

ECU Student Guild



#5 Senate Meeting Agenda (April 2022)

ECU Student Guild Senate Meeting Agenda [April 2022]

Teams for South West Senators.

When 19-04-2022 at 13:30

Location: JO.34.402, JO.34.402

Chairperson Faizan Akram

Minute taker Sarah Rizwan

Minutes

1. Opening Address

Meeting Starts: 1:37pm

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 Social Responsibility - Elsa Chew
Vice President Academic - Zair Rizvi
Vice President International - Mohit Raman
Vice President Activities & South West - Amber Hsi
Environmental Officer - Ethan Furlong
First Nations Officer - Savanah Inman
Undergraduate Officer - Rizly Abdue
Sports Officer - Stephen Adkin
General Senator Southwest (Vacant)

Accredited Observers

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

Observers

Marketing & Events Coordinator - Lauren Reed

Apologies

Social Officer - Sadaf Darab

Absent

Postgraduate Officer - Bilal Shaikh
South West Officer - Sarah Wright

1.3. Proxies

Amber has Sadaf's proxy.

1.4. Conflict Of Interest

2. SM2204/01: Approval of March Senate Meeting Minutes

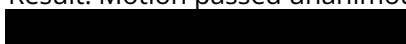
MOTION

SM2204/01: The ECU Student Guild senate agrees that the attached minutes from the March 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: The budget is in a summarised format we use to submit to the university SSAF steering committee. It is in line with the draft issued in the last senate meeting, with further cuts provided by senate departments, as requested.

Overall we are still over the target of \$2,050,000 by \$28,124.16, however, cannot see where we can make further savings, at this time. As the year progresses, various events planned or other budget line items generally remain under budget/unused such as club funding or honorarium, so we do not anticipate we will be over by year-end, but have added a caveat to the budget on Page 2 that if we are over budget on review in Q4, we will submit a reserves request for the deficit.

SCM2204/01: The ECU Student Guild approves the financial budget of year 2022.

Moved: Faizan Akram

Seconded: Sarah Rizwan

Result: Motion passed with Special Majority.

4. Office Bearer Reports

4.1. President

- Student Appeal committees
- Meeting with Education Minister regarding International students and also increase in SSAF funding
- In terms of the Harmony day met with Michelle Rogers (Director student Life)
- NUS State and executive committee meetings
- Attended LTAG Attended VC Forum
- Meeting with Other Guild Presidents
- Working on new structure with University Governance
- Meeting with Alumni team
- Meeting with Angela and Michelle
- Have started performance review of senators
- Attended City campus meeting
- Represented ECU on various panels online
- Attended student supports group
- Student formal meetings
- Following with Admission teams on student admission issue

4.2. General Secretary

- Meeting with Emily (Gen Sec NUS)
- Following up with Constance from library re issue raised in VCSAF
- Meeting with AIESEC re affiliations
- Discussions with Lisa, Mel, Lauren, relevant Senators regarding affiliations
- Emailing affiliated clubs about their successful affiliation
- Attended LTAG meeting
- Sec meeting
- Agendas and Minutes
- CIDC Meeting
- Student Support and Comms Working Group Meeting
- School reps meet and greet
- Education Committee Meeting
- Meeting with Badminton Clubs & Amber
- DVCE portfolio and Student Guild and Student Guild Catch up
- Mel and I had a meeting with Finance and Accounting Society re their external affiliation
- Following up with Clubs re their application
- ECU City Musallah Design Meeting
- Preparing AGM agenda
- Email correspondences with Angela re WAM reversion
- Academic Board Meeting
- Preparing Senate, AGM, E&D Meeting Agenda
- Affiliations
- Responding to senate/club enquiries

4.3. Vice President Social Responsibility

Collaboration and discussion for mental health day at ECU
Equity meet and greet
Harmony day attendance
Planning for IDAHOBIT
Equity and diversity meeting 1
Swan valley tour for international students
attended 1 student appeal
GSA senate meeting
Collective event collaboration and event proposals
International student events proposal for welcoming back new students
Sec meeting

4.4. Vice President Academic

Attend Student Appeal
Meeting with Emily NUS general sec
Interviewing Hamish Regarding WAAPA rep Position
Meeting with School of Nursing rep
Meeting with Student want to register new academic society
Attend Sec meeting
Meeting with ECU Robotics
Attend CIDC meeting
Attend Education board meeting
Meeting with Engineer Australia
Meeting with CASSA
Attend GSA Senate Meeting
Attend Undergraduate Forum Meeting
Attend Academic Board Meeting
Attend ECU city Campus Musalla Meeting
Meeting with ECU Aviators
Attend meeting with Luke burn regarding Academic board
Meeting with student regarding academic issues
Following up with Finona Regarding School of Nursing CTLC
Couple of discussion with Marita regarding ongoing Nutrition workshops
Worked to cut down Budget as required
Reviewing polices
Organised School rep meet & greet
Following up with SSCI admin Daniela regarding CTLC
Discussion with Postgraduate officer and Undergraduate Officer regarding, Schools, Societies, Meeting, Reps and many other things
Following up with Vee Grmusa regarding ECU National Career Week
Contacting Photographer on request from Vee Grmusa regarding LinkedIn
Discussion with Paul regarding upcoming events
Working on industrial tour
Working with School of Nursing rep regarding Seminar regarding Nursing and Midwifery
Working to Organise Solid works Session
Going through QPay approving float top up and grants
Working with societies to plan events according to budget
Discussion with kate from Cobham regarding coming to university to advertise job opportunities

4.5. Vice President International

- Attending international forums online and on-campus
- Responding to international student queries related to their respective concerns
- Meeting with Elsa, Lauren, Amber, Paul regarding upcoming international social events and gatherings
- Planning for events around Perth including Fremantle Prison, Cultural Centres, Rottnest Island
- Discussions with Jon regarding supporting students with available international funds
- Received feedback through online form from international student regarding their experience
- Attended sec meeting
- Reviewed budget on Melissa's request and adjusted it to initial assigned budget

4.6. Vice President Activities & South West

- Helped at Elsa's Equity Meet and Greet event
- Worked with Savanah and ECU Sports in organising Indigenous Games western and national series
- Communicating with ECU Sports and Stephen re emu clubs, trials, and emu launch
- Held open mic session at ML campus
- Correspondence with clubs re event planning, finance and other enquiries
- Rescheduled and organised Pantheon party for Friday, Week 13
- Working on the First Year's Formal, communicating with venue, booking providers, etc.
- Organised Swan Valley Wine and Beer Tour for Week 10
- Attended catch-up with school representatives
- Held the last sundowner at the tavern for this semester
- Meeting with badminton clubs re their affiliation
- Communicating with Sadaf re the upcoming Eats n Beats event
- Attended the South-West Beer and Wine Tour in Bunbury

4.7. Environmental Officer

Since the last meeting of the ECU Student Guild, I have completed the following duties;

- Worked on the Student Garden Proposal
- o Created a Teams group to collaborate with Elsa and Savannah
- o Taken measurements of the student garden for shade structure and mural painting
- o Plant and planting research with final choices pending consultation with an Elder
- o Investigation of part-shade structure options to keep pine needles out of garden
- o Draft copy of City of Joondalup proposal
- Followed up with on-campus outlets about Containers for Change
- o Café 6 and 23 aligned with ECU
- o Plantation and Bermuda waiting to hear back
- o Roll'd happy for a collection point
- Investigated options for Guild Containers for Change Strategy
- o Code cards for students
- o Potential club partnerships
- o Causes
- Contacted Wellbeing Club about potential crossover event regarding pot planting
- Continued to work with Nutrition Hub on collaboration for 2 semester 2 events about the environmental impact of food and its supply chain
- Assisted with International Student event at Birra Bar
- Final planning and preparations for Campus Clean Up event on 22nd April
- Packed prize packs for Pen Recycling giveaway – going out this week
- SSAF Reporting Data Entry

4.8. First Nations Officer

- Meeting with Kurongkurl Katitjin to discuss ideas I have, for their advice, what they can do to help with engagement with Indigenous students
- Meeting with Amber to discuss financial capabilities for the Indigenous National Games
- Meetings for the National Indigenous Games
- Emailing a restaurant for a student dinner, an escape room, and a cultural tour
- Meeting with Elsa and Ethan to plan the proposal for the Environmental and Aboriginal inclusive Guild Garden
- Emailing with local First Nation artists for the Mural for the Environmental and Aboriginal inclusive Guild Garden that I am working on with Elsa and Ethan
- Attended the wine tour with the Bunbury southwest campus with Amber and the southwest officer Sarah

4.9. Undergraduate Officer

- Had Meetings with
AISEC
Engineers Australia
- Organized Undergraduate Forum with Zair
- Had meetings with
Robotics
CAASA
Engineers Australia and
ECU Aviators regarding undergraduate forum
- Met with Kym Spann - Student & Graduate Engagement Manager at Engineers Australia
- Met with Reza Esmaeili - Young Assest Management practitioner National Chair at Asset Management Council
- Finalized the itinerary for Undergraduate Forum
- Did the risk assessment and event form stack with Lauren
- Appointed a new WAAPA Representative
- Organized the undergraduate rep meet and greet
- Organized Reps BBQ
- Planning USD meetings
- Attended GSA Senate meeting
- Helped out Elsa with meet and greet
- Attended Engineers Australia event
- Attended Nutrition workshops
- Conversation with Zair regarding Academic department events and society enquiries

4.10. Postgraduate officer

4.11. South West Officer

- Event planning for wine tour, paint n sip, mental health day, pickleball try out day, learn to surf event
- Ordering, stocktake of guild supplies
- Attended the Wine Tour event - successful, good feedback for next years
- Refurbishment proposal planning
- Responding to student enquiries in person and via social media/email
- Ongoing organisation, paperwork, graphic design, production for events on South West campus and initiatives
- Policy reviews
- Commenced reporting events, turn outs, feedback to guide future events for coming year
- Commencing Q1 reporting

4.12. Social Officer

- Writing a reflection for the Holi and Nowruz event
- Sorting out invoices for the vendors and performers
- Inquiring about the Nowruz and Holi incident with the dancer
- Contacting performers for Eats N Beats
- Working on the budget rundown
- Contacting sound engineer for PA and sound system hire and mix
- Meeting with Paul and Lauren about the logistics and planning of Eats N Beats
- Performance review with Faizan
- Keeping contact with Lauren and Paul and Amber to make sure planning is going forwards smoothly for the event

4.13. Sports Officer

4.14. General Senator (South West)

Vacant

4.15. Observer Report: Operations Manager

- Multiple meetings with ECU Governance regarding the Guild Constitution
- Meeting with Dircksey Editor to clarify the role of Dircksey Volunteers
- CIDC Meeting – In particular Health & Safety Policies & Procedures and reviewing feedback
- Student Support & Comms Meeting
- Setting up new office space
- Legislative Committee Meeting – Constitution endorsed
- GSA Senate Meeting – Thank you for contributing
- DVCE Meeting – Discussed the Guild's role in finding student accommodation, Financial referrals, discussed reconvening the Respect Now Always Group to address Sexual Assault and Harassment in the University particularly in light of the National Student Survey
- One week of leave last week

4.16. Observer Report: Bussiness Support and Finance Manager

- 2022 Budget has been finalised and converted to format used to submit to ECU and passed onto Lisa for Fees Allocation Deed Sub-Committee process
- 2021 audit has been finalised and Financial Report ready for approval today in later agenda item
- Assisting SR with Club affiliation queries and processing Vasco cards for approved clubs and transferring \$200 initial float for each
- Payroll/HR support as required
- Annual report Finance report
- Cleaning quotes to look at our own cleaners for Guild space
- Assist with new office space set up
- POS quotes – potential temp office/meeting space to put within JO office. Looking at pricing and space/layout – 1 or maybe 2 depending.

5. Priority Items

5.1. Club Affiliations

Preamble: 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 fulfill 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 Finance & Accounting Society
AIESEC in ECU
ECU Intelligence & Security Student Association
ECU Women's Community
ECU Women in Business
ECU Queer Collective
The Contemporary Art Club
ECU Bahá'í Society
ECU Student Futsal
Woman in Engineering @ Edith Cowan University
ECU Cheer & Dance
ECU Student Tennis
ECU Wellbeing Community
Ahlulbayte Humanity Club
Arts Management Student Organisation
Enactus at ECU
Students for Sensible Drug Policy - ECU
ECU Student Volleyball

BASIC

Club Diva
The Gospel Stand
Christian Union Mount Lawley

MOTION

SM2204/02: The Guild endorses the successful affiliation of the clubs listed above for 2022.

Moved: Sarah Rizwan

Seconded: Zair Rizvi

Result: Motion passed unanimously.

5.2. Continuous Improvement and Development Committee Recommendations

Preamble: Following the CIDC meeting held on 31st March, the following policies have been reviewed by CIDC to be approved by the Senate.

Lisa is happy to discuss the policies.

MOTION

SM2204/03: Senate to approve the below policies as reviewed by CIDC.

1. Access to Personal Files Policy
2. Events Management Policy
3. Workplace Bullying Policy
4. Work Health & Safety Policy
5. Emergency Plan
6. Extreme Weather Procedure
7. Hazard, Incident and Near Miss Procedure
8. Injury Management & Return to Work Procedure
9. Managing Misuse of Drugs and Alcohol Procedure
10. Smoke Free Workplace Policy
11. Workplace Ergonomics Policy

Moved: Sarah Rizwan

Seconded: Zair Rizvi

Result: Motion passed unanimously.

CIDC has also recommended the repeal of the Communications Senate Staff Policy.

Lisa explains the recommendations made by CIDC.

MOTION

SM2204/04: Senate to approve the repeal of the Communications Senate Staff Policy.

Moved: Sarah Rizwan

Seconded: Zair Rizvi

Result: Motion passed unanimously.

[REDACTED]

5.3. Discount on Guild and Emu's Merchandise

Preamble: In order to increase the benefits available to all staff, senate, and other personnel whilst engaged with the Guild, it is proposed that a discount on Guild and Emu's merchandise be applied to all those individuals wanting to purchase merchandise. This discount will not apply retrospectively. This does not apply to clubs engaged with the Guild.

Faizan clarifies if the discount applies to the clubs and Lisa clarifies that it does not include the clubs engaged with the guild.

MOTION

SM2204/05: The Senate approves the application of a 50% discount on Guild/Emu's Merchandise for all Employees and Volunteers (Inclusive of Senate).

Moved: Sarah Rizwan

Seconded: Zair Rizvi

Result: Motion passed unanimously.

5.4. Operations Manager Contract Renewal (In Camera)

[REDACTED]

[REDACTED]

In Camera Discussion

MOTION

SM2204/06: Senate to approve the renewal of Lisa Dwyer's Operations Manager contract for another 3 years.

Moved: Elsa Chew

Seconded: Faizan Akram

Result: Motion passed unanimously.

5.5. Approval of 2021 Financial Report

Preamble: Attached below is the draft Financial Report for 2021 and associated documents that need to be signed off by Faizan Akram and Sarah Rizwan on behalf of the ECU Student Guild, ready to be motioned by the student members on AGM on 21st April and then signed off by the auditors.

MOTION

SM2204/07: Senate to approve the 2021 Financial Report and associated documents which will then be signed off by Faizan Akram and Sarah Rizwan, and included in the AGM for student member approval.

Moved: Faizan Akram

Seconded: Sarah Rizwan

Result: Motion passed unanimously.

[📎 Audit_completion_report_ECU_2021.pdf](#)

[📎 ECU_Student_Guild_-_Management_Report.docx](#)

[📎 Management_Representation_Letter_2021.docx](#)

[📎 Draft_Audit_report_2021.pdf](#)

[📎 Draft_Independence_declaration_2021.pdf](#)

[📎 Final_report_EC_Guild_-_Copy.pdf](#)

6. Discussion Items

6.1. Welcome International Students Back Field Trips

Welcome international students back on campuses monthly field trips agenda utilizing the Welcome International Students funds.

After discussion between Elsa (VP Social Responsibility) and Mohit (VP International), they have come up with the itinerary of monthly field trips to welcome International students back on campus and to ECU.

Please see attached list of places drafted for visits. Senate, please recommend any others of interest and please volunteer yourselves to lead the trips if available.

[REDACTED]

6.2. Constitution Updates – ECU Governance & Legislative Committee

Lauren enters at 2pm.

Lisa provides an update.

The Guild Constitution was endorsed by the Legislative Committee and will go to the next Council meeting on the 28th April. In the meantime, the guild will put the reforms to vote at the AGM.

6.3. Event Planning

Lauren talks to the senate about event planning and asks the senators to submit the event proposals and risk assessment form a minimum of two weeks in advance. She asks the senators to do the risk assessment thoroughly and identify all risks possible with the event being conducted. Reference can be taken from previous risk assessments conducted for similar events.

Lauren also suggests having a look at the events calendar and scheduling events according to the schedule.

Lauren leaves at 2:34pm

6.4. Work Health and Safety

The related policies and procedures have been approved in the meeting.

6.5. Risk Management

Following Risk were reviewed by CIDC in the last CIDC meeting.

5. Confidentiality

5.1. Loss of reputation added to impact description

6. Workplace injury sustained through Events, including set up, pull down

6.1. Updated OHS to WHS throughout to reflect updated legislation

6.2. Increased Probability score to 4

6.3. Updated Employees and Senator terms to "Workers" to match the WHS legislation.

7. RSI & Muscular skeletal strain due to workstation ergonomics

7.1. Added provision of OT assessments of workstations as required to mitigation notes.

7.2. Updated Employees and Senator terms to "Workers" to match the WHS legislation.

8. Biological contamination from food suppliers, kitchen facilities and BBQs

8.1. Added into mitigations "Clearly listing ingredients of foods during events"

9. Vehicle Accidents

9.1. Added "Journey cover provided for all workers for travel to and from the workplace" to mitigations.

9.2. Updated Employees and Senator terms to "Workers" to match the WHS legislation.

7. Other Items

Lisa and Mel leave at 2:45pm

8. Meeting Ends

Meeting ends: 2:46pm

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

Minutes of #5 Senate Meeting Agenda (April 2022) on 19-04-2022

Summary of Attachments

Attachments

Item	File Name
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2.	
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5.2.	
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5.5.	
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6.1.	
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Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > 