

**Date:** 19/04/2023

**Time:** 01:00 PM - 03:00 PM

**Location:** JO 1.447

**Group:** Senate 2023

**Present:** [General Secretary](#), , [Vice President - International](#), [International Officer](#), [Sports](#), [President](#), [Environmental Officer](#), [First Nations Officer](#), [Vice President - Academic](#), [Equity Officer](#)

**Absent:** [Lisa Dwyer](#)

## Agenda

#	Topic	Files	Presenter	Minutes
1	<b>#5 Senate Meeting Agenda (April 2023)</b>	<a href="#">Files (0)</a>	<i>President</i>	ECU Student Guild Senate Meeting Agenda (April 2023)  When: 19-04-2023 Where: JO.1.447 Chairperson: Sarah Rizwan Minute taker: Sadaf Darab
2	<b>Opening Address</b>	<a href="#">Files (0)</a>	<i>President</i>	Meeting starts 1:09pm
3	<b>Acknowledgm of Country</b>	<a href="#">Files (0)</a>	<i>President</i>	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	<b>Attendance</b>	<a href="#">Files (0)</a>	<i>President</i>	<b>Attendance</b> President - Sarah Rizwan General Secretary - Sadaf Darab Vice President Social Responsibility - (Vacant) Vice President Academic - Zair Rizvi Vice President International - Rizly Abdue Vice President Activities & South West - Nikhil Howal Equity Officer - Joanne Lucks Environmental Officer - (Vacant) Undergraduate Officer - Taqi Razvi (Joined Teams at 1:12 pm) Postgraduate Officer - Bilal Shaikh International Officer - Owais Ahmed (Entered at 1:20 pm) South West Officer 1 - (Vacant) South West Officer 2 - (Vacant) Social Officer - (Vacant) Sports Officer - Sarah Staker  <b>Accredited Observers:</b>  Finance and Business Manager: Amanda Scoble  <b>Apologies:</b> Operations Manager - Lisa Dwyer  <b>Absent:</b> First Nations Officer - Fabian Yarren

5	Proxies	<a href="#">Files (0)</a>	President	NIL
6	Conflict Of Interest	<a href="#">Files (0)</a>	President	NIL
7	SM2304/01 Approval of March Senate Meeting Minutes		President	<p><b>MOTION</b> SM2304/01: The ECU Student Guild senate agrees that the attached minutes from the March Senate Meeting are accurate and can be published on the Guild's website once redaction has occurred.</p> <p><b>Moved:</b> Sarah Rizwan</p> <p><b>Seconded:</b> Sadaf Darab</p> <p><b>Result:</b> Motion passed unanimously</p>
8	Circular Motion	<a href="#">Files (0)</a>		NIL
9	Office Bearer Reports	<a href="#">Files (0)</a>	President, General Secretary, Vice President - Social Responsibility, Vice President - International, South West Officer, Postgraduate Officer, International Officer, Environmental Officer, Sports, Lisa Dwyer, Under Graduate	<p><b>President</b></p> <ul style="list-style-type: none"> <li>• CIDC Meeting</li> <li>• SSAF Advisory Forum Meeting</li> <li>• Meeting with NUS Ethnocultural Officer</li> <li>• Compass Project Meeting</li> <li>• Education Committee</li> <li>• GAO Senate Meeting</li> <li>• Clubs Training</li> <li>• Sec Meeting</li> <li>• Meeting with a SW student re SWO position</li> <li>• Student Appeals</li> <li>• Prepared report for AGM</li> <li>• Prepared presentation for Academic Board</li> <li>• Guild AGM</li> <li>• Meeting with David Templeman (Minister for International Education)</li> <li>• Followed up with CSO regarding the maintenance request from a student</li> <li>• Had a catch up with Jo</li> <li>• Emails, responding to Senate queries etc.</li> </ul> <p><b>General Secretary</b></p> <ul style="list-style-type: none"> <li>• Nowruz event in collaboration with International Department</li> <li>• Meetings with Lauren, Amanda and Michelle re clubs training material</li> <li>• CIDC meeting</li> <li>• Clubs Training</li> <li>• Secretariat Meeting</li> <li>• Attended the Iftar Dinner</li> <li>• Various discussions with Lisa and Sarah</li> <li>• Guild AGM</li> <li>• Meeting with Finance team regarding clubs expense management</li> <li>• Going through Clubs affiliation</li> <li>• Going through clubs reporting</li> <li>• Creating agenda and minutes</li> </ul> <p><b>Vice President Social Responsibility (Vacant)</b></p> <p><b>Vice President Academic</b></p> <p><b>Vice President International</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>

- Met with some African Students to organise African Day (Feel free to suggest if you any ideas)
- CIDC Meeting
- GAO Senate Meeting
- Meeting with NUS Ethnocultural Representative
- Meeting with Minister for International Education - David Templeman (Discussed about the accommodation issues)
- Club Training and club reporting
- International Department and club meeting
- Guild AGM
- Secretariat Meeting
- Iftar Dinner - Thanks for the help from everyone attended.
- Ramadan night market - 20th April -Needs some help.
- Bowling and Laser Tag - 27th April
- Sri Lankan New year Festival – 28th April
- Student Activations - 27th with Sports

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

- Interviewing Courtney for SW officer position.
- Meeting with Lauren, Paul and Luke regarding Bollywood party.
- Meeting with Sarah Staker and Lauren regarding EMU's Gala.
- AGM
- Site Visit for Guild Ball
- Ramadan Dinner
- Quiz Night (Joondalup)
- Sports Activation
- Confirmation of DDC/ Ticket booking.
- Meeting with a student from petroleum regarding clubs.
- Discussion regarding Guild Ball and Finalizing dates/ Location.
- Secretariat #7 minutes.
- Sports Activation meeting with Sarah Staker.
- Sneaker raffle proposal and discussion with Lauren.

#### **Environmental Officer (Vacant)**

##### **First Nations Officer**

- ECU sports
- ECU KK update
- ECU University Life Kim
- Senate Meeting
- Lauren to sort out the booking
- BKI to organise the events Art class and Cultural tour
- phone contact with the secretary of head of schools
- ECU academic skills
- ECU student success
- ECU about the voice
- Going to meet all Head of schools to talk about getting First Nations clubs with the ECU guild
- Curtin, UWA and National Indigenous Games with KK and ECU Sports
- ECU Sports and KK for ECU First Nations student and ECU International students in Basketball and Volleyball
- Event BKI This will happen in May.

### **Equity Officer**

I had a meeting with Lisa.

I attended the GAO Senate meeting online via teams.

I had a meeting with Sarah to clarify a few things since Scott had resigned from the Vice President position.

I attended the Guild AGM.

I attended the Snacks and Chats event at Joondalup run by the Disability Collective.

I attended the Empowerment Circle event which was run by the Women's Collective.

I am hosting a Picnic and Paint event in collaboration with the Women's Community, tomorrow at Mount Lawley from 10 to 12.

I have started working on the IDAHOBIT event proposal, which I hope to submit today.

### **Undergraduate Officer**

- Attended the AGM
- Submitted proposal for catch up with societies and clubs.
- Submitted proposal for a BBQ for nursing students.
- Responded to a query from school of nursing and scheduled a meeting with them alongside the school rep.
- Updated all the schools with vacant representative positions regarding the situation about lack of interest.
- Scheduled 2 interviews for school reps.

### **Postgraduate Officer**

- Attended Academic Breach for Investigation on behalf of Arthur White
- Completed IAS Cyber Security
- Started onboarding process for 8 reps
- Started communication with School focal persons
- Coordination with Lauren on Event budgeting, planning and scheduled for 27th April 2023 @ Little Lebanon restaurant
- Communications with new reps for onboarding
- Attended and helped the team in organizing the Ramadan Iftar event Lal Qila
- Coordination GenSec for communications Maddy Hoffman
- Coordination with President on various tasks and assignments.

### **International Officer**

#### **South West Officer 1 (Vacant)**

#### **South West Officer 2 (Vacant)**

#### **Social Officer (Vacant)**

### **Sports Officer**

- Meeting with Lauren – Nikhil and I attended a organised meeting with Lauren where we discussed different options for the EMU gala in regards to location, budgeting, decorations, etc
- The outcome for this meeting was to begin with finding a location
- We're hoping to get 16 September as the date... this might change based on the venue availability
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Looking at hosting 150 people

- Ticket prices have had to increase
- Communication with different venues in regards to hosting the EMU Gala
- I've been on calls and emails this week in regards to finding a venue that meets our budget requirements and needs
- So far, we have looked at Optus, burmonde on the point, 300 acres, Rydges Hote
- Follow up conversation with lauren
- I did have a follow-up conversation with Lauren regarding different ideas for venue options... Including what food arrangement would be best
- Organising with Rizley the activation on the 27th
- Next Thursday, we have the activation organised for emus
- Talking with the clubs on who wants to participate in the activation
- I've sent out an email in regards to clubs being a part of the activation next week... I have had limited response so have sent out a second message on messenger to all the president, hoping to hear back today who is going to be involved.
- I've had the wrestling team reaching out regarding ECU Sport not allowing them sporting areas at joondlaup
- This I am hoping to follow up today
- Cricket
- Ive had people reaching out regarding cricket, they seem to be having issues with the sports centre also
- Reaching out for representivites
- Messaged two people from touch, one from basketball, one from hockey I have asked
- Attended AGM Online

#### **Operations Manager**

- Held additional CIDC Meeting to go through Policy items not addressed at previous meeting
- Discussed the Lease renewal with Trish Crohill (Contract Manager)
- Attended SSAF Student Advisory Forum
- Developed the Accommodation Survey with feedback from Staff/Senate
- Finalised Annual Report for publication
- Met with Steven Mullarkey to discuss Sports Centre issues
- Commenced discussions/initial handover with Amanda for Maternity Leave
- Attended and presented at the AGM
- Took a period of annual leave over the school holidays

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

- Apologies to the Senate for email error regarding Statement By Supplier information
- Presented the 2022 deficit at the AGM and the Audit report
- Working with Sadaf in getting the clubs payments processes improved through Formstack
- Reminded the VP's to approve their relevant Clubs requests in Formstack
- Open for any questions regarding statement by supplier

10	Priority Items	<a href="#">Files (7)</a>	President	<p>1. CIDC Staff Member</p> <p><b>PREAMBLE:</b> The intent operationally is to change the Guild Employee engaged with the Continuous Improvement and Development Committee annually in order to give staff across the organisation the opportunity to participate in the strategic operations of the organisation and to develop their own skills and abilities in policy development and risk management. As per the Guild Constitution section 73(2B)(d) the Operations Manager proposes that Yvonne Quirke be appointed as the Guild Employee member of the Continuous Improvement and Development Committee for the 2023 term.</p> <p><b>MOTION</b></p> <p><b>SM2304/02:</b> The Guild appoints Yvonne Quirke as the Guild Employee member to sit on CIDC for the rest of the 2023 term.</p> <p><b>Moved:</b> Sadaf Darab</p> <p><b>Seconded:</b> Sarah Rizwan</p> <p><b>Results:</b> Motion passed unanimously.</p> <p>2. CIDC Policies</p> <p><b>PREAMBLE:</b> The following policies were reviewed at the CIDC meeting of 30th March 2023 and are passed for Senate approval.</p> <p><b>MOTION</b></p> <p><b>SM2304/03:</b> The Senate resolves to approve all policies for distribution.</p> <p><b>Moved:</b> Sadaf Darab</p> <p><b>Seconded:</b> Sarah Rizwan</p> <p><b>Result:</b> Motion passed unanimously.</p> <p>3. Recommendation of SSAF Fee Level 2024</p> <p><b>PREAMBLE:</b> As per 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 2024 be set at the maximum level under the HESA provisions. The Student Guild is requested to submit its recommendation in writing.</p> <p><b>MOTION</b></p> <p><b>SM2304/04:</b> The Senate approves the recommendation that SSAF fees be set at the maximum permissible amount in 2024.</p> <p><b>Moved:</b> Sadaf Darab</p> <p><b>Seconded:</b> Sarah Rizwan</p> <p><b>Result:</b> Motion passed unanimously.</p> <p>4. SW Officer</p> <p><b>PREAMBLE:</b> Sarah R. and Nikhil interviewed a candidate for the SW officer position. The student appeared interested in the role</p> <p><b>MOTION</b></p> <p><b>SM2304/05:</b> The senate appoints Courtney Marshall as the South West Officer for the rest of 2023 Term.</p> <p><b>Moved:</b> Nikhil Howal</p> <p><b>Seconded:</b> Zair Rizvi</p>
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**Results:** Motion passed unanimously.

#### 5. Clubs

**PREAMBLE:** The following clubs have been able to satisfactorily meet the affiliation requirements. Senate to approve the affiliations of the clubs listed below under their respective Tier, and the clubs are to maintain the necessary requirements as mentioned in the Affiliation Policies, Constitution, and Club Code of Conduct. The clubs are to attend mandatory induction which can affect their affiliation status with the guild if the induction is missed.

Tier 1:

Ahlulbyte Humanity Club

#### **MOTION**

**SM2304/06:** The Guild endorses the successful affiliation of the above clubs under their respective Tiers.

**Moved:** Sadaf Darab

**Seconded:** Sarah Rizwan

**Result:** Motion passed unanimously.

#### **11 Discussion Items**

[Files \(0\)](#)

*President*

#### 1. Q1 SSAF Reports

Q1 SSAF reports are due in less than a week on the 24<sup>th</sup> of April.

Sarah R. reminds the senate to fill the report before the due date. It is important for all senate to fill their reports as it shows what the Guild as a whole has been doing in the previous quarter.

#### 2. Senator of the Month

Senator of the Month is Sadaf. It has been a rough month with main events happening. She held the clubs training with approximately 50 people attending from the clubs. She also organised the Guild's Annual General Meeting for 2023 which was run smoothly. General Secretary is not required to hold any events as there is no particular department for the role, however, she still held the Nowruz Event Successfully.

#### 3. Risk Management

No update.

#### 4. Work Health and Safety

No update.

#### 5. Complaints

No update.

#### **Items raised on the floor by President:**

#### 6. Voice to Parliament

President explains that she will be presenting in different platforms to share her opinion regarding the Voice to Parliament. This does not mean she is sharing the opinion of the Guild or the whole senate, she will be presenting her own individual opinion.

#### 7. Events and activities

President talks to senate regarding their events and activities. Not many events have been executed during the semester. President asks senate to reflect on their position and what they have achieved or done. It is almost the end of semester so senate need to be more active for the rest of their term.

#### 8. Training for Senate

After the clubs training, senate had many questions regarding the Guild processes and how clubs are run. In the previous Secretariat meeting, it was decided to hold a senate training to answer their questions regarding clubs, finance, WHS, etc. The training will be organised sometime next month.

#### 9. Progress Report (PR) and Statement by Supplier (SS)

President reminds the senate about their PR and SS for each month. Progress reports are due on last Sunday of the month and they are to be sent with the SS to President and Gen Sec (CC your relevant VP) by Sunday night. Any questions can be directed to President or Amanda.

#### 10. Senate Quarterly Appreciations

As some of the Senate have not being that active and some have been very active, instead of a group activity, Sarah R. will be holding Senate Quarterly Appreciation days for those who have done an exceptional work during the last quarter. Only those Senate members who are very active will be invited to the Appreciation activity.

#### 11. Clubs Fundraisers

Many of the clubs have started holding Fundraiser events. President explains how they can use the raised funds. This will depend on the objectives of holding the Fundraiser. If the funds are to be used for the benefit of the club committee or a particular person in the committee, the Guild cannot facilitate that; however, if the funds are to be used for a big event for the members/ECU Students, then Guild can facilitate and provide equipment to the club.

#### 12. Leave of Absence from meetings

President explains the process of a Leave of Absence for mandatory meetings such as Senate meeting, Secretariat meeting, AGM, etc. The process has also mentioned in the Guild's constitution for further noting. Proper notice, minimum of 4 hours prior to the meeting, needs to be given to the General Secretary and President. Leave of Absence is not guaranteed and is subject to approval dependant on the reason provided by the senate member.

#### 13. Reflection

Senate to discuss what can help them improve on their role. Nikhil suggested having a refresher course for senate. Rizly suggested running events during the holidays, possibly off campus events. Sarah S. suggested having positive feedback so senate can recognise what they have been doing well. Jo adds that having regular catch ups with VPs/ President helps officers identify how they can improves themselves. Zair suggests getting feedback from committees and also having trainings regarding personal developments. Bilal adds applying for scholarships for AICD training. Owais also suggests having a clubs training for the senate. Taqi mentions that due to personal circumstances he was not active for the last few weeks, however, he will be back on track as of this week.

12	Other Items	<a href="#">Files (0)</a>	
13	Meeting Ends	<a href="#">Files (0)</a>	Meeting ends at 2:38 pm.



Task
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No tasks created for this meeting <a href="#">Learn more</a>
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## Decisions

[View all](#)

Decision
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No decisions recorded for this meeting <a href="#">Learn more</a>
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