

ECU Student Guild



#11 Senate Meeting Agenda (October 2022)

ECU Student Guild Senate Meeting Agenda [October 2022]

When 25-10-2022 at 12:00

Location: JO.1.447, JO.1.447

Chairperson Faizan Akram

Minute taker Sarah Rizwan

Minutes

1. Opening Address

Meeting Starts: 12:13pm

In Faizan's absence, Sarah chairs the meeting.
Sadaf is the minute taker.

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

General Secretary - Sarah Rizwan
Vice President Social Responsibility - Elsa Chew (via teams)
Vice President Academic - Zair Rizvi
Vice President International - Mohit Raman (via teams)
First Nations Officer (Vacant)
Environmental Officer - Scott Reynolds
Undergraduate Officer - Rizly Abdue
Postgraduate Officer - Bilal Shaikh
South West Officer 1 (Vacant)
South West Officer 2 (Vacant)
Sports Officer - Sarah Staker (via teams joined @12:28pm)
Social Officer - Sadaf Darab

Accredited Observers

Operations Manager - Lisa Dwyer
Finance & Administration Coordinator - Suzie Peters

Apologies

Faizan Akram

Absent

Vice President Activities & Southwest - Amber Hsi

1.3. Proxies

Sarah has Faizan's proxy.

1.4. Conflict Of Interest

NIL

2. SM2210/01: Approval of September Senate Meeting Minutes

MOTION

SM2210/01: The ECU Student Guild senate agrees that the attached minutes from the September Senate Meeting are accurate and can be published on the Guild's Website once redaction has occurred.

Moved: Sarah Rizwan

Seconded: Zair Rizvi

Result: Motion passed unanimously.

3. Circular Motion

Preamble: Club Affiliation Policy has been reviewed by CIDC and is subject to Senate approval.

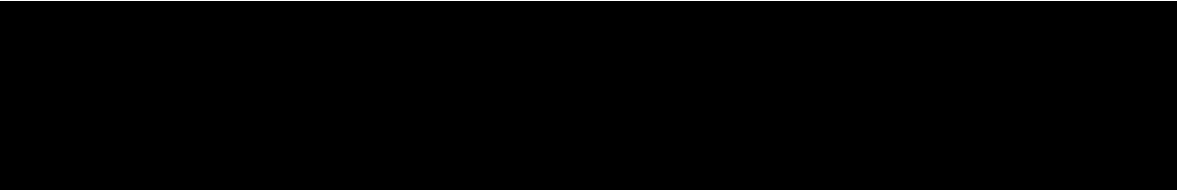
MOTION

SCM2209/02: Senate approves the attached Club Affiliation Policy as recommended by CIDC.

Moved: Sarah Rizwan

Seconded: Zair Rizvi

Result: Motion passed unanimously.



MOTION

SCM2209/03: Senate to approve using Social department budget to book hotel rooms for the night of Emus Gala and Guild Ball for VP Activities and South West Amber Hsi.

COI declared by Amber.

Moved: Sarah Rizwan

Seconded: Faizan Akram

Results: Motion passed unanimously with abstention from Zair.

4. Office Bearer Reports

4.1. President

4.2. General Secretary

- International Café
- Extending international café
- Mel's leaving lunch
- Undergrad Forum help in Zair's absence
- Meeting with students
- Following up with emails
- Academic Misconduct meeting
- Affiliation for next year prep
- Podcast with ML student who wanted to know about the guild for an assignment
- Sec Meetings
- Academic Board meeting
- Circular
- Collaborating with AHC for Peace Walk/Food fest
- Awards Night
- Various discussions with Faizan
- Student Appeal
- Meeting with Lisa regarding policies
- Multicultural Fest
- Completing circulars, emails, scheduling/cancelling meetings, discussion with Lisa and Lauren, reviewing CIDC policies

4.3. Vice President Social Responsibility

Sec meeting,
Mel leaving lunch
Clubs awards night planning and hosting
Mcing for the night and awards presentation
Multicultural festival , attendance and guild booth coverage
Rottnest island
Pride month planning
Equity meeting November planning
Handover documentation and fortnight reporting

4.4. Vice President Academic

- Following up with email
- Qpay
- Assisting Students
- Space Gass Sessions
- Following up with CASSA
- Meeting with Enactus Rep regarding festival
- Going through WAAPA CTLC Agenda
- International Café
- Following up with societies regarding awards night
- Meeting with Engineers Australia
- Nursing BBQ by Rep
- Organised Python Sessions
- Discussion with Python session instructor
- Meeting with student regarding academic issue
- Contacting rep for awards night
- Conversation with Dardi Engineer Australia
- Following up with Robotics regarding New Workshops
- Conversation with Dany Regarding Cloth Swap project
- Following up with Restaurant for Undergraduate dinner
- Writing awards night Speech
- Conversation with Hasit from Enactus regards Sustainability Festival
- Attend Awards Night
- Enactus Sustainability Festival

4.5. Vice President International

- Discussed and planned events in collaboration with environmental department. Huge success with Rottnest Island Trip. (Great work by Scott and Lauren)
- Discussions with Sadaf to plan Perth Cultural Centre visit (Planned for 4th November).
- Attended Sustainability event organised by Enactus ECU in Hillary's Boat Harbour.
- Meeting with Graeme Watson regarding Accommodation Issues and seems to be great progress on developing a dedicated department towards this sector.
- Attended last VC-SAF meeting, Guild Awards Night, and EMUs dinner.
- Spoke with Brayden Hill after the VC-SAF meeting and presented some ideas around accommodation issues and initiatives university can take to improve international student experience during their course of stay.
- Lots of positive feedback from international students when we extended our hand to support international café.
- Attended multicultural festival and it turned out to be a great success.
- Working at the Guild has been an amazing experience and learning. The support from staff and other senate have been great.

4.6. Vice President Activities & South West

- Contact with Emu Captains/club presidents regarding team dinner, Emu Gala, club grant request and other queries
- Held the Uni Sport Team Dinner
- Held the Emu Gala
- Email to Kurongkurl Katijin regarding First Nations Role on the Guild
- Completed/uploaded required documents on employment hero
- Discussion with Kyla and Belinda regarding Indigenous Games uniforms for next year
- Attended Oktoberfest at the Birra Bar Joondalup
- Uni Sport Nationals September 26th-30th; visited multiple venues around Perth to watch ECU teams competing in the competition whilst playing for the netball team, representative from the Guild to support teams when playing, checked in with captains/presidents on how their teams were progressing.
- Planning and promotion for the Halloween Party
- Contacted social and sport clubs re Guild Club Awards Night
- Planning for the club awards night
- RO Meeting
- Forwarded Invoices to finance
- Helped Inspire team Campaign
- Planned for Emu's Wine Tour; communication with student leaders, contacted bus company, started booking in venues
- Attended multicultural fest

4.7. Environmental Officer

Rottnest event planning and logistics

Rottnest Even

Woylie walk

- Finalized invoices and event plan

- Compiled safety briefing

- Compiled Contact sheet

Office Work

- Emails, Meetings and Misc. office duties

4.8. First Nations Officer

Vacant

4.9. Undergraduate Officer

- Had Undergraduate forum for Business
- Meeting with some nursing students regarding Nursing issues
- Meeting with VP Academic regarding clubs' events and reps
- Attended some Academic Misconduct Meetings
- Meeting with reps regarding issues
- Undergraduate Dinner
- Peace walk and food fest
- Organised Undergraduate Dinner
- Nursing BBQ
- International Cafe
- Attending Engineering SCTLC
- Club awards night
- Enacts Event at Hillary's Boat Harbour
- Attended Women in Business Meeting
- Multicultural Event and help out

4.10. Postgraduate officer

- Attended Engineering Breakfast + PG Student Counselling
- IP seminar plan meeting with Lauren, Joshua, Jacqui
- Planning for Cyber security seminar, Planning for Nursing Event
- Meeting with Danielle Brown Ex-Postgraduate Officer
- Attended Nursing BBQ
- Coordination on EMCRN forum with HDR Society
- Attended PG Engineering breakfast.
- Meeting with Dean Engineering and PG Reps for planning GUILD PG dept and School of Engineering HDR Scholars Social event. Follow up and coordination via emails.
- VC Student Awards committee meeting Bradden Hill and fellow committee members
- Meeting with Nursing Rep, planning and proposal preparation for Nursing End of Year Event.
- Meeting with HDR committee rep for RHDC meeting along with comments preparations on behalf of GUILD PG Department.
- PSD meeting with Reps
- Mel's farewell lunch
- IP Seminar in coordination with School of Business
- Attended RO Meeting
- Forwarded Invoices to Nikki (finance)
- Attended multicultural festival
- & Welcomed Suzie to the Team 😊

4.11. South West Officer 1

Vacant

4.12. South West Officer 2

Vacant

4.13. Social Officer

- Attended School of Nursing and Midwifery BBQ
- Attended EMU gala
- Distributing Halloween and Multicultural festival posters around campus
- Meeting with the Iranian students regarding their concerns about situation in Iran
- Meeting with Braden, Michelle and the Iranian students regarding what ECU can do to support their Iranian students and staff
- Attended clubs awards night
- Attended one student appeal as an observer
- Sorting out Halloween decoration stuff in the store room
- Done a redbull promo for Halloween Party coming this Friday
- Attended VCSAf meeting
- Attended Multicultural Festival
- Planning a Museum and Art gallery tour for the International students in collaboration with Mohit

4.14. Sports Officer

Emus Touch socials competition

Catch up with Kyla regarding sports

Emus Touch socials competition

Kyla, Max and Belinda: Meeting about goals for next year and what we are anticipating for next year.

Hockey, Netball and Touch wine tour

Made list of contacts for next year and goals for next year

4.15. Observer Report: Operations Manager

- Election Management with RO
- Onboarding Suzie Peters – Finance & Admin Coordinator
- Meeting with DSC on the SharePoint Project and Office 365 rollout project
- Met with Mark Ridgwell and Michelle Rogers to discuss updates to the SSAF KPIs
- MCF Planning – Well done on a great event
- Attended the Club Awards
- Managing a complaint received to ECU Complaints from a student regarding GSA email services
- Guild offices will be closed on Wednesday 25th (Tomorrow) for staff training
- Reviewing and updating final outstanding finance policies from the 2020 Policy Update Project

4.16. Observer Report: Finance & Administration Coordinator

Sarah welcomes Suzie to her first Senate meeting.

Suzie has been working at the Guild for 2 weeks and is still in her training/onboarding stage.

5. Priority Items

5.1. CIDC Policies

Preamble: CIDC recommends the following policies to be approved by the Senate. Sarah encourages Senate to read the policies diligently and then vote on motions.

MOTION

SM2210/02: Senate to approve the attached policies as reviewed by CIDC.

- 1) Volunteer Code of Conduct
- 2) Travel Policy
- 3) Senate Transition Training Policy
- 4) Senate Office Bearer Engagement Policy

Moved: Sarah Rizwan

Seconded: Zair Rizvi

Result: Motion passed unanimously

SM2210/03: Senate to approve the updated Dircksey Regulations attached below.

Moved: Sarah Rizwan

Seconded: Zair Rizvi

Result: Motion passed unanimously

- [📎 Senate_Transition_Training_Policy_\(2\).pdf](#)
- [📎 Senate_Office_Bearer_Engagement_Policy_\(2\).pdf](#)
- [📎 Travel_Policy.pdf](#)
- [📎 Volunteer_Code_of_Conduct.pdf](#)
- [📎 Dircksey_Regulations_DRAFT.docx](#)

6. Discussion Items

6.1. Work Health and Safety

No updates.

6.2. Risk Management

No updates.

7. Other Items

7.1. MOTIONS RAISED ON THE FLOOR



Sarah declares conflict of Interest.

MOTION

SM2210/04: Motion to add Sarah Rizwan as a Bank Signatory with Bendigo Bank.

Moved: Elsa Chew

Seconded: Sadaf Darab

Result: Motion passed unanimously.



Sarah declares conflict of Interest.

MOTION

SM2210/05: Motion to transfer Faizan Akram's Guild Credit Card to Sarah Rizwan.

Moved: Elsa Chew

Seconded: Rizly Abdue

Result: Motion passed unanimously.



MOTION

SM2210/06: Faizan Akram to get an Honorary life membership with the ECU Student Guild.

Moved: Sarah Rizwan

Seconded: Elsa Chew

Result: Motion passed unanimously.



Elsa declares conflict of Interest.

MOTION

SM2210/07: Elsa Chew to get an Honorary life membership with the ECU Student Guild.

Moved: Sarah Rizwan

Seconded: Scott Reynolds

Result: Motion passed unanimously.

7.2. Discussion

Scotts asks if the Equity Officer and First Nations Officer position for 2023 can be filled soon, Sarah responds that it is not possible to choose anyone for those positions yet as that decision lies with the 2023 senate and the term does not officially start until the 1st of December 2022. New term senate will appoint missing senators as of 1st December.

Bilal suggests having a board in the guild office to recognise the people that have contributed to the guild such as past Presidents.

Lisa & Sarah respond that could be looked into as we move to our new space next year.

8. Meeting Ends

Meeting ends: 12:56pm

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of #11 Senate Meeting Agenda (October 2022) on 25-10-2022

Summary of Attachments

Attachments

Item	File Name
5.1.	Senate_Transition_Training_Policy_(2).pdf Senate_Office_Bearer_Engagement_Policy_(2).pdf Travel_Policy.pdf Volunteer_Code_of_Conduct.pdf Dircksey_Regulations_DRAFT.docx

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [#11 Senate Meeting Agenda \(October 2022\)](#)