

**Date:** 29/03/2023

**Time:** 12:30 PM - 02:30 PM

**Location:** JO.34.402

**Group:** Senate 2023

**Present:** [General Secretary](#), , [Lisa Dwyer](#), [Amanda Scoble](#), [International Officer](#), [Vice President - International](#), [President](#), [Sports](#), [Vice President - Social Responsibility](#), [Environmental Officer](#), [Vice President - Academic](#), [Under Graduate](#), [Equity Officer](#), [First Nations Officer](#), [Postgraduate Officer](#)

**Absent:** [Arthur White](#)

## Agenda

#	Topic	Files	Presenter	Minutes
1	<b>#4 Senate Meeting Agenda (March 2023)</b>	<a href="#">Files (0)</a>	<i>President</i>	When: 29-03-2023 Where: JO.34.402 Chairperson: Sarah Rizwan Minute taker: Sadaf Darab
2	<b>Opening Address</b>	<a href="#">Files (0)</a>	<i>President</i>	Meeting starts at: 12:36pm
3	<b>Acknowledgment of Country</b>	<a href="#">Files (0)</a>	<i>President</i>	Acknowledged
4	<b>Attendance</b>	<a href="#">Files (0)</a>	<i>President</i>	Apologies: Sarah Staker Absent: Bilal Shaikh
5	<b>Proxies</b>	<a href="#">Files (0)</a>	<i>President</i>	Sadaf has Sarah Staker's proxy
6	<b>Conflict Of Interest</b>	<a href="#">Files (0)</a>	<i>President</i>	NIL
7	<b>SM2303/01 Approval of February Senate Meeting Minutes</b>		<i>President</i>	Result: Motion passed unanimously.
8	<b>Circular Motion</b>	<a href="#">Files (0)</a>		
9	<b>Office Bearer Reports</b>	<a href="#">Files (0)</a>	<i>President, General Secretary, Vice President - Social Responsibility, Vice President - International, South West Officer, Postgraduate Officer,</i>	<b>President</b> <ul style="list-style-type: none"> <li>• Academic Board Meeting</li> <li>• SEN Certificate Session</li> <li>• Nursing Event</li> <li>• General Misconduct Meeting</li> <li>• Catch up with Senators</li> <li>• VCSAF</li> <li>• Club Guide Project Meeting</li> <li>• Student Appeals</li> <li>• RHDC Meeting</li> <li>• Senate Placement Procedure</li> <li>• Responding various enquiries from Senators</li> <li>• Finalising budgets</li> </ul>

*International  
Officer,  
Environmental  
Officer, All*

#### **General Secretary**

- Attended the Academic Board
- Attended the Bunbury Guild fair
- Meeting with EA at ECU regarding their affiliation
- Secretariat meeting
- Attended the VCSAF
- Attended the Clubs Guide project
- Performance review
- CIDC Meeting
- Attended LTAG meeting
- Meeting with TLG at ECU regarding their Affiliation
- Meeting with Arts Management Student Organisation regarding their affiliation
- Meeting with Lisa regarding Clubs reporting process
- Completed the Q4 SSAf report
- Meeting with AIESEC regarding their Affiliation
- In correspondence with VPI and IO regarding Nowruz celebration, which is happening tomorrow
- Helped out and attended Pantheon
- Sending circulars
- Agenda and minutes
- Clubs affiliation

#### **Vice President Social Responsibility**

- VCSAFF Meeting
- Environmental Department Meeting
- Equity Department Meeting
- Catch up with Sarah
- Equity Mixer
- Pantheon
- Working With Fabian to review event procedure
- Working with Jo to manage budget
- Reviewing Environmental Department

#### **Vice President Academic**

- SEC Meeting
- SCTLG WAAPA
- SCTLG of SBL
- Meeting with CASSA
- Meeting with EA
- Meeting with Robotics
- Meeting with ENACTUS
- Guild Project Team Meeting
- Final the Industrial Connect
- Contacting Speaker for industrial connect
- Following up with officers
- Following up regarding reps
- Following up with operations regarding upcoming event
- Contacting for driving lessons class
- Assisting student
- Following up with queries from GAO
- Organised Nutrition workshops
- Organised Python Workshops

#### **Vice President International**

- VCSAF
- Club Project Team meeting

- CIDC Meeting
- LTAG - Learning Technologies Advisory Group
- Secretariat Meeting Agenda and Minutes
- President/ VPI Catch up
- International Cafe- Meeting
- ECU Council Meeting
- Advocating International Students
- Interviewed some students for the Department Volunteer Roles
- Established SLSA - Sri Lankan Student Association and ECU Malayali Association
- Meet up with Bangladeshi students and Indian/Pakistani for affiliate clubs.
- Q4 SSAF Reporting and Budget Review
- Student Activation
- Organized Ramazan Dinner 6th April
- Nowruz Event and Activation - 30th (Owais / Sadaf)
- Working on Sri Lankan New Year in collaboration with SLSA on 20th April
- Organizing Ramazan Night Markets

#### **Vice President Activities and South West**

- Senate Meeting 3
- Meeting with Paul and Lauren regarding pantheon décor, DJ and Lights (ICON AV)
- Meeting with Paul and Lauren regarding Free coffee and events at Bunbury
- Secretariat Meeting 5
- VCSAF Meeting 1
- Secretariat Meeting 6
- Meeting with Sarah Staker regarding sports clubs, EMU's Gala, activations and sports carnival Sports.
- Guild fair (Bunbury)
- Equity Mixer
- Pantheon party
- Free Coffee (Joondalup)
- Quiz nights (Mt Lawley)
- Conversation with Josh for Redbulls at the pantheon activation.
- Pantheon Activation (Joondalup)
- Posters across Joondalup campus.
- Set-up, décor of pantheon party.
- Advocating students about Guild and my role at Guild at the party.
- Incident Reports for pantheon
- Conversation with Rob and Lauren regarding quiz nights
- Drove to Grand cinemas to discuss booking and pricing.
- Club guide project meeting.
- Responding from various email, important and totally unwanted!
- Conversation with rob regarding quiz nights.
- Conversation with Lauren for free coffee.
- Catch-up with president
- Conversation with Rob and Liam regarding quiz night and prizes and tickets.
- Date confirmations for quiz night.
- Proposal submission for quiz night.
- Meeting with Lauren regarding Movie night and Dolphin discovery centre (SW)
- Conversation with Dolphin Discovery centre (SW)
- Secretariat Meeting #6 Agenda/Minutes

- Dolphin Discovery Tour Proposal sent.

#### **First Nations Officer**

- I am talking First Nations organisers and Cultural Tourism
- painting
- Aboriginal cultural awareness training
- artefacts
- dancing
- cultural tours
- language
- aboriginal story telling
- bush tucker
- bush cooking
- bush gathering and hunting
- cultural competence

#### **Equity Officer**

- I had a progress meeting with Sarah.
- I attended the Vice Chancellor's Student Advisory Forum.
- I attended the Equity and Diversity Committee Meeting.
- We are currently in the process of scheduling our second equity meeting, which will probably be scheduled sometime in April.
- I attended the Bunbury Guild Fair.
- I have been working on the next event, which is a denim crafternoon for sexual assault awareness month (April). I have finalised and submitted the event proposal, risk assessment, and site map.
- I have also started working on the next event, which is IDAHOBIT. I am currently liaising with the collectives on what activities they might like to do, and if we will have enough committee members to host an event at both Joondalup and Mount Lawley, and possibly even at Bunbury campus.
- Equity Mixer  
This event went incredibly well. We had a lot of students attend the event (the free food was a good attraction), but we also had a lot of students engage with the activities (which were run by the clubs).
- International Women's Day  
Unfortunately this event wasn't very popular, and due to me being focused on my equity mixer tasks, I wasn't able to put as much effort into organising this event as I would have liked to.

#### **Undergraduate Officer**

- Attended VCSAF meeting.
- Attended Academic Board meeting.
- Executed the Nursing Seminar.
- Catch up with the President.
- Attended the python and nutrition workshops.
- Started the onboarding process for rep for school of computing and science.
- Attended the International Department fortnightly activation.
- Followed up with Luke and Lauren to get the poster up for expression of interest for Undergraduate School reps.
- Scheduling rep interviews
- Responded to a Vasco card issue for the Psych Society
- Responded to a query of former school rep.
- Responded to an email from Lisa about some feedback of students wanting help in study skills.

- Meeting with Vice President Academic Zair over the discussion of future workshops and events.
- Proposal made for catch up with the societies, clubs, and reps.
- Planning white card course and asked Lauren about a provider.

#### **Postgraduate Officer**

##### **International Officer**

- Meeting with Pakistani and Indian international students
- Guild Department and club activation on campus
- Meeting with President
- Meeting with students to encourage them to start Clubs
- Meeting with VP international
- Ramadan dinner submit event proposal and done risk assessment
- Prepare for activation and coordinate with sadaf for Nowruz event
- Interviewing Department Reps
- Arrange meeting with all reps and international clubs

##### **Sports Officer**

- Senate meeting - Went over accomadation for university students, the dicission of Catie to be employed as a social officer
- Student Advisory Forum - Many topics were dicussed, it was good to listen to what was happening around ECU and what changes may be made/looked at
- Attended Basketball game run on ECU campus vs UWA (Setting up for the basketball event). ECU Lost but was a good event, music, and a great social atmospheria\*during this time I put a few things on the back burner whilst I processed some personal issues 1st - 15th
- Meeting with Sarah - As discussed in the last senate meeting sarah would be meeting with all of us to talk about out current progress and our outlook for the coming months. Covered included: Adjusting to the budget, Quiz night, relation with sports office, fundraising for clubs
- Meeting with NikHil - Nikhil and I met in dissection about his goals and my goal and how we can work together to achevive them. We discussed the planning of the EMU Gala, and disused a potential for a activation session with the sporting clubs (rizley has been contacted)
- Meeting with lisa - Had a meeting with lisa going over how to correctly apply my self to the Q4 report, and have since filled out parts relating to sport.
- Correspondence - As clubs have been affiliated in the sports department I have messaged them to welcome them, congragulate them and relay that if they have any questions or issues to message me about them.
- Contact sadaf about when the training session would run - I had a few clubs reach out asking about confusion towards grants and VASCO. I have since contact sadaf about the training session and she has verified there will be one happening in the next few weeks.
- Messaged lauren - Meeting is being orginised for lauren, Nikhil and myself to meet in regards to planning areas of the EMU Gala and what past events have looked like

##### **Operations Manager**

- Welcomed Arthur White as Guild Advisory Officer. Arthur is currently undergoing induction training but will take on student

appointments soon.

- Met with Mark Platt to progress the office refurbishment project. Current estimates for completion are end of July, however, will depend on Builder availability and outstanding works to be completed at Fee's and Admissions office. The date will hopefully be brought forward.
- Finalised Guild budgets for submission to the SSAF Advisory Form (30 March 2023). Thank you to Senate for your prompt action on the motion.
- Attended the VCSAF and updated the forum on Guild services available to students experiencing financial hardship.
- Attended the Justice Connect webinar on Privacy Obligations for Not For Profit Organisation and will shortly commence work on improving the Guild's Privacy Policy.
- Met for the first time with the Club Guide Project team to establish a working group to develop Club Guide literature to better support our clubs before, during and after affiliation.
- Put together Q4 SSAF reports.
- Liaised with Anita in ECU Governance who has supported an improvement to the way that the Guild receives its quarterly SSAF funds. The Guild will now be paid for the following quarter on submission of the previous quarters report. Previously the payments were made post submission, which resulted in a significant impact to our cash flow.
- Met with Jo Hulme from the Alumni team to explore opportunities for collaborative projects.
- Held CIDC meeting – Policies approved are to be considered by Senate at this meeting.
- Met with Lauren Reed to discuss the Events & Marketing Priorities in 2023 to ensure the Guild is maximising the funds available to counteract the reducing SSAF Budget. Priority will be to charge third party providers to attend campus for activations and to ensure that we no longer provide free advertising and promotions to third parties on our social media platforms and Newsletters.
- Met with Sadaf to go over the Club reporting processes.
- Reviewed the Education Legislation Amendment (Startup year and Other Measures) Bill 2023 to inform Senate as to whether the Guild should make a submission to the Senate Education and Employment Legislation Committee.

#### **Finance and Business Manager**

- 2022 Audit is my priority focus due to close off next week.
- Vasco funds have been activated for 19 clubs so far
- Working on potential funding opportunities with Creative Partnerships Australia
- Working on possible exemption for Payroll Taxes due to new charity definitions ligible for rexemption

10	Priority Items	<a href="#">Files (0)</a>	President	<p>MOTION</p> <p>SM2303/02: The senate resolves to approve all policies for distribution.</p> <p>Moved: Sarah Rizwan</p> <p>Seconded: Sadaf Darab</p> <p>Result: Motion passed unanimously.</p> <p>MOTION</p> <p>SM2303/03: The Guild endorses the successful affiliation of the above clubs under their respective Tiers.</p> <p>Moved: Sarah Rizwan</p> <p>Seconded: Sadaf Darab</p> <p>Result: Motion passed unanimously.</p> <p>Motions raised on the floor:</p> <p>Preamble:</p> <p>Operational Manager contract to move from a fixed term contract to a permanent contract with no end date as per the new Fair Work changes.</p> <p>MOTION</p> <p>SM2303/04: The senate to approves for the operational manager to move from a fixed term contract to a permanent contract.</p> <p>Moved: Sott Reynolds</p> <p>Seconded: Owais Ahmed</p> <p>Result: Motion passed unanimously.</p> <p>Preamble:</p> <p>The Vice President of Social Responsibility, Scott Reynolds, has a 100 week placement coming up. Due to this, he stated that he will not be able to fulfil the requirements of his current position. Hence, he decided to step down as his current position, Vice President of Social Responsibility, to the Environmental Officer.</p> <p>MOTION</p> <p>SM2303/05: Scott Reynolds, the Vice President of Social Responsibilities, to step down to his previous role as the Environmental Officer.</p> <p>Moved: Taqi Razvi</p> <p>Seconded: Fabian Yarran</p> <p>Result: Motions passed unanimously with abstention from Scott Reynolds and conflict of interest declared.</p>
11	Discussion Items	<a href="#">Files (9)</a>	President	<p>1. Senate conduct during events</p> <p>Sarah R. discusses the senate conduct during events to act in a professional manner, whether they are helping out in the event or they are participating. This includes the misuse of alcohol and drugs as per the Senate Code of Conduct. Senate who fail to follow, will be referred to DC.</p>

## 2. Voice to the Parliament

An article from ProBono Australia has been released who discussed the upcoming referendum and advice from the ACNC around advocacy/statements and cases where an NFP/Charity's registration may be jeopardised by types of communication we make in relation to the referendum. Supporting students to form an opinion either way is a suitable way to go so that it does not affect our registration status with the ACNC. However, any message we do promote should align with the ACNC guidance to ensure that we maintain our ACNC status. The link to recourses to read more about this is distributed to the Senate. Floor opens for discussion.

## 3. Events

Sarah R. asks senate how many events have they done so far. She advises senate to start planning and executing more events as we are approaching the exam times and the end of the semester. Student engagement needs to be built initially from semester 1, as from semester 2 it will be harder to engage with the students.

## 4. Budget

Updated department budgets are attached above for senate to review. The budget planners were revised due to the overall SSAF funds for this year.

## 5. Honoraria Payment

Honoraria payments will be paid on the last Tuesday of the month from now on instead of the first Tuesday of the month. FPRs and OBRs schedule are changed. FPRs are now referred to as PR (Progress Reports) and are due on the last Sunday of the month. The reports are to be sent to President and General Secretary along with a Statement by Supplier. If reports and Statement by Supplier are not sent on time, honoraria will not be paid. OBRs (Office Bearer Reports) need to be done for each senate meeting. They need to be sent to General Secretary prior or on the same day of the senate meeting.

## 6. Senator of the Month

Sarah R. outlines the main duties of the responsibilities of a senator. Rizly Abdue, the Vice President of International has been fulfilling all aspects of his role which are organising events, being in contact with his officers, reps and clubs. Congratulation Rizly on becoming the Senator of the Month!

## 7. SSAF Reporting

Lisa discusses the Q4 SSAF Reporting done by the senate. The SSAF reports are essential to fill out as the quarterly funds are released after each report has been sent. There needs to be relevant information involved in the report in order for university and ourselves to recognise and reflect on what we are doing and how we can improve our work. Therefore, it is important for all senate to participate in the reporting process. She explains the SSAF Reporting structure will be changed as of the Q1 reporting period.

## 8. Risk Management

Lisa discusses the risks register that were reviewed during CIDC meeting.

## 9. Work health and safety

Since February, no incidences have been reported.



## 10. Complaints – IN CAMERA



12	Other Items	<a href="#">Files (0)</a>	General Secretary	<p>1. Clubs training Sadaf discusses that clubs training is happening next Wednesday 5th of April at 12pm in the Councils chambers. VPs to contact their clubs and remind them to RSVP their attendance if they haven't already! Raised on the floor:</p> <p>2. Education Legislation Amendment Bill 2023 The Senate Education and Employment Legislation Committee has contacted the Guild to provide a submission in relation to the Education Legislation Amendments Bill for 2023. Lisa has reviewed the material provided and discussed with the Senate. The senator are happy to not to make a submission as the Bill does not negatively affect students.</p> <p>3. AGM AGM is coming up next month and is very important to all senators to attend. Any senate to miss the AGM will be referred to DC.</p> <p>4. IT Training IT training sent out last month by Michelle. All senate to complete the training by the end of next month.</p> <p>5. Placement Procedure Placement Procedure for senate who are going on placements. Sadaf to circulate the procedure to the senate.</p> <p>6. Team Building Activity Next month there may be a team building activity for the senate. Senate to discuss and decide what kind of activity they would like.</p>
13	Meeting Ends	<a href="#">Files (0)</a>	President	Meeting ends at: 2:29pm

## Tasks

[View all](#)

### Task

No tasks created for this meeting [Learn more](#)

## Decisions

[View all](#)

### Decision

No decisions recorded for this meeting [Learn more](#)