at the Joondalup Village Orientation

4.6. Postgraduate Officer

4.7. International Officer

- Since last senate meeting I have attended most virtual session online (International virtual meetings)
- Finalised budget for International department
- Planned towards events in March including quotes from vendors
- Have had meeting with couple international students to guide them with basic things needed to get started
- Represented ECU student guild at International Student Fundamentals
- Discussions with Paul and Lauren regarding events as well as get set sessions and guild fair
- Discussions with Faizan, Zair, Amber and Sarah
- Helped packing guild bags
- Attended get session at ML and JO
- Attended guild fair on Tuesday @ML
- Had meeting with Melissa regarding performance and budgeting as well event planning
- Answering student queries in person and directing them to respective department to approach to seek assistance.
- Continuing to improve and getting better slowly, and settling down as a senator.

4.8. Environmental Officer

4.9. First Nations Officer

- Completed/completing the inductions
- Working through and uploading my certifications on Employment Hero

4.10. South-West Officer

VPE (Elsa) leaves at 8:39 am

- Met with Erin from Deputy Vice Chancellors Office to discuss SW campus involvement in events and refurbishment of South West common room
- Met with Mike, digital and campus manager to discuss events held on ECU campus this year
- Met with CSA for induction training
- Scheduled events for the year
- Budget planning for events for the year
- Office and storage checklists
- Social Media posts and monitoring inbox, responding to enquires
- Met with Paul and Lauren to discuss events
- Ongoing organisation, paperwork, graphic design, production for events on South West campus and initiatives
- Policy reviews
- Conversation with Avril and Matt re: room refurbishment

4.11. General Senator (Rizly Abdue)

- Discussion with VP academic regarding upcoming academic events
- Discussion with VPA and general secretary regarding law society issues
- Discussion regarding club affiliation process with general secretary
- Meeting with HDR society
- Meeting with ECU robotics
- Meeting with ECU Aviators
- Meeting with Engineers Australia
- These meetings were focused on,
 - o Encouraging students for club affiliations
 - o Addressing issues they had in the past
- Attended GSA-Senate meeting
- Packing guild bags
- Helping a student with academic issues
- Completed Infection control covid 19 training
- Attending get set sessions at Joondalup and Bunbury
- Attended school of engineering student meetup
- Following up with Engineers Australia and CAASA's club enquiries
- Putting out pantheon flyers on Amber's request
- Attending Mount Lawley Guild Fair
- Following up with remaining clubs regarding strategic plan meetings
- Discussion regarding undergraduate representatives and academic societies with VP Academic
- Discussing initial plans with VP Academic for first undergraduate forum which is going to happen in the last week of March
- Contacting School of Science Rep regarding onboarding issues
- Emailing CAASA and EA regarding guild fair
- Helping VP Academic with nutrition event and python classes

4.12. General Senator (Sadaf Darab)

- Parmelia Hilton site visit with Amber for First Year Formal
- Helped with Packing Guild bags for the Get set sessions and Guild fairs
- Attended ECU Get Set session BBQ at Joondalup Campus
- Attended ECU Get Set session BBQ at Mount Lawley Campus
- Went around the Campus with Amber and put-up Pantheon Party posters
- Attended Mount Lawley Guild Fair
- Responding to student emails and chatting to International Officer about them
- Undertook the Infection Control training
- Planning for my Persian New Year event
- Brainstorming ideas for the Eats n Beats event
- Contacting performers for Eats n Beats event

4.13. General Senator (Stephen Adkin)

- Continued work on Progression Plan. AFL, Hockey and Cricket.
- Met with Lauren and discussed Sport club placement and logistics in within guild fair days and how i can be personally more involved and opportunities to help out and more.
- PHONE CALL meeting with Director of WABL competitions @ BWA Brent Dawkins about initiation of putting ECU teams into D-league (state league reserves) competition for season 2022 / 23
- Scheduling an in-person meeting in coming week with Prep for meeting with BWA
- Drafting of Presentation if needed for bwa
- Summation of the program. Logistics of operation, personnel, history, and achievements.
- Year by year growth summation, recruitment, and retention methods.
- Meeting with Belinda Somers to discuss affiliated clubs and other 2022 projects and calendar
- Completed last few trainings certification
- Begun research into Former unisport program and lost sport portfolios we used to support and offer as a university and why they are no longer supported, list is extensive, unfortunately. Guild used to have significant support behind some years too.

4.14. General Senator (South-West)

Vacant

4.15. Observer Report: Operations Manager

- Covid Planning and changes
- Reviewed WHS Regulations - A few small changes required by the Guild but nothing major and in some instances the requirements mean less work for the Guild in terms of OHS.
- Onboarding new staff member Luke Hale
- Meeting with Oracle NetSuite to facilitate the development of the new accounting system
- Review and update of the Health & Safety Manual to align the new WHS Regs
- Quarterly planning meeting with GSAs to plan out the next quarter for the Student Assist area. Including changes to SW support - Quarterly clinics.
- Inducting new Senators and Staff - 3 new casuals
- City campus and Returning International Students Meetings
- Managing a lot of requests from the University for items that lie outside the Guild's remit.
- Issuing new Agreements to Senators for new structure and creating and distributing the Position Descriptions.

4.16. Observer Report: Bussiness Support and Finance Manager

5. Priority Items

5.1. Club Affiliations

Preamble: As many clubs have been enquiring about funds, the first batch of affiliations has been processed, so Vasco cards can be allotted to those clubs and they can start using the funds. The following clubs have been able to satisfactorily meet the affiliation requirements. It includes both basic and funded affiliations. Senate to approve the affiliations and the clubs are to maintain the necessary requirements as mentioned in the Affiliation Policies, Constitution, and Club Code of Conduct. The clubs are to attend mandatory induction which can affect their affiliation status with the guild if the induction is missed.

List of Clubs:

ECU D&D and Tabletop Society
ECU Nutrition Hub
ECU Society for Evolution and Medicine
ECU Student Hockey
ECU Robotics

MOTION

SM2202/02: The Guild endorses the successful affiliation of the clubs listed above for 2022.

Moved: Sarah Rizwan

Seconded: Faizan Akram

Result: Motion passed unanimously.

Decision

Result: Motion passed unanimously.

5.2. Extension of the Funded Affiliation Period

Preamble: Multiple reminders have been sent to clubs regarding affiliations through the Vice Presidents and the general secretary, however, many clubs are yet to submit affiliation applications. So, Sarah Rizwan has proposed to extend the deadline for funded club affiliation by 2 weeks. Funded affiliations will then be ending in week 4 of the semester.

MOTION

SCM2202/03: The ECU Student Guild will extend the date for funded club affiliations to the COB on Friday 18th of March 2022.

Moved: Sarah Rizwan

Seconded: Zair Rizvi

Result: Motion passed unanimously.

Decision

Result: Motion passed unanimously.

6. Discussion Items

6.1. New Structure

In the last senate meeting, it was discussed that the new structure will be implemented from the 1st of March, however, the new pay cycle starts this week, so the new structure will be implemented from this week. Faizan also explains to the senate that he will only be approving timesheets if the senators are doing the work that falls under their portfolio and tells them to do tasks specific to their department/title.

Lisa mentions that by signing the contracts, the senators are agreeing to complete 75% of their work during office hours (8-4), so Faizan will be considering that while reviewing timesheets.

Faizan reinstates the minimum hours senators will be required to complete as a result of the implementation of the new structure.

Mohit leaves at 9:19 am

Faizan dictates the new titles:

No changes to President, General Secretary, Vice President Academic, Postgraduate Officer, Environmental Officer, First Nations, South West

Vice President Social Responsibility - Elsa Chew

Undergraduate Officer - Rizly Abdue

Vice President International - Mohit Raman

Vice President Activities and South West - Amber Hsi

Social Officer - Sadaf Darab

Sports Officer - Stephen Adkin

The positions can be switched around between senators especially general senators.

6.2. Performance Review

Faizan will be conducting performance reviews one-on-one by the end of March. This year we will be having performance reviews quarterly.

6.3. General Senator (South West)

Faizan interviewed some candidates and found one of them suitable for the role, however, due to family commitments, she backed out before beginning the onboarding process. More candidates will be interviewed over the next couple of weeks to fill the vacant position. Faizan has approved Sarah W. to work for 16 hours until another candidate for southwest can be appointed.

6.4. ECU Bunbury Common Room Refurbishment

Sarah W. has proposed the refurbishment of the common room in Bunbury as it is outdated and uninviting for the students. It would help to increase the visibility of the guild on campus while also creating a space for students to hang out, host events, etc. Sarah W. has contacted the DVCs office in Bunbury and has been asked to put together a proposal including all ideas and costings for the refurbishment project. Faizan suggested Sarah W. to forward the proposal to him and they can work together on it and also push the university to contribute to the refurbishment project. Lisa suggested Sarah W. to contact Matt and Avril as they manage many refurbishment projects at the university and will be able to help.

6.5. Budget Review 2022

Lisa provides an update as Mel is helping set up for the guild fair. Mel has only received budgets from the Vice Presidents by the set deadline, therefore all other departments will have budget allocated to them. Faizan, Lisa, and Mel have agreed on having a zero-tolerance approach as delay in providing budget impacts many departments within the guild as well as the University. So, any department that did not submit the budget on time will get it allocated to them.

6.6. Work Health and Safety

There have been no incidents, so, nothing to report.
Lisa and Faizan asked senators to report any incidents and not neglect anything.

6.7. Risk Management

Nothing to report.

7. Other Items

8. Meeting Ends

Meeting ends: 9:46am

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of #3 Senate Meeting Agenda (February 2022) on 24-02-2022

Summary of Matters Arising

Decisions

Item	Decision
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2.	Result: Motion passed unanimously
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5.1	Result: Motion passed unanimously.
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5.2	Result: Motion passed unanimously.
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Summary of Attachments

Attachments

Item	File Name
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2.	
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Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [#3 Senate Meeting Agenda \(February 2022\)](#)