

Wednesday

14

## Senate Meeting 1

🕒 1:00 PM - 3:00 PM

Dec 2022

Senate 2023 📍 JO1.447

### Agenda

#### 1 | #1 Senate Meeting Agenda (December 2022)

President

ECU Student Guild Senate Meeting Agenda (December 2022)

When: 14-12-2022

Where: JO.1.447

Chairperson: Sarah Rizwan

Minute taker: Sadaf Darab

#### 2 | Opening Address

President

Meeting starts: 1:03pm

#### 3 | Acknowledgment of Country

President

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.

#### 4 | Attendance

President

President - Sarah Rizwan

General Secretary - Sadaf Darab

Vice President Social Responsibility - Scott Reynolds

Vice President Academic - (Vacant)

Vice President International - Rizly Abdue

Vice President Activities & South West - (Vacant)

Equity Officer - (Vacant)

Environmental Officer - Beatrice Bett

First Nations Officer - (Vacant)

Undergraduate Officer - Taqi Razvi

Postgraduate Officer - Bilal Shaikh

International Officer - Owais Ahmed

South West Officer 2 - (vacant)

Social Officer - Nikhil Howal

Sports Officer - Sarah Staker

#### Accredited Observers:

Operations Manager - Lisa Dwyer

**Observers:** Zair Rizvi

**Absents:** South West Officer 1 - Shane Derby

## 5 | Proxies

NIL

President

## 6 | Conflict Of Interest

NIL

President

## 7 | SM2212/01 Approval of October Senate Meeting Minutes

MOTION SM2212/01: The ECU Student Guild senate agrees that the attached minutes from the October Senate Meeting are Accurate and can be published on the Guild's website once redaction has occurred.

Moved: Sarah Rizwan

Seconded: Sadaf Darab

Result: passed unanimously

President

## 8 | Circular Motion

NIL

## 9 | Office Bearer Reports

- President
  - Induction and training
  - Helping senators
  - Working on filling vacant positions
  - Student appeals
  - Checking 800 emails
  - Correspondence with various university staff re senate changes and committees
  - Student Christmas lunch
  - Various discussions with Lisa
- General Secretary
  - Induction and training
  - Handover from Sarah
  - Handover to Nikhil
  - Catching up on emails
  - Following up with clubs regarding their end of year fund and receipts
  - Catching up on clubs affiliations
  - Creating agenda and learning Decisions
  - Helping clubs with affiliations and other queries
  - Student Christmas lunch
- Vice President Social Responsibility - Scott Reynolds
  - Inductions and on boarding
  - Handover with Elsa
  - Handover and on boarding assistance with Beatrice
  - Photo with VC for ECU / ECU Guild Single use bottle ban

President  
General Secretary  
Vice President - Socia...  
Vice President - Inter...  
South West Officer  
Postgraduate Officer  
International Officer  
Environmental Officer  
Sports  
Lisa Dwyer  
Under Graduate

- Follow up interview with Hayley Butler
- Budget work on SR profile (drafts added to departments to assist with onboarding/handover)
- Events updated in line with Diversity Australia's Event plan
- Vice President Academic - (Vacant)
- Vice President International - Rizly Abdue
  - Senate inductions and training
  - Attended LTAG Meeting
  - Budget planning for the year 2023
  - Catching up with International Officer Owais
- Vice President Activities & South West - (Vacant)
- Equity Officer - (Vacant)
- Environmental Officer - Beatrice Bett
  - Induction and training
- First Nations Officer - (Vacant)
- Undergraduate Officer - Taqi Razvi
  - Induction and training
- Postgraduate Officer - Bilal Shaikh
  - Coordination and delegation for AJCAI 2022
  - Engineering morning tea
  - Senate induction
  - Certificates and employment hero
  - Work around appointment to Academic board, education committee and Research and Higher Degrees Committee
- International Officer - Owais Ahmed
  - Induction and training
- South West Officer 1 - Shane Derby
- South West Officer 2 - (Vacant)
- Social Officer - Nikhil Howal
  - Senate induction and training
  - Team building activity
  - Activation of Guild email
  - Attended Christmas lunch
  - Catching up with Michelle regarding email activation and certification procedures
- Sports Officer - Sarah Staker
  - Correspondence between sports office and guild
  - Affiliation of Tenpin bowling
  - Helping Tennis sort Vasco Card
  - VC correspondence to receive \$5000 Grant after UNIGames
- Observer report - Operations Manager

## 10 | Priority Items

President

### 1. VP Academic Appointment (IN CAMERA)

[REDACTED]

[REDACTED]



MOTION SM2212/02: The Guild appoints Zair Rizvi as the Vice President Academic for 2023 effective immediately.

Moved: Sarah Rizwan

Seconded: Rizly Abdue

Results: Motion passed unanimously



## 2. Equity Officer Appointment (IN CAMERA)



MOTION SM2212/03: The Guild appoints Joanne Lucks the Equity Officer for 2023.

Moved: Sarah Rizwan

Seconded: Owais Ahmed

Results: Motion passed unanimously

## 3. First Nations Officer Appointment (IN CAMERA)



MOTION SM2212/04: The Guild appoints Fabian Yarran as the First Nations Officer for 2023.

Moved: Sarah Rizwan

Seconded: Scott Reynolds

Results: Motion passed unanimously

## 4. Disciplinary Committee (DC) - (SM2212/05, SM2212/06, SM2212/07)

PREAMBLE: Referring to ECU Guild constitution Schedule 1 (see attached)

(1) The Senate will establish a Discipline Committee.

(2) The role of the Discipline Committee will be to investigate all charges of contraventions of the Policies or of the Constitution and to impose penalties described in the Constitution.

(3) Membership

(a) The Discipline Committee will comprise:

(i) the Chair, who will be a Member of the Senate who is not the President or the General Secretary, and who will hold only a casting vote on the Committee.

(ii) one other Member of the Senate who is not the President or the General Secretary; and

(iii) 3 Members who are not members of the Senate, at least one of whom will be female and at least one of whom will be male.

(b) Subject to item 3(3) (c) of the constitution, the General Secretary will be the Executive Officer of the Discipline Committee.

(c) If the General Secretary is the subject of proceedings, the Executive Officer will be appointed by the Discipline Committee.

MOTION SM2212/05: The Guild establishes a Discipline Committee for 2023 senate term which will be the investigative body of all charges if contraventions of the Policies or of the Constitution if referred by an eligible person or persons, and to impose penalties described in the Constitution as relevant. This is to ensure accountability, equality, and transparency is being upheld by the ECU Student Guild as best as possible at all times.

Moved: Sadaf Darab

Seconded: Sarah Rizwan

Results: motion passed unanimously

The members of the DC consist of;

- 3 Members (students), to be advertised on Guild socials for expressions of interest

- Chair of DC (Senator, not President or General Secretary)

- One Senator (Not Chair, President or General Secretary)

An expression of interest to be opened to the senate for Chair of DC and one senate member of DC. If there is more than 1 senate member nominated for each role, then voting will occur.

Zair expressed interest for being the chair of DC. No other senate member expressed interest.

MOTION SM2212/06: The Guild appoints Zair Rizvi as the Discipline Committee Chair for 2023.

Moved: Sarah Rizwan

Seconded: Owais Ahmed

Results: Motion passed unanimously

Owais expresses interest for being the senate member of Discipline Committee. No other senate member expressed interest.

MOTION SM212/07: The Guild appoints Owais Ahmed as the Discipline Committee senate member for 2023.

Moved: Sarah Rizwan

Seconded: Beatrice Bett

Results: Motion passed unanimously

#### 5. Continuous Improvement and Development Committee (CIDC)

PREAMBLE: The Senate is required to appoint one senator to be on CIDC along with mandatory members Lisa Dwyer (Operations Manager) and Sadaf Darab (General Secretary).

An expression of interest to be opened to the senate for a senate member to sit on CIDC for the rest of 2023. If there is more than 1 senate member nominated, then voting will occur.

Scott and Rizly express their interest to sit on CIDC as a senate member. Scott and Rizly leave the room at 1:45pm for discussion and voting to occur.

MOTION SM2212/08: The Guild appoints Rizly Abdue as the Guild senate member to sit on CIDIC for the rest of the 2023 term.

Moved: Owais Ahmed

Seconded: Bilal Sheikh

Results: Motion passed with special majority.

Scott and Rizly return to room at 1:52pm.

#### 6. CIDC Policies

PREAMBLE: CIDC recommends the following policies to be approved.

MOTION SM2212/09: Senate to approve the attached policies.

1. Corporate Credit Cards Policy
2. Purchasing Payment Policy
3. Membership Facilities and Services Policies
4. Training Development Policy
5. Accounting Policy
6. Financial Management Policy
7. Acceptable Use Policy
8. Privacy Policy
9. Banking Management Policy
10. Generating and Receiving Income Policy
11. Employee Code of Conduct
12. Senate Code of Conduct
13. Complaints Management Policy
14. Procurement Policy
15. Honoraria Policy
16. Student Financial Support Policy

Moved: Sadaf Darab

Seconded: Sarah Rizwan

Results: Motion passed unanimously

## 11 | Discussion Items

### 1. Office Bearer Reports (OBRs)

Sarah R. discussed the new OBR template that senate can now use to report their activities to their relevant VP and/or President. The template is also attached to this file.

### 2. Training

Reminder for senate that the due date for completing all their induction and on boarding trainings is midday Thursday 22nd of December 2022. Failure to complete all required trainings before the due date may result in their honoraria being withheld and will not be recoupable.

President  
Lisa Dwyer

### 3. Budget Plan

Lisa encourages senators to contribute to the brainstorming activity on Microsoft Teams using Microsoft whiteboard regarding events and activities that can occur next year. In relation to budget planning, VPs and their relevant officers to work together and create their budget plan in collaboration with each other to run events that are in best interest of the students. The deadline for completing the budget plan for 2023 is on the 15th of January.

### 4. South West Senator (IN CAMERA)



MOTION SM2212/10: Senate to remove Shane Derby from his position of South West Officer effective immediately.

Moved: Rizly Abdue

Seconded: Nikhil Howal

Result: Motion passed unanimously

### 5. Work Health and Safety

Lisa provides update on that

### 6. Risk Management

Lisa provides update on that

1. Senate timetables and calendars

Sadaf to ask the Senate to share their timetables and calendars, so the meeting dates and times for 2022 can be organised.

2. Secret Santa

Christmas is coming up. Senate to have a Christmas dinner and exchange gifts with each other to get to know each other better.

3. Vice President Activities and South West

Position is still vacant. Suggestions for this position to be directed to Sarah Rizwan.

4. Senator of the month

Starting from January, senate will elect a senator of the month and an appreciation gift will be given to them.

5. Attendance sheet

Attendance sheet for the senate to fill in order to keep track of senate attendance to the office.

6. Feedback

Senate to provide feedback of their first senate meeting.

**13 | Meeting Ends**

Meeting ends: 3:03pm