

ECU Student Guild



#7 Senate Meeting Agenda (June 2022)

ECU Student Guild Senate Meeting Agenda [June 2022]

When 28-06-2022 at 10:00

Location: JO.1.447, JO.1.447

Chairperson Faizan Akram

Minute taker Sarah Rizwan

Minutes

1. Opening Address

Meeting Starts: 10:07 am

SM2206/04: Motion raised by Bilal for Sarah to chair the Senate Meeting in Faizan's absence.

Moved: Bilal Shaikh

Seconded: Elsa Chew

Result: Motion passed unanimously.

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 International - Mohit Raman
Environmental Officer (Vacant)
First Nations Officer - Savanah Inman
Undergraduate Officer - Rizly Abdue
Postgraduate Officer - Bilal Shaikh
South West Officer (Vacant)
Social Officer - Sadaf Darab
Sports Officer - Stephen Adkin
General Senator Southwest (Vacant)

Accredited Observers

Operations Manager - Lisa Dwyer

Observers

Apologies

Business Support and Finance Manager - Melissa Johnston
Vice President Academic - Zair Rizvi
Vice President Activities & South West - Amber Hsi

1.3. Proxies

Rizly has Zair's proxy
Sadaf has Amber's proxy.

1.4. Conflict Of Interest

NIL

2. SM2206/01: Approval of May Senate Meeting Minutes


MOTION

SM2206/01: The ECU Student Guild senate agrees that the attached minutes from the May Senate Meeting are accurate and can be published on the Guild's Website once redaction has occurred.

Moved: Sarah Rizwan

Seconded: Faizan Akram

Result: Motion passed unanimously.



3. Circular Motion

4. Office Bearer Reports

4.1. President

- Organizing and planning for next events for the semester. Students communications meeting.
- DVCE meeting with Angela Hill.
- Meeting with ECU Sports.
- Attended General misconduct meeting.
- Attended first year formal and Western invitational opening.
- Attended Academic board meeting.
- Attended Ltag meeting.
- Attended SSAF steering committee meeting.
- Working on NUS WA agenda for higher education.
- Attended Council strategic and Governance workshop and also council meeting.
- Attended youth disability awareness training.
- Interviewed potential candidate for Environmental officer role.
- Helping senators with new potential ideas for Sem 2

4.2. General Secretary

- Attended SEN Session
- SSAF Advisory Forum
- CIDC Meeting
- Student Support and Comms Working Group meeting
- Academic Board Meeting
- DVCE Portfolio and Student Guild Catchup
- Equity and Diversity Committee meeting
- USD Meeting
- Researching event ideas for SW
- Reviewing other guild websites and resources for inspiration and improvement in our current resources
- Emails, Agendas, Minutes, Redacting, Scheduling and Cancelling Meetings
- Senate, Club and Student enquiries

4.3. Vice President Social Responsibility

- Planning and executing ranger reds with vp international Mohit- thank you Mohit for attending on my behalf with students on a Sunday.
- Equity meeting for June scheduled in for this Thursday mount lawley
- Discussions with First Nations for the garden painting later in the year when it's less rainy and cold. Proposing for a garden volunteer schedule.
- Helping propose ideas for First Nations bookshelf to be launched during NAIDOC week in July.
- Proposing next international field trip, place tbh.
- Reorganizing environmental department events and past communications.
- Attended first year formal - good work kudos Amber
- Participated in the guild survey.
- Organizing and planning for next events for the semester.

4.4. Vice President Academic

4.5. Vice President International

- International tour down south ranger reds zoo, went really well and received great feedback from all students
- Planning on taking a cricket team for uni games in August
- Planning other events for international students (Independence Day, Movie night, Perth Cultural Centre, Fremantle Prison)
- Monthly events will be bowling night, escape room for international students
- Meeting with Kyla Devine from sports centre regarding cricket tournament
- Meeting with Hasit from Enactus regarding supporting new international students arriving in semester 2

4.6. Vice President Activities & South West

- Indigenous games at Curtin University
- Communication with clubs re grants and affiliation changes for semester 2
- Planned and held the First Year Formal
- Communicated with venues about holding the Guild Ball
- Finalised Emu Club's Uniform order
- Meeting with Belinda and Faizan re student engagement idea
- Worked on event proposal Guild and Jets collaboration during NAIDOC week
- Worked on NAIDOC promotional video with KK and Jets
- Helped plan the Soccer Exhibition match to wrap-up ECU Western Invitational Series
- Started planning Emu Faction Carnival for next semester
- Helped organise meeting between Faizan and new environmental officer, Scott Reynolds
- Helped plan and attended the ECU Western Invitational Series

4.7. Environmental Officer

Vacant

4.8. First Nations Officer

- Confirmed 'High Grounds' movie screening for semester 2
- Purchased books for a First Nation book activity in semester 2
- Collaborated with Kurongkurl Katitjin for a NAIDOC video
- Communication with Aboriginal and Torres Strait Islander student success officer to organise possible collaborations for semester 2 orientation week
- Discussed possible NAIDOC week activities with Equity and Diversity Dept.
- Confirmed date with Aboriginal and Torres Strait Islander Future Students Engagement Coordinator the "Dreaming at ECU" event which is in November
- Purchased Aboriginal and Torres Strait Islander flags
- Communication with ECU Sports
- Completed a Reconciliation Week statement which was put onto the Student Guild Facebook page

4.9. Undergraduate Officer

- Had some meetings with Zair regarding the undergraduate department events, academic events and CTLC meetings
- Addressing some issues with
 - o Physiology society and
 - o CAASA
- Had USD meeting
- Catch up with the reps who didn't attend the meeting
- Reps for School of Science (Cyber security) and School of medical science are graduating this semester, so we are looking for new representatives so feel free suggest any.
- Assisting some students
- Some meetings regarding undergraduate forum for school of business and law
- Meeting with Bilal for the team building event for the undergraduate and postgraduate reps
- Organising Escape rooms for reps
- Finalizing Fremantle prison tour
- Working on Undergraduate department policy
- Working on Academic department policy and Academic club policy with Zair
- Policy consultation with Zair and Sarah

4.10. Postgraduate officer

- o Meeting with PG Reps of School of Science
- o Coordination with IEEE ECU Club on elections new committee members
- o Engineering PG breakfast
- o PG council meeting twice in June
- o APR Intern seminar via Teams with APR Intern in Melbourne
- o Planning meeting for immigration seminar
- o Meeting VP Academics and UG Officer for setting up events and budgeting

4.11. South West Officer

Vacant

4.12. Social Officer

- Meetings with Amber, Paul, Lauren, and Luke for first year formal
- Going through first year formal to confirm first year students
- Attended first year formal
- Looking for venues for next semester big events (EMU Gala, Clubs Awards Night, Guild Ball)
- Attended Youth Disability Awareness training
- Looking for more events to run for semester 2

4.13. Sports Officer

4.14. General Senator (South West)

Vacant

4.15. Observer Report: Operations Manager

- Recruitment – 2 new GSA's commence on 4th July with Dana who has been temping at the Guild for the past month who will now take on a permanent role as GSA at the end of her temp assignment. Michelle McVicker also joins us on 18th July as HR & WHS Officer.
- Reviewing Guild meeting attendance. New Guild Team Meeting for staff and Senate organised quarterly. Team building activities will be planned for some of the meetings. The meeting in August location and activity is TBC.
- Met with David Titeu of Linkmate to advise that we would be delaying any consideration of the Linkmate opportunity until Semester 1 2023.
- Attending the University Mental Health Strategy meeting
- Attended the SSAF Forum to agree the SSAF priorities for 2022. SSAF Deed will be distributed for signing on 30th June. We also discussed the University's review of the Application of SSAF to International Students across Australian Universities. The finding is that out of 9 Universities surveys, 5 charge SSAF to International Students. Professor Arshad Omari (Deputy Vice-Chancellor) will be support a recommendation to the University Council that a portion of the existing International Fees is recognised as SSAF and distributed in accordance with the regulations. This would mean an increase to the Guild funds in 2023.
- Held a CIDC meeting. The Risk Management Policy & Procedure and Wellness Days policy reviews were all approved through the committee and will be distributed for approval thorough Senate via Circular motion.
- Some initial changes have been made to the main Guild office in Joondalup, however, we are waiting on BGIS to carry out some electrical works before the layout is finalised. This will give space back to the students. We are also making more effort to advertise the Guild facilities to students through the socials to ensure that we increase foot traffic through this area.
- We had an issue with the GSA appointments recently where a number of fake appointments had been made by an individual. When identified we managed to trace the IP address and cancel all of the other fake appointments before they became an issue. We are in the process of investigating the origin of the IP address.
- Attended Youth Disability Awareness Training provided by YDAN. Excellent and valuable training and discussions are being undertaken to introduce additional sessions for all senators that did not make it.
- The SharePoint structure in relation to the State Records Act requirements has been submitted to DSC-IT who has their SharePoint Architect looking over the planned project. We hope to roll out the new structure and data retention practices over the next few months.
- Managing NetSuite contract issues with Mel.

4.16. Observer Report: Bussiness Support and Finance Manager

5. Priority Items

5.1. Recommendation of SSAF Fee Level 2023

Faizan joins at 10:24 am

Preamble: It was noted that under University Statute No 29, the Guild is required to provide a recommendation to Council regarding the proposed level of SSAF for the following calendar year. The Advisory Forum noted the current SSAF fee is set at the maximum level permissible under the Higher Education Support Act (HESA) 2003. ECU's Vice Chancellor will likely be recommending that the fee for 2023 be set at the maximum level under the HESA provisions. The Student Guild is requested to submit its recommendation in writing by 30 June 2022. The recommendation will be submitted to the Resources Committee at its 9 August meeting for endorsement and then to Council for approval at the 18 August meeting.

MOTION

SM2206/02: The Senate approves the recommendation that SSAF fees be set at the maximum permissible amount in 2023.

Moved: Sarah Rizwan

Seconded: Faizan Akram

Result: Motion passed unanimously.

5.2. Environmental Officer Role (In Camera)

SM2206/03: The senate appoints Scott Reynolds as the Environmental Officer for the rest of 2022.

Moved: Faizan Akram

Seconded: Sarah Rizwan

Result: Motion passed unanimously.

6. Discussion Items

6.1. Work Health and Safety

No significant updates.

Currently testing different platforms to see what meets our needs. Looking for a way to communicate outside of Employment Hero.

6.2. Risk Management

Risks reviewed by CIDC and updates

1. Injury or illness when travelling

a. Loss of productivity/performance added as an impact

b. Update to impact and probability to 4 respectively

c. Agreement that travel policy to be updated to include overseas travel and insurance requirements as per risk register mitigations

d. Mitigated probability updated to 3 to reflect that some of the probabilities are out of the Guild's control regardless of mitigations, however mitigations will assist the Guild in managing risks presented should the risk occur

2. Workplace mental health issues

- a. Increased grievances and loss of productivity/performance added to impact description
- b. Probability increased to 4 without mitigations
- c. CIDC undertook a review of the mitigations and identified some areas that needed to be improved upon by the Guild in the short term in relation to the mitigations that we have identified, including establishing wellness program activities
- d. Some of the wording for mitigations were updated to provide clarity on the Guilds actions

3. Exposure to environmental conditions

- a. High UV and loss of productivity/performance added to impact description
- b. Increase of impact and probability scores to 3
- c. Mitigations notes updated to reflect that advice and guidance would be provided to workers on working in hot/cold conditions, rather than training
- d. Responsible officers updated

4. Electrocution from faulty equipment

- a. Responsible officers updated

5. Workplace housekeeping and cleanliness

- a. Guild reputational risk and loss of productivity/performance added to impact description
- b. Exploring appropriate storage within the University on an ongoing basis added in mitigation notes

5. PRIORITY ITEMS

5.1. Risk Management Policy

5.1.1. Some of the terms in relation to workers and WHS Act were updated to align with the WHS Act 2020

5.1.2. Additional changes were reflected in the roles listed in the policy

5.2. Risk Management Procedure

5.2.1. Some of the terms in relation to workers and WHS Act were updated to align with the WHS Act 2020

5.2.2. Additional changes were reflected in the roles listed in the policy

5.3. Wellness Days Policy

5.3.1. Some of the terms in relation to workers and WHS Act were updated to align with the WHS Act 2020

5.3.2. Additional changes were reflected in the roles listed in the policy

5.3.3. Updated clause 5.2 to accurately reflect wording in Enterprise Agreement – “Call” replaced with “advise”

7. Other Items

Faizan raised 2 items:

- 1) Asks the senate to spread the word and tell the students not to forge medical certificates as it is a criminal offense, he mentions that a student was expelled for forging a medical certificate in the last student appeal meeting.
- 2) Faizan asks the senate to update their availability on the board in the office.

Bilal raised an issue faced by an international student and asks how the guild could help the student. Lisa provided feedback and Faizan suggests to book an appointment with the GSA to establish what help the student needs. Bilal mentions he has advised the student to meet a GSA.

Sarah reminds the Senate to fill out timesheets on time.

8. Meeting Ends

Meeting ends: 10:52 am

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of #7 Senate Meeting Agenda (June 2022) on 28-06-2022

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]