

ECU Student Guild



#4 Senate Meeting Agenda (March 2022)

ECU Student Guild Senate Meeting Agenda [March 2022]

Teams for South West Senators.

When 22-03-2022 at 13:30

Location: JO.1.447, JO.1.447

Chairperson Faizan Akram

Minute Sarah Rizwan
taker

Minutes

1. Opening Address

Meeting Starts: 1:37 pm

Elsa proposes for Sarah R. to chair the meeting as Faizan is attending virtually.

MOTION

SM2203/03: Senate to approve for Sarah R. to chair the senate meeting.

Moved: Elsa Chew

Seconded: Zair Rizvi

Results: Motion passed unanimously (12 Yes, 1 abstention from Sarah R.)

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 (via Teams)
General Secretary - Sarah Rizwan
Vice President Social Responsibility - Elsa Chew
Vice President Academic - Zair Rizvi
Vice President International - Mohit Raman (via Teams)
Vice President Activities & South West - Amber Hsi
First Nations Officer - Savanah Inman (via Teams)
Undergraduate Officer - Rizly Abdue
Postgraduate Officer - Bilal Shaikh
South West Officer - Sarah Wright (via Teams)
Social Officer - Sadaf Darab
Sports Officer - Stephen Adkin
General Senator Southwest (Vacant)

Accredited Observers

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

Observers

Apologies

Environmental Officer - Ethan Furlong

1.3. Proxies

Elsa has Ethan's proxy.
Amber has Sadaf's proxy.

1.4. Conflict Of Interest

Stephen declares Conflict of Interest for motion SM2203/02 (Affiliation approval), as he is the president of the Basketball Club.

2. SM2203/01: Approval of February Senate Meeting Minutes

MOTION

SM2203/01: The ECU Student Guild senate agrees that the attached minutes from the February 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.

3. Circular Motion

Preamble: As many clubs have been enquiring about funds and have already started running events, the second batch of affiliations have 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:

FUNDED

Assange Press Freedom Club
ECU Touch Football Club
ECU Islamic Society
ECU Cars & Cruises
ECU Mature Age Student Network
ECU Student Netball Club
ECU Psych Society
HDR Academic Society

BASIC

Power To Change

SCM2203/01: The Guild endorses the successful affiliation of the clubs listed above under their respective categories (Funded and Basic) for 2022.

Moved: Sarah Rizwan

Seconded: Zair Rizvi

Result: Motion passed unanimously (11 yes, 2 absent).

4. Office Bearer Reports

4.1. President

- From the last senate meeting till today
- I have attended student appeals.
- Attended meeting with Waapa regarding club fund raising issue.
- Sports and Uni games planning with Vp social and sports officer.
- Met with VC regarding Guild and sports.
- Met with Angela and Fiona for National safety survey.
- Meeting with Lisa regarding new office and some other issue.
- Attended NUS meeting
- Attended formal appeal meetings with students.
- In touch with Marketing team of ECU International.

4.2. General Secretary

- JO Guild Fair
- Contacting Michael regarding access to Academic Board Agenda
- Sec Meetings
- Discussion with Amber and Lisa regarding social and sports department policies
- Reviewing SEN session 1
- Attending SEN session 2
- Student Appeals
- Meeting with Stephen and Amber regarding Basketball Clubs affiliation
- Meeting with Evolution and Medicine Society regarding their issues with affiliation
- Various discussions with Lisa, Mel and Lauren and relevant senators regarding club enquiries
- Academic Board Meeting
- Meeting with Janice from Student Appeals Committee for briefing about a student appeal
- Email correspondences with Lisa to add Mohit to Sec group and update guild senate email chain
- Meeting with Lisa and Mel to discuss affiliation applications
- Discussions with Amber regarding affiliations of some of social/sports clubs
- Working on getting chairs replaced/cleaned in the library with Lisa's help
- Circular motion for affiliation
- Meeting with Islamic Society regarding affiliation
- Discussion with Mel regarding budget
- Harmony Day Event
- Emailing affiliated clubs to inform about their successful affiliation
- Email correspondences with Aisling Vennetti for VCSAF presentation
- Email correspondences with Nicole Valentine for Chancellor's Investiture Ceremony
- Setting up a meeting with Badminton clubs as there are two badminton clubs that have applied for affiliation
- Providing feedback to clubs on their affiliation applications
- Meeting with ECU Aviators president regarding affiliation of their club
- Discussion with Mel regarding Online Clubs
- Meeting with Teach Learn and Grow President regarding affiliation
- Meeting with Ethnocultural collective regarding affiliation
- Teams meeting with Faizan
- Responding to various senate and club enquiries
- Attending VIP function and Chancellor's Investiture Ceremony
- Giving Speech at Chancellor's investiture ceremony
- Attending and presenting at VCSAF
- Working through affiliations
- Planning Clubs training day

4.3. Vice President Social Responsibility

- Lunar New Year event
- Lunar New year feedback collation
- Supporting collective affiliation with the Guild
- Supporting Holi and Persian New Year celebration
- Mending stall and participating in Harmony day/ ECU Diversity day
- Organizing E and D meet and greet (Wednesday 5 to 7pm) requiring senate help
- Supporting Environmental idea for grant from City of JO proposal
- E- introduction with First Nations to discuss events and initiatives moving forward
- Planning of first Collective meeting after club training day
- Ensuring equity space is kept tidy with reviews of OHS requirements
- Finalizing budgets after including club spending for the year
- Future collaboration discussions with departments

4.4. Vice President Academic

Help out in guild Fair
Meeting with ECU Law society
Meeting with CASSA President
Attend Student Appeal
Meeting with ECU Robotics
Meeting with Nutrition Hub Society
Meeting with ECU Aviator
Attend Evolution and Medicine First event
Attend Academic Board Meeting
Meeting with Finance and Accounting society
Following up with Nutritionist regarding Nutrition workshop
Following up with Fiona Foxall associate dean of Nursing regarding the School rep
Meeting with ECU society of Evolution and Medicine
Meeting with Contemporary Art Club
Attend SCTL meeting of WAAPA
Following up with Engineer Australia regarding Industrial Tour
Meeting with Women In engineering
Interviewing LISA, Candidate applied for School of science rep position
Interviewing Steffany, Candidate applied for School of science rep position
Meeting with Psych Society
Following up with SSCI admin Danielle regarding reps for 2022 for school of science
Meeting with a student regarding Academic issues
Following up with societies' upcoming events and budgets
Discussions with School Representatives,
Meetings and various discussions with Undergraduate officer, regarding Reps,
Societies, upcoming events, and many other things

4.5. Vice President International

- Attending international café every Tuesday, meeting new international students, and creating awareness about student guild.
- Attending online virtual meetings, less people as many have arrived in Australia. Met quite few of them on-campus.
- Meeting with David Titeu regarding mental health and how can we play our role to improve lives of international and domestic students by normalising the talk and telling your own story.
- Attended sundowner and met some familiar faces first time from virtual connect in-person. Talked about their journey from online to onshore.
- Caversham wildlife tour was success, took 15 students by bus and they all enjoyed it.
- Holi planning underway and a lot of thoughts have been put into how to make it a wonderful experience for international students.
- Lots of meeting and discussions with Elsa, Lauren, Sadaf, Paul and Luke regarding vendors, documentation, setup, safety, event setup, much more.
- Always touching base with Mel regarding the financial side of events and other activities.
- Up until today there has been a continuous effort in improving and developing the international department.
- Every meeting with international students has received a positive response, however, planning on doing a proper feedback review session.
- Attended first secretariat meeting.
- Attended VCSAF meeting virtually.
- Lastly, I will be going away to India visit family for two weeks on easter from 9th till 25th April.

4.6. Vice President Activities & South West

- Attended the Guild Fair at Joondalup and Bunbury
- Cancelled Pantheon party due to COVID restrictions; contacted all vendors, hoping to reschedule later in the year
- Started holding sundowners at the tavern for the past 3 weeks; DJ playing and free pizza for students
- Been in contact with red bull about their involvement in events on campus this year
- Meeting with Faizan and Stephen about sport initiatives for this year
- Continued to email and text members of 2021 clubs reminding them to affiliate
- Meeting with netball club to discuss affiliation and plans for this year, contact with Touch rugby president about their event ideas, meeting with Sarah and Stephen about basketball affiliation, and meeting with volleyball president regarding their affiliation
- Attended Lunar New Year
- Attended last secretariat meeting
- Discussed sport and social policy with Sarah
- Made the decision to postpone the first-year formal due to low ticket sales in current climate
- Email correspondence with multiple social and sport clubs regarding the status of affiliation and changes needed to be made for affiliation to be approved
- Liaising with Sadaf, Sarah and Stephen re their progression in their roles and delegating tasks
- Attended Encanto movie night
- Attended the end of harmony day
- Contacted students to find final committee members needed for futsal club
- Attended the Indigenous student lunch in Joondalup on Savannah's behalf as she was isolating
- Meeting with ECU Islamic Society re their upcoming event Thursday the 24th of March
- Started reviewing social and sport policies and noting possible changes

4.7. Environmental Officer

- Completed COVID Marshall training
- Attended Guild Fairs at Mt Lawley, Joondalup and Bunbury as the COVID Marshall
- Rescheduled Campus Clean Up to Earth Day (April 22) which will align with a Friday Sundowner at Birra Bar
- Conducted a water fountain survey of the Joondalup Campus to map all water refill stations and drink taps
- Finalised organisation of pen recycling program with Officeworks
- Organised a prize giveaway of recycled and green choice stationary packs to align with the new pen recycling program
- Engaged with Youth Educating about Waste (YEW) regarding using their resources to promote waste reduction and how we may be able to work with them on campus
- Continued to investigate options for the containers for change program including engaging with the local collection point about a potential promotion (waiting to hear back)
- Begun a list of potential stakeholders for the Semester 2 Eco Day event and have started to contact them to gauge their willingness to be involved
- Worked with ECU Nutrition Hub on a potential event focusing on reducing food waste
- Investigation of City of Joondalup Grants program for a the student garden project
- Review of the student garden and materials currently available to get an understanding of what will be required for the garden

4.8. First Nations Officer

- Completed onboarding – except for Finance with Melissa (this week)
- Planning to organise a meeting with Kurongkurl Katitjin, the ECU Indigenous Student Success Team – to understand what benefits ECU first nation students
- Researching and planning what I can do for first nation students and how the guild can help them

4.9. Undergraduate Officer

- Attended Guild Fair Joondalup
- Attended Harmony Day event
- Had strategic plan meetings with
 - CASSA - (No ongoing issues)
 - Nutrition Hub
 - ECU society of evolution and medicine -
 - The Contemporary art club
 - SSDP
 - psych society
 - Finance and accounting
 - Women in Engineering
- These meetings will be focused on addressing the issue and to improve engagement with them.
- Updating Academic society list and undergraduate rep list
- Fixing onboarding issues or school of science (Cyber Security) rep with the help of VP Academic and Operation Manager - Lisa
- Managing and helping Connor - President of Aviators with their events
- Attending ECU Society for Evolution and Medicine's meet and greet
- Discussing with VP International regarding country ambassadors.
- Following up with Lauren and Luke for the school rep badges
- Following up with emails from the societies
- interviewed two candidates for school of science rep (Science and mathematics) and selected one.
- Organized meet and greet for school reps it will be happening on 31st March
- Attending The Investiture Ceremony of the Chancellor.
- Attending VCSAF
- Talking to Carly about a student with academic issues
- Currently I'm working on updating undergraduate study department policy with VP Academic

4.10. Postgraduate officer

At the moment, I am working on PG meeting with Hon Sue Ellery BA MLC, WA Minister for Education and Training and so far, we have finalized some agenda items. This work is in progress in consultation with Curtin and UWA PGs.

- Housing/student accommodation related issues
- Issues concerning public transport and other infrastructure
- COVID regulations
- Workers' rights (i.e. Wage theft)
- State sponsorship for permanent residency applications
- Employment opportunities and employment resources (i.e. GradConnect)
- University Acts (Your university's constitution)
- Financial Assistance to universities (loans or otherwise)
- Research funding and research programs with universities (less substantial than federal)HECs student debts or RTP scholarships
- Youth Allowance and Austudy
- Federal Research matters (ARC or NHMRC)
- Immigration and Permanent Residency matters

4.11. South West Officer

- Attending meeting with Avril and Matt re: common room refurbishment
- Set up, run and set down Cinema Under Stars event
- Launched Fortnightly Bowling Event
- Attended the Guild Fair - Bunbury
- Continued to plan and organise events for semester and advertise them
- Worked on refurbishment business case to present to ECU
- Stocktake/refilling common room amenities
- Responded to student enquiries both in person and online
- Created marketing posts/advertised via social media platforms for events and around campus
- Completed office checklists/re-arranged office
- Seek general feedback from students in regards to guild events, offerings and common room refurbishment

4.12. Social Officer

- Attended Guildfair at Joondalup Campus
- Discussion with president and planning for one month of his absence (explaining what I will be doing/ getting help)
- Attended Lunar New Year
- Discussion with Amber about first year formal and postponing it
- Discussion and planning with Mohit about Holi and Persian New Year Festival
- Meeting with Rob and Amber about Pantheon party and alternatives
- Attended Guildfair at Bunbury campus
- Meeting with Elsa and Mohit about Holi and Persian New Year / Collaboration
- Organising vendors for Persian New Year
- Reading clubs policies
- Attended Harmony Day
- Went shopping for Persian New Year and Haftsin table
- Went sweet testing and organised the sweets menu for Persian New Year
- Attended the Chancellors investiture Ceremony
- Attended Holi and Persian new year festival

4.13. Sports Officer

Senate meeting 4 OBR – Sports Office

24/2 - ECU guild fair (day event) / Assisted in packdown and cleanup of space. - 3pm
Met with Kyla Devine - 4:30pm to troubleshoot in policing club sport facebook pages and ability to recognize current students across multiple platforms.

25/2 - Meeting with President and VP Social about Direction of Sport and goals for 2022.

Continued meeting with president after Vp social left for 35 mins.

Research into structure of t20 cricket format in WA and how ecu can affiliate a club for competition outside of Unisport exclusive event

- Event is on sunshine coast from Aug 1-5

- week 2 , sem 2 2022

- Discussed with IO how trial will be held and sorted well in advance of everything else.

Location : Emerald park - edgewater and will have to assess batsman, bowling and fielding capability over several sessions to capture biggest student engagement.

3/3 - 12:30 - 1:30 Club Affiliation meeting with Gen Sec and Vp social.

4/3 - Phone meeting with New Balance WA - education rep on partnering with ECU student guild to supply emus merch. Ongoing consult, Photographing and gathering price purchase points and supplier names of all ecu guild merch in preparation

4/3 Assisting and mostly controlling check in at sports centre student use of facilities for Volleyball, netball and basketball student sessions as many students not informed on required processes to participate.

8/3 - Begun planning and contacting interested parties on participating in 3x3 basketball event @ curtin uni , Men 5/4/22 and 6/4/22.

Raquet sports, badminton, tennis, table tennis at curtin 2 weeks later

This involves acquiring updated excel sheet of interested students, Drafting template message to contact via email and facebook messenger and grouping interested students into teams of 4, process ongoing over next couple of weeks.

- back and forth on the phone with Toby Bairstow Rep for new balance and spent

significant time sourcing Cost prices for all guild sourced garments and merch. Calculated total expenditure on emu merch with vc money after comparing invoices (quantities and cost ex gst and freight) and what a similar sized order with NB would look like this year when the time came.

- For ecu guild and its clubs if they wish to order any sport specific merch, he has offered a 35% discount on each item, some beating our original expenditure.

10/3 - Met with VP Social and Volleyball Club

Met with Rec Officer @ ECU Sports Kyla Devine

Takeaways- Was able to help student start a Cheer club. She became student leader and held meeting on 16/3 which was a success and currently has 14 members. May also have some of these grouped students want to do Dance.

- Very annoyingly, ECU Sport no longer has any access to be able to post (as that very important entity or communicate with students via that channel). Understandably Kyla does not want to post on her personal account.

I suggested that because the students join a club and the facebook pages are a direct product of that interest that the admin would have to come for a club page or alternatively we make new (updated groups directing current 2022 interest into them to ensure we are actually encapsulating active students).

Met with Rec Officer @ ECU Sports Kyla Devine

Key Meeting take aways,

- Unisport team trials need to be held within next month, especially as events start as soon as the next 2 weeks, if we have launch by week 8 we need a team to launch.

- Affiliation of Cheer club and futsal club completed; however, tennis club was unable to be affiliated because of lack of communication from them ultimately.

- Court availability has been monitored significantly by Sport center admin and staff weeks 1-4 and academic presence has been virtually non-existent. Staff hope to contact clubs within next two weeks with new open slots but unfortunately post 5pm still an issue.

- Have received updated excel spreadsheet of student interests for sports, unfortunately this is something for the moment i will have to keep requesting as we do not have access typically.

Had previously begun putting teams and gauging interest for first western event of the year (3x3, april 5) continued with this in afternoon

4.14. General Senator (South West)

Vacant

4.15. Observer Report: Operations Manager

Sadaf leaves at 2:08 pm.

- Catch up with ECU Governance
- Discussions with ECU Governance regarding the updated Constitution
- Writing and distributing for consultation, the new Health & Safety Policy and a raft of procedures in line with the new WHS Act and Regulations.
- Liaising with NetSuite on contractual issues for the new accounting program.
- Reviewing the State Records Act ahead of the Record Keeping Plan Review (Due August)
- Met with DCS to discuss additional Guild space.
- Met with our Lease Manager to request that cleaning services be removed from our variable outgoings as the cleaning services have been of substandard quality.

4.16. Observer Report: Bussiness Support and Finance Manager

- NetSuite Implementation meetings & Training – some functionality issues we trying to resolve
- Assist Sarah R with club affiliation queries. Floats onto Vasco cards for affiliated clubs – only 13 Funded so far plus 1 Basic, 23 approved per Qpay with another 4 rejected and 22 pending – 49 total
- 2021 Audit – progressing with final queries coming through
- 2022 Budget – draft with Senate – over by \$45k but have got that down to \$31K with some recent changes for VO's and tweaks, Senate will likely need to cover the remaining overage. To be finalised in March Senate meeting.
- Guild fair JO & ML for merch sales
- Pricing info for Stephen for current emus merch
- Cleaning quotes for office for Lisa
- Office equipment quotes for potential new office arrangements
- Review of records management plan folder structure

5. Priority Items

5.1. Club Affiliations

Preamble: As many clubs have been enquiring about funds, another batch of affiliations has been processed, so Vasco cards can be allotted to those clubs and they can start using the funds and having events. 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 that receive conditional affiliation are to fulfil the requirements as soon as practicable following the right procedures. The clubs are to attend mandatory induction which can affect their affiliation status with the guild if the induction is missed.

List of Clubs:

FUNDED

ECU Ultimate
ECU Basketball Club
EA at ECU
Ethnocultural Collective
Edith Cowan Aviators
Teach Learn Grow

Stephen declares a conflict of interest as he is the President of the Basketball Club and the Senate decides to let him stay in the room but not vote on the motion.

MOTION

SM2203/02: The Guild endorses the successful affiliation of the clubs listed above for 2022.

Moved: Sarah Rizwan

Seconded: Zair Rizvi

Result: Motion passed unanimously.

6. Discussion Items

6.1. Budget Review

Mel sent a PDF of the 2022 Master Budget to the Senate. We were over by \$45k but have got that down to \$31K with some recent changes for VO's and tweaks, Senate will likely need to cover the remaining overage.

As some senators did not provide Mel with Budget numbers, their departments have been allocated a nominal amount based on prior years given no evidence of planning for actual spending.

Mel has asked the senators to look at their departments to see if there is room for any reductions. Mel advises the senators especially VPs to trim their budgets over the next couple of days and provide it to her by Monday, so we can get it to the university by 1st April.

Mohit mentions that some of the international events he is planning align with the objective of Returning International Students Planning Funding, so that budget could be used for some of the International department's events.

6.2. Health & Safety Policy Consultation and Feedback

Lisa distributed the documents for consultation purposes. The main changes bring in line the Guild's processes with the WHS Act 2020. Previously the Guild maintained a Work Health and Safety Manual. The manual contained procedures that would quickly become out of date as things changed at the workplace. Procedures have been removed and updated and the Policy is now a document that states what the Guild will do in relation to WHS matters. Lisa asked for feedback from Senate – None was received, all members were satisfied with the documents.

6.3. Work Health and Safety

Lisa shares incident reports and the actions taken to mitigate the risks.

INCIDENT REPORTS

6.4. Risk Management

No risks to review.

7. Other Items

Once Faizan is back, he'll conduct performance reviews.

8. Meeting Ends

Meeting ends: 3:10pm

End of minutes.