

**Date:** 31/05/2023

**Time:** 10:30 AM - 12:30 PM

**Location:** JO.1.447

**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](#), [Postgraduate Officer](#), [Equity Officer](#), [First Nations Officer](#), [South West Officer](#)

**Absent:**

## Agenda

#	Topic	Files	Presenter	Minutes
1	<b>#6 Senate Meeting Agenda (May 2023)</b>	<a href="#">Files (0)</a>	<i>President</i>	<p>ECU Student Guild Senate Meeting Agenda (May 2023)</p> <p>When: 31-05-2023 Where: JO.1.447 Chairperson: Sarah Rizwan Minute taker: Sadaf Darab</p>
2	<b>Opening Address</b>	<a href="#">Files (0)</a>	<i>President</i>	Meeting starts at: 10:39 am
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>	<p>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 &amp; South West - Nikhil Howal Equity Officer - Joanne Lucks Environmental Officer - (Vacant) First Nations Officer - Fabian Yarren (Entered at 10:54 am) Undergraduate Officer - Taqi Razvi Postgraduate Officer - Bilal Shaikh International Officer - Owais Ahmed South West Officer 1 - Courtney Marshall South West Officer 2 - (Vacant) Social Officer - (Vacant) Sports Officer - (Vacant)</p> <p><b>Accredited Observers:</b></p> <p>Operations Manager - Lisa Dwyer Finance and Business Manager: Amanda Scoble</p>
5	<b>Proxies</b>	<a href="#">Files (0)</a>	<i>President</i>	Nil
6	<b>Conflict Of</b>	<a href="#">Files (0)</a>	<i>President</i>	Nil

	Interest			
7	SM2305/01 Approval of April Senate Meeting Minutes		President	<p><b>MOTION SM2305/01:</b> The ECU Student Guild senate agrees that the attached minutes from the April 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 with abstention from Courtney Marshall.</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>• Met with representatives from the US Consulate</li> <li>• Academic Board Meeting (will be providing verbal reports in future meetings)</li> <li>• Ramadan Night Market event and de-brief (great team effort)</li> <li>• Meeting with Education Minister Toni Buti</li> <li>• Team Dinner</li> <li>• Honorary Awards Committee Meeting</li> <li>• RHDC Meeting</li> <li>• Student Appeals</li> <li>• Had few interviews for Senate positions</li> <li>• Team Building</li> <li>• Meeting with Fabian</li> <li>• Scheduling interviews for Senate positions</li> <li>• Sec Meeting</li> <li>• Helping senate with their queries</li> <li>• Working on an event with Rizly and Nikhil (will involve all sec)</li> <li>• Working with marketing team to get business cards for sec (generic cards)</li> <li>• Submission for University Sector Review</li> <li>• Various discussion with Lisa</li> <li>• Speaking to students regarding issues such as accommodation</li> <li>• Correspondence with Belinda regarding western invitational</li> <li>• Helping students</li> <li>• Emails (VPSR, Enviro), discussions, etc.</li> </ul> <p><b>General Secretary</b></p> <ul style="list-style-type: none"> <li>• 1 Student Appeals committee</li> <li>• Academic board meeting</li> <li>• CIDC meeting</li> <li>• Helped and attended the Ramadan night market</li> <li>• Guild team building activity</li> <li>• Senate Dinner</li> <li>• Senate meeting minutes</li> <li>• Organising meeting for Dispute resolution</li> <li>• Clubs reporting + sent email to VPs to remind the clubs who have not reported yet</li> <li>• Correspondence with Wrestling club re Tier change</li> <li>• Completing the Clubs guide project tasks</li> <li>• Completed sexual harrsamnet training</li> <li>• Correspondence with AIESEC re budgeting and finance</li> <li>• Correspondence with ECU Sports re Sports Clubs affiliation status</li> <li>• Reviewing policies</li> <li>•</li> </ul>

#### Clubs affiliation

- Senate meeting Agenda
- Correspondence with clubs regarding their affiliation application

#### **Vice President Academic**

- Meeting with societies
- Sec Meeting
- Education board meeting
- VCSAF Meeting
- Meeting with US general Consul
- USD Meeting
- Academic Board Meeting
- Meeting with Student
- Meeting with officer throughout the month
- Academic meet & Greet
- White card work shops
- First Aid workshops
- Zoo Trip
- Nursing BBQ collaboration with School
- Guild Bi Annual Team Building
- Ramadan night market De-Brief
- Following up with officers
- Following up with operations
- Following up with queries from GAO
- Assisting student
- Following up with Student complains
- Assisting students
- Following up with societies grants and float top ups
- Following up with societies events

#### **Vice President International**

- Secretariat meeting.
- CIDC Meetings
- VCSAF
- Meeting US consul general
- Regular catch ups with International Department Clubs and reps
- Patrick director of youth and sport at organization of African Communities in WA
- Ramadan night Markets
- Activation sessions and sports activation.
- Sri Lankan New year Celebration
- Bowling and LASER TAG
- Dolphin Discovery Centre
- Organized Escape room for international students
- Chill out session preparation in study week.
- Guild Annual Team Building
- Working on international rep Sri Lanka
- Advocating student issues

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

- Lauren and Paul - Discussion about Bollywood party Security. EMU's Gala and Awards Night Location
- Representative Interview - Met a few good candidates, Should start

on-boarding soon.

- VCSAF 2 - There was no discussion on Accommodation issue. Only nursing placement was discussed. Presentation on city campus and sports.
- Sec Meeting #8
- Quiz Night (JO)
- Bowling and laser tag – Guild team building
- Sri Lankan New Year
- Dolphin Cruise Tour (SW)
- White-Card Training
- Zoo Trip
- Quiz Night (JO)
- Bollywood Party – had to cancel due to low numbers
- Bollywood party décor
- Movie night
- Sneaker Raffle
- Site Visit for EMU's Gala

#### **First Nations Officer**

- Senate meeting April
- Nursing & Midwifery Head of School
- Medical & Health Sciences
- Education
- Business and Law
- Western Australian Academy of Performing Arts
- Kurungkurl Katitjin
- ECU Tax Clinic
- Vice-Chancellor's Student Advisory Forum - 11 May 2023
- BKI
- Kudjikat Wow-r-ring Committee
- Fiona Navin
- ECU Sports
- Western Australian Network of Alcohol and other Drug Agencies (WANADA) 2 days Envis Hotel Hay St Perth Art Group Classes and talking circle x 3
- Aboriginal Cultural Awareness
- KK and ECU First Nations Officer

#### **Equity Officer**

- I attended an IDAHOBIT planning meeting with the Queer Collective, some of the Student Life team, and some ECU staff members
- I attended the Vice Chancellor's Student Advisory Meeting
- I organised a meeting with Nikhil to discuss a possible event collaboration
- I had a meeting with Sarah R
- I attended the Aboriginal Art Workshop event
- I hosted a Pride Party for IDAHOBIT, which had a decent turnout and ran really well

#### **Undergraduate Officer**

- Interviewed 2 candidates for the school of arts and humanities. Appointed one of them.
- Interviewed school rep for School of Science and Mathematics and

reappointed her.

- Meeting with operations manager of school of nursing and school rep for nursing in regards with international nursing day BBQ.
- Meeting with Lauren in regards with white card, first aid and zoo trip.
- Multiple meetings with VP academic throughout the month.
- Attended SCTL meeting of School of Business and Law.
- Attended VCSAF.
- Organized and took minutes of USD meeting.
- Submitted zoo trip proposal, made the booking, and executed the event.
- Organized white card course, had multiple conversations with the provider and Lauren/Paul about it.
- Organized first aid course, had multiple conversations with the provider and Lauren/Paul about it.
- Did the budgeting for the nursing BBQ with Paul.
- Submitted the proposal for undergrad dinner but postponed the event due to multiple reasons.
- Organized and executed the meet and greet with the clubs and reps. Addressed their concerns.
- Organized and executed the School of Nursing BBQ.
- Updated the School of Arts and Humanities about the new school rep.
- Updated the School of Science about the new school rep.
- Organized refund for a student from the zoo trip.
- Resolved an email issue of a school rep.
- Organized the white cards to be dropped off by the provider at the Guild and requested Lauren to ask students to collect them.
- Organized the White Card payment with Amanda.

#### **Postgraduate Officer**

- Meeting with Student reps for organizing fitness & nutrition session for postgraduate students.
- Arranged Seminar on 'Deep learning' for postgraduate students.
- Next talk is in process of planning for June with Dr Mursalin from Roy Hill
- Meeting with GRS to report CRICOS issue with post graduate students.
- Meetings with PG/HDR students on medical insurance issues and CRICOS issues.
- Attended Ramadan market event.
- Worked with PG/HDR student along with Sarah and Lisa, related dispute resolution.
- Attended HDR forum for school of engineering.
- Conducted interview for student reps and processed onboarding for some of them.
- Attended team building event with our Guild team.

#### **International Officer**

- Guild Bi-Annual Team building. Zone Bowling and lunch together.
- Student reps. Interviewing new students for international department team.
- Help 43 international students in there block student portal issues. Issue with late fees and password change.
-

Guide international student about there scholarships. Prepare all documents and apply online.

- Help students in guild office. Let students know how to use kitchen utensils and cleaning.

#### **South West Officer 1**

- Onboarding and training

#### **Operations Manager**

- Supporting the Constitution dispute resolution process in relation to a complaint received from a Guild member.
- Drafting "Prevention of Sexual Harassment in the Workplace Policy" which will be presented to CIDC on Thursday. Training has also been rolled out to all staff/senate around Sexual Harassment in the Workplace.
- Collating accommodation survey results into a report. Please do not share this externally as Sarah and I will manage this process to ensure that there is ongoing discussion with the relevant departments across the University to achieve an outcome for students.
- Met with DSC-IT in relation to the SharePoint project and rollout.
- Finalised and submitted the Q1 SSAF report. Thank you for your contribution.
- Commenced initial discussions with Peter Zaikos in relation to appointing him as the 2023 Election Returning Officer. Have made a recommendation to the VC in relation to Peter's appointment.
- Attended Vice Chancellors Student Advisory Forum.
- Commenced planning for Senate Induction Training for 2023 with Michelle and Amanda.
- Ongoing meetings with Digital and Campus Services in relation to the Guild Office Development project. Not able to confirm timelines at the moment as these will need to be negotiated with the builders who are yet to be appointed, however, work likely to commence end June/beginning of July at this stage.
- Discussion with Sports Centre and Stephen Mullarkey in relation to Sports Centres plans to charge full fees for hire of facilities to Guild Clubs who had less than 100% of ECU Students/Guild members. Resulted in return to previous policy whereby student clubs affiliated with the Guild will continue to receive a 50% discount when hiring ECU sports facilities, regardless of composition.
- Commenced the transfer of Guild Data to the new SharePoint Structure. Plan to go live at end of June/beginning of July. Will advise Senate when transitioning Department Data to the new structure and will provide information on managing files in the interim period before go live date in due course.
- Development of MOU to be proposed to Birra Bar to offer clarity to both parties in our relationship.
- Managing ML Maintenance matters with Michelle – Liaising with the University to find longer term options rather than band-aids to the ongoing roof leak issue.
- Sarah and myself have signed the 2023 SSAF Fees Allocation Deed and we look forward to receiving Quarter 1 and Quarter 2 funding allocations in due course. Sarah and I will also be meeting with the University Resource Committee next week to answer their

questions (if any) about the Guild SSAF Bid for 2023.

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

- Please ensure you are checking into Formstack Event/Float top Up and Grants forms as there have been some bottle necks in the approvals processes
- SBS forms have all been paid yesterday thank you
- Have had a few issues with Clubs spending personal funds and expecting reimbursements instead of using the Vasco cards for all club purchases. This creates a lot more work for us to approve a personal reimbursement to club members for Audit and reconciliation purposes. I have had to get Stat Dec's signed and lot of emailing back and forth to resolve these when we already have this covered under Vasco/ Clubs protocols. Please ensure in all communications with clubs please reiterate Vasco cards only for club purchases.
- Term Deposit is due for renewal on Friday I have complied analysis for review and decision. I am meeting with Bendigo Bank this afternoon to discuss the outcome.
- Please ensure all Tax Invoices are forwarded to [finance@ecuguild.org.au](mailto:finance@ecuguild.org.au) for processing and payment (Yvonne and I both monitor this email address)
- Budget vs Actuals were run up to May, I am aiming to provide this information by business day 7 each month from now on.

10 Priority Items [Files \(9\)](#) President

1. CIDC

#### **PREAMBLE:**

The following policies were reviewed at the CIDC meeting of 16th March 2023 (Police Check Policy) and 25th May 2023 and are passed for Senate approval. Details of changes made on the various policies are included in the commentary.

#### **Access to Personal Files Policy**

- 1.1 – Changed reference to Senate to Volunteer – as per other policies to encompass all personnel.
- 2.2 – Removed term stating “This policy applies to any other persons associated with the ECU Student Guild” as this is covered by the Guild’s Privacy Policy
- 5.4 - Removed Finance & Business Manager as now we can control access based on permissions level in Employment Hero. Previously access was on an all or nothing basis for payroll etc.
- 6 – Added State Records Act 2000 and Privacy Act 1988 to related legislation
- 8 – Updated revision history & date

#### **Police Check Policy**

- 1.1 – Updated intent to align with agreed terminology throughout Policy.
- 2.1 – Added section to explicitly exclude school & student reps from Police Check process (too cost prohibitive).
- 3.9 – Updated to match agreed definition.
- 3.10 – Updated to match standard definition.
- 4.2 – Updated to standard agreed definition.
- 6 – Added additional policy references as applicable.

#### **Prevention of Sexual Harassment in the Workplace Policy**

- New policy to be implemented in response to FairWork Act changes



which now require an organisation to be proactive in the management and response to Sexual Harassment in the workplace.

- Policy is based on the Guidance and framework provided by FairWork and requires organisations to provide clear information to the workplace on Sexual Harassment.
- The Act also make provisions for third party allegations which has not been covered previously.
- The policy accompanies the Sexual Harassment in the Workplace training provided by FairWork which has recently been rolled out to all staff/Senate.

#### Risk Management Policy

- 3.15 – updated definition to standard accepted definition of Senate.
- 4.1 – updated from employee responsibility only to include volunteer and contractors.
- 5.3 (Table) - Operations Manager row – Updated final dot point to be “a standing item at relevant meetings” rather than existing meetings to provide clarity to the term as not all meetings include a discussion of risk as this is not appropriate.
- 5.3 (Table) - All Personnel row – updated 2nd dot point to include “or any other Guild policy” to recognise that all Guild Policies are included in this guidance.
- 5.3.3.3 – Updated reference to Business Support & Finance to actual title of Finance & Business Manager.
- 5.3.3.4 – Updated reference to Business Support & Finance to actual title of Finance & Business Manager.
- 5.4.1 – Added “Under the guidance of the Operations Manager to clarify how this process is managed.
- 6 – Added Risk Management Procedure to the Related Procedure row.

#### Risk Management Procedure

- 2.4.2/2.4.3/2.5 – updated the reference to the WHS role with correct title.

#### Work Health & Safety Policy

- 5.1.8.3/5.1.8.6/5.1.11.10.1/5.1.12.7.2 – updated the reference to the Employment Hero with Microsoft Teams – The process changed in 2022.

- 6 – Added Volunteer Code of Conduct to related Policy and removed Workplace Aggression Policy

#### Workplace Bullying Policy

- Following agreement at CIDC that the Workplace Aggression Policy demonstrated language that the Guild was not comfortable with, CIDC resolved that the Workplace Aggression Policy should be encompassed into the Workplace Bullying Policy, with the Workplace Aggression Procedure remaining to manage the process of managing Workplace Aggression.
- 1.1 – Updated to acknowledge that the Workplace Bullying Policy includes workplaces aggression and violence.
- 3.13 – Added definition for Workplace aggression and/or violence.
- 5.4.1 – Added reference to workplace aggression or violence.
- 5.4.1.9 – Added procedural support reference.
- 5.5.2 – Added in reference to who and how workplace aggression will be managed.
- 6 – Added in Workplace Aggression Procedure and Employee Assistance Program Procedure to related procedure row.

#### Workplace Aggression Procedure

- 2.6.2.1 – Added in Strategic Risk Register to clarify where this Risk



Assessment is maintained.

- 2.6.3.3 – Removed full breakdown of notifiable act as irrelevant and not exhaustive.
- 2.6.3.4 – Updated reference to roles held.
- 2.6.7.2 - Updated reference to WHS title.

#### **MOTION**

**SM2305/02:** The senate resolves to approve all policies for distribution.

**Moved:** Sarah Rizwan

**Seconded:** Sadaf Darab

**Results:** Motion passed unanimously.

#### **PREAMBLE**

At the CIDC meeting of 25th May 2023 CIDC resolved to recommend to Senate to rescind the Workplace Aggression Policy due to the negative language used in the policy. The intent of the policy is now included in the Workplace Bullying Policy.

#### **MOTION**

**SM2305/03:** The senate resolves to rescind the Workplace Aggression Policy.

**Moved:** Sarah Rizwan

**Seconded:** Sadaf Darab

**Result:** Motion passed unanimously.

For noting by Senate:

The following policies were reviewed and no material changes have been recommended.

- Smoke Free Workplace Policy
- Wellness Days Policy
- Workplace Ergonomics Policy

## **2. Auditor**

#### **PREAMBLE**

The Guild appoints an Auditor every 3 years, usually approved at the AGM. However, due to vacancies in staff the Guild were unable to obtain quotes to present to the members at the recent AGM. The Guild has since contacted 5 Auditors, including our current Auditor, Moore Australia, for quotes (See attachment). Two Auditors decline the request to quote due to their current workload and a lack of skilled auditors. The remaining 3 include Moore Australia, Shine Wing and AWM Audit Group. The Guild is proposing to appoint a new auditor due to the significant costs of Moore Australia and some significant issues with the management of the audits over the past two years resulting in a significant loss presented in our Financial Report due to an auditing error. Secretariat have reviewed the remaining two auditors, Shine Wing and AWM Audit Group and have resolved to recommend that Senate support the recommendation of the appointment of Shine Wing as the 2023 – 2025 Auditors to be presented to the Members at an SGM (See attachment).

#### **MOTION**

**SM2305/04:** To recommend the appointment of Shine Wing at the SGM (to be arranged) as the auditors for the period 2023 – 2025.

**Moved:** Sarah Rizwan

**Seconded:** Sadaf Darab

**Result:** Motion passed unanimously.

## **3. 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:**

Women in Business (WIB)  
ECU Student Tennis

**MoU:**

Engineers Australia @ ECU (EA@ECU)

**MOTION**

**SM2305/05:** 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 \(1\)](#)

*President, Lisa  
Dwyer*

**1. Voice to the Parliament (Update)**

Since the previous senate meeting, the University has endorse a Yes case. As all the WA Guilds have had a Yes vote, it is reflecting badly on us (ECU Guild). Even though we are not picking a side and staying neutral, it could come across as not being supportive of this referendum. It is a very important matter and we need to be actively engaged with the matter. Sarah asks the senate to share their point of view on the matter.

Main points discussed by the senate are as follows: up until now, 6 voices have been introduced and they mostly were not much help. It is important to make an informed decision based on what the Aboriginal and Torres Strait Islander people want. We, as an organisation need to be respectful of people's point of view, and should not force our decision on others. Running workshops and information session would be beneficial to students as they can attend and gain more knowledge on this matter. Some senators support this based on the experience they had in their country of origin and said that they would want this opportunity in their country as well .

Sarah suggests that the senate vote on what actions the Guild should take. After an open vote has occurred, the senate passed a yes vote and to provide educational material to students by simple majority with abstention from Nikhil and Courtney.

**2. Communication with University**

Sarah discusses how the senate approaches the university. If an officer decides to initiate a meeting or a conversation with a person from the university, make sure a member of the secretariat or their VP is aware. This is to avoid issues and confusions in the future. Similar conversations may have been started with a member of the guild previously, therefore, to get a background about this, officers need to check with their VP or a member of the secretariat before scheduling a meeting.

### 3. Budget Changes

When budget lines are being changed in the budget sheets, it is important to let Sarah and Lisa/Amanda know. This is because even though changing budget lines mean that the funds will still stay in the same department, they can also reflect on the percentage of the KPIs. The Guild is allowed 10% under or over the KPI budget limit, and these need to be monitored to ensure we are following the right procedure.

### 4. Guild Reserve Funds

The Guild will be moving the reserve funding maintained in the Managed Investment Account (IOOF) to our High Interest Account and Term Deposit account held by Bendigo Bank due to the poor performance of that account over the past two years. The High Interest Account and Term Deposit – given the high interest rates currently will provide a better rate of return than the investment account. (See attachment)

#### **MOTION**

**SM2305/06:** The senate endorses switching to Suncorp Bank for the Term Deposits.

**Moved:** Rizly Abdue

**Seconded:** Owais Ahmed

**Result:** Motion passed unanimously.

### 5. Senator of the Month

No senator of the month was chosen for this month as everyone has been busy with studies and exams.

However, there is an honourable mention to Taqi for doing well during this busy time, and organising events. As a new senator, he has improved very well, but there is still room for improvement to make the senator of the month.

### 6. Risk Management

3 risks were reviewed at the CIDC meeting. Psychosocial risks for the GAOs were reviewed at the CIDC meeting and went to GAOs to get their feedback. Reduction of Guild spaces across campuses and Increased operating costs were also the other two risks that were reviewed and more mitigations were added to manage these risks.

### 7. Work Health and Safety

ML Student Kitchen has been closed for a while. Couple of students have made a big mess in the ML Kitchen after eating almost all the food. The kitchen has been closed with a signage that says "kitchen is closed for cleaning".

Water leakage coming from the roof into the offices. This issue has been ongoing for a few years, Lisa has been in contact with ECU to resolve this issue.

### 8. Complaints

The Guild received a complaint that escalated to the Dispute Resolution process. Lisa, Sarah and Bilal met with the student last month. The Guild has now closed that complaint and given a response to the student. The student, however, responded that they do not want to be contacted at the moment.

### 9. Reflection

Will cover in the next meeting.

### 10. Guild Kahoot

The senate played a Kahoot game based on Guild questions.

12	Other Items	<a href="#">Files (0)</a>	President	Nil
13	Meeting Ends	<a href="#">Files (0)</a>		Meeting ends at 12:30pm

Tasks

[View all](#)

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

Decisions

[View all](#)

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