

**Date:** 4/07/2023

**Time:** 10:00 AM - 12:00 PM

**Location:** JO 1.447

**Group:** Senate 2023

**Present:** [General Secretary](#), [Guild Senate](#), [Lisa Dwyer](#), [Amanda Scoble](#), [Vice President - International](#), [South West Officer](#), [International Officer](#), [Postgraduate Officer](#), [First Nations Officer](#), [President](#), [Equity Officer](#), [abroadhe@our.ecu.edu.au](mailto:abroadhe@our.ecu.edu.au), [sazkatya@our.ecu.edu.au](mailto:sazkatya@our.ecu.edu.au), [Environmental Officer](#), [Vice President - Social Responsibility](#), [Under Graduate](#)

**Absent:**

## Agenda

#	Topic	Files	Presenter	Minutes
1	<b>#7 Senate Meeting Agenda (July 2023)</b>	<a href="#">Files (0)</a>	<i>President</i>	<p>ECU Student Guild Senate Meeting Agenda</p> <p>📅When: 04-07-2023</p> <p>Where: JO.1.447</p> <p>Chairperson: Sarah Rizwan</p> <p>Minute taker: Sadaf Darab</p> <p>📄</p>
2	<b>Opening Address</b>	<a href="#">Files (0)</a>	<i>President</i>	<p>Meeting starts: 10:05am</p> <p>📄</p>
3	<b>Acknowledgm of Country</b>	<a href="#">Files (0)</a>	<i>President</i>	<p>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.</p>
4	<b>Attendance</b>	<a href="#">Files (0)</a>	<i>President</i>	<p>President - Sarah Rizwan</p> <p>General Secretary - Sadaf Darab</p> <p>Vice President Social Responsibility - Siti Azkatya</p> <p>Vice President International - Rizly Abdue</p> <p>Vice President Activities &amp; South West - Nikhil Howal</p> <p>Equity Officer - Joanne Lucks</p> <p>Environmental Officer - Alice Broadhead</p> <p>First Nations Officer - Fabian Yarren</p> <p>Undergraduate Officer - Taqi Razvi</p> <p>Postgraduate Officer - Bilal Shaikh</p> <p>International Officer - Owais Ahmed</p> <p>South West Officer 1 - Courtney Marshall(via Teams)</p> <p>South West Officer 2 - (Vacant)</p> <p>Social Officer - (Vacant)</p> <p>Sports Officer -(Vacant)</p> <p>📄Accredited Observers:</p> <p>Operations Manager - Lisa Dwyer</p> <p>Finance and Business Manager: Amanda Scoble</p> <p>📄Apologies</p>

				Vice President Academic - Zair Rizvi
5	Proxies	<a href="#">Files (0)</a>	President	Rizly has Zair's proxy.
6	Conflict Of Interest	<a href="#">Files (0)</a>	President	NIL
7	SM2307/01 Approval of May Senate Meeting Minutes		President	<p>MOTION</p> <p>SM2307/01: The ECU Student Guild senate agrees that the attached minutes from the May Senate Meeting are accurate and can be published on the Guild's website once redaction has occurred.</p> <p>Moved: Sarah Rizwan</p> <p>Seconded: Sadaf Darab</p> <p>Result: Motion passed unanimously with abstention from Siti and Alice.</p>
8	Circular Motion	<a href="#">Files (0)</a>	President	<p>Circular Motions for the month of June</p> <p><b>MOTIONS</b></p> <p><b>SCM2306/01:</b> The Senate appoints Siti Azkatya as the Vice President Social Responsibility for the rest of 2023 Term.</p> <p><b>Moved:</b> Sarah Rizwan</p> <p><b>Seconded:</b> Sadaf Darab</p> <p><b>Result:</b> Motion passed unanimously</p> <p><b>SCM2306/02:</b> The Senate appoints Alice Broadhead as the Environmental Officer for the rest of 2023 Term.</p> <p><b>Moved:</b> Sarah Rizwan</p> <p><b>Seconded:</b> Sadaf Darab</p> <p><b>Result:</b> Motion passed unanimously</p>
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, All	<p><b>President</b></p> <ul style="list-style-type: none"> <li>• Interviewing candidates for Senate positions</li> <li>• Meeting with Jo</li> <li>• City Campus (User stories) Meeting</li> <li>• Meeting with Courtney</li> <li>• Meeting with University sector review panel</li> <li>• Academic Board</li> <li>• Club development meeting</li> <li>• Student Appeals</li> <li>• Discussion with Lauren regarding Senate events</li> <li>• Discussion with events team regarding an event</li> <li>• Sec meeting</li> <li>• Guild Presidents Catchup</li> <li>• Investigation meetings for a complaint</li> <li>• CIDC</li> <li>• Meeting with Siti and Alice</li> <li>• DVCE Meeting</li> <li>• NUS Conference</li> <li>• Presentation at an ECC event</li> <li>• Responding to senate enquiries</li> <li>• Helping students, clubs, etc.</li> <li>• Various discussions with Lisa</li> </ul> <p><b>General Secretary</b></p> <ul style="list-style-type: none"> <li>• Academic board meeting</li> <li>• Secretariat meeting</li> <li>• Investigation meeting with Sarah</li> <li>• CIDC meeting</li> <li>• 3 student appeals in one week</li> <li>•</li> </ul>

#### LMS academic board meeting

- Escape room from INT department
- Youth Leadership Summit in Malaysia
- Senate meeting agenda and minutes
- Meeting with Riley re wrestling club issue
- Correspondence with CASSA re having a club mobile phone for 2FA
- Organising SGM
- Correspondence with Amanda regarding clubs funds
- Correspondence with sports centre regarding affiliated clubs

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

- On boarding and training

#### **Vice President Academic**

##### **Vice President International**

- Secretariat Meeting
- CIDC Meeting
- ECU Council Meeting
- Student appeal committee meeting
- Academic Misconduct Meetings
- Club Development Meeting
- Senate refresher training
- Following up with international reps
- Following up with international clubs
- Online training
- Bowling and LASER TAG for international students
  - o Good outcome
- Escape room for international students
  - o Good outcome
- Chill out session in study week.
- Cultural Gala Meeting.
- Council retreat - 2 Days
  - o Workshops
  - o Tour at the city campus
- NUS EDCON Conference in Brisbane

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

- Organised AQWA tour for 15 students with lunch, tickets will go live once Lauren is back from her leave. 10th July
- Collaboration with IK Entertainment regarding bhangra night on 7th July. They have agreed to give a 15% discount for ECU students, plus have Guild Logo on their posters.
- SEC Meeting minutes.
- Reps interview.
- Meeting with Sarah regarding a complaint against the sports department
- Liasing with Rohan Almani regarding potential collaboration with ISWA for their upcoming event.
- Attended conference in Brisbane.
- Meeting with Nike Joondalup
- Various discussion with Sarah and Rizly regarding Cultural Gala
- Meeting with Courtney regarding events on Bunbury campus.
- Attended escape room. International Department.
- Attended bowling and Laser Tag. International department

#### **Environmental Officer**

- Onboarding and Training

#### **First Nations Officer**

- Cultural Tour - Hedley Hayward wellness group quote and cultural tour on the farm Bakers Hill cultural tour
- Language - I am going with Sharon Gregory to do the language classes not Dylan due to the cost - Had meeting BKI and got invoice \$2500
- Bus - Nevil Palmer for the Yanchep tour. Booked
- Australian Indigenous University Games
- Donation to ECU Indigenous team to Australian Indigenous University Games \$1,000 Melbourne 2023
- Donation to ECU Indigenous team for ECU Indigenous Quiz \$50 package prizes
- Cultural Tour
- Yanchep Aboriginal experience in July 2023 booked
- OZ Wildlife booked - coming to July 2023
- International Space Centre for quote
- Group Tour getting information and booking
- ECU and KPU cultural tour
- Australian and Canadian First nations students 3-week course through ECU International Student

#### **Equity Officer**

- Equity and Diversity Committee meeting
- Senate refresher training
- Attended a meeting with Student Life to debrief on the IDAHOBIT event and discuss a Wear it Purple day collaboration
- Attended several Womens Community events
- Working with Wellbeing Community on interviewing committee members
- Working on events plan for Semester 2

#### **Undergraduate Officer**

- Attended senate refresher training.
- Meeting with VP academic.
- Discussion with a school rep over a future an upcoming conference.
- Arranged the first aid course payment with Amanda

#### **Postgraduate Officer**

- Nominated for GradCon 2023 in Brisbane, sponsored by CAPA plus got scholarship from organisers. Received updates on ongoing matters of business, Discussed student welfare initiatives, received updates on policy changes.
- Observed all active items of interest to GUILD postgraduate department
- Formal procedure to GRS on issues previously discussed in the meeting resolved.
- Candidate positions for reps. Conducting new interviews (15 min each) Resolving issues occurred with onboarding due to policy changes.
- Communications with ADR and school focal persons and details discussed on matters of CLTC meetings and updates on new administration structure.
- Conducted follow-ups on shared interests. Discussed ways to improve communication and collaboration between academic departments.

**International Officer**

- Academic Misconduct Meeting
- Senate Refreshing Training
- Guild student reps meeting
- Swag training

**South West Officer 1**

- Attended Pre-Start Catch up meeting with Sarah (President) to gauge expectations of role.
- Attended Teams meeting with Nikhil (VP) to discuss SW Budget.
- Met with Lauren and Paul at the SW office to discuss common room, guild kitchen and events for semester 2. Has been decided we will host a Common Room Lounge Launch on the 2nd of August.
- Attended Senate refresher training 20th June via teams.
- Teams meeting with Amanda Scoble to discuss SW Budget versus actuals.
- Made contact with the Rose Hotel in regards to future quiz nights and am awaiting response.
- Begain drafting semester 2 events calendar for SW
- Continued onboarding and training.

**Operations Manager**

- SharePoint Project
- Handover notes & Handover to Amanda
- Coordinating Joondalup Refurbishment Project
- DVCE Meeting
- Met with Lisa Gibb (new Housing Officer) with GAOs
- Policy updates
- Final City Campus meeting
- Meeting with SEN and WA Guilds
- Club Development Meeting
- Election Meeting with Peter Zaikos and Greg Mitchell from Vero Voting
- Liaising with Trish Crohill regarding Guild Lease renewal

**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
- Working with clubs project guide
- SBS forms have all been paid delay
- Exploring a possible second Term deposit
- 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) also ensure they are a valid Tax Invoice with and ABN on it or we cannot pay
- Budget vs Actuals were run up to June.
- Teams meetings with SW officer re budget and logistics
- Senate refresher training
- Sec meeting re O week
- Elections planning meeting
- Running EOM EOQ and EOY for Payroll so it is a very busy time for Finance department
- reporting
- SSAF reports to be populated as soon as possible
- SGM to come for voting in the new Auditors
-

Stepping into OM role

10 Priority Items [Files \(6\)](#) President

1. CIDC

**PREAMBLE:**The following policies were reviewed at the CIDC meeting of 23rd June 2023 and are passed for Senate approval. Details of changes made on the various policies are included in the commentary.

**Club Affiliation Policy**

- 5.1.2.4 - Removed individual definitions for Undergraduate and Postgraduate departments. Clubs of an academic nature to be managed as academic clubs recognising that for most clubs students can be both postgrad or undergrad and be a member of a club. Still supported by the Undergrad and Postgrad officer in collaboration with VP Academic.
- 5.2.5 – Returning to opening and closing dates for affiliation rather than the year round system we moved to this year.
- 5.2.8 - Sets out confirmed timeline for clubs training
- 5.2.9 – ensuring clubs are aware of their responsibility to ensure that all committee and members are aware of Guild policies and procedures.
- 5.3.1.4/5.3.1.5 – Issue this year with clubs not holding AGM's – establishes criteria for affiliation to ensure proper club governance prior to affiliation.
- 5.3.1.10 – Adding provisions for clubs with duplication of objectives allowing for a first in first served basis.
- 5.4.3 – Moved MOU and renamed to Tier 3 – Logical flow now are for funded tiers 1 – 3 with non-funded tier – 4. Provisions for standard offerings to clubs for Tier 3 (MOU) provided for in Policy now.
- 5.5.3 – Repeat of affiliation dates for clubs in important dates section.
- 5.6.3.1.6 – Adding in provisions to prohibit funds approval for receipts submitted more than 3 months post purchase of pre the approved affiliation date.
- 5.6.3.2.4 – Added provisions for non-payment of grants where not approved by the VP or activities undertaken prior to the approved affiliation date.
- 5.6.3.3.2 & 5.6.3.3.3 – Adding more detail around the features of the VASCO Card
- 5.6.3.3.9 – Adding in provisions that make it clear that the VASCO cards cannot be used to transfer funds to an external account or other payment method.
- 5.6.3.3.10 – Adding in provisions to make it clear that VASCO must

not be used as a ticketing facilitator.

- 5.6.3.3.11 – Stating that no personal reimbursements will be made using Guild funding.
- 5.6.3.4.1 – Provisions for ownership of assets (As per Constitutions)
- 5.7.1.1 – Adding in provisions for allow disaffiliation where the policy is not followed.
- 5.8.1 – Ensures that clubs are aware of who they must submit their reports and amending dates to allow for a full quarter reporting.
- 5.10.3 – Adding clarity around the dissolution of a club and the return of Guild assets.
- 5.10.4 – adding that assets must be returned in good condition to prevent the destruction of assets by clubs where dissolution occurs.

#### **Complaints Management Policy**

- 5.7 – Added provisions for the management of complaints that use derogatory or insulting/humiliating language
- 5.9.1 – Added in provisions for complaints received directly from the University complaints channels
- 5.10.1.7 – Adding in provisions for management of telephone and in-person complaints immediately
- 5.10.2 – Added provisions for managing informal complaints

#### **Conflict of Interest Policy**

- Policy was recommended as part of risk management strategy some time ago.
- Policy aims to establish identification and management of COI under the context of employees, volunteers and Senators including record keeping requirements to also satisfy State Records requirements

#### **Dircksey Regulations**

- Regulations updated to reflect process and provisions for Dircksey Editor where recruited externally as no previous provisions made when external recruitment was introduced to policy in 2021
- Additional modifications are as follows:
  - o 5.2 – Updated to reflect the Dircksey management of own budget but in consultation with E&MC
  - o 6.1.3 & 6.1.4 – Ensure evaluation by both parties rather than only one as is convention.
  - o 7 – Update to titles and clauses plus addition of provisions for externally recruited editor.
  - o 8.15 – Added specific provisions for an externally recruited Dircksey Editor.
  - o 9.3 – Provision to provide clarity that Sub-Editors cannot be externally recruited.
  - o 11.1 – Updated based on provisions for externally recruited editor and new introduction of payment by statement by supplier forms for honoraria.
  - o 11.2 – Added provisions for payment of honoraria by statement of supplier forms and provisions for restrictions of payments where deadlines not met.
  - o 11.3 – Added provisions for payment of honoraria by statement of supplier forms.
  - o 19.1 – Changed Policy and Accountability Committee to CIDC.

#### **Privacy Policy**

- Changes made in line with anticipated updates in legislation (new legislation likely to be released in the next 12 – 18 months)
- Language of policy also changed to make for easier reading and understanding.
- Note: Guild not currently required to follow Privacy Act, however major change in legislation likely to remove the small business



considerations and require that any organisation, regardless of turnover, is required to abide by the Privacy Act.

#### **Senate Transition Training Policy**

- 4.3 – Delete clause pertaining to employees as this policy relates to Senate only.
- 5.3 – Added to provide clarity on how induction training elements will be managed.
- 5.4 & 5.5 – Added an additional 2 weeks, from 2 to 4 weeks for completion of mandatory training.
- 5.7 – Added in provisions for additional training that may be required due to legislation etc. across the year.

#### **MOTION**

**SM2307/02:** The senate resolves to approve all policies for distribution.

**Moved:** Sarah Rizwan

**Seconded:** Sadaf Darab

**Result:** Motion passed unanimously.

**PREAMBLE:** The following policies have been reviewed by CIDC but no updates have been recommended. Policies provided to Senate to note only. Review dates will be updated.

- Ambulance Transportation Costs Policy
- Senate Office Bearer Engagement Policy
- Training and Development Policy

#### **2. 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 Engineering

#### **MOTION**

**SM2307/03:** The senate resolves to approve the above clubs under their respective tiers.

**Moved:** Sarah Rizwan

**Seconded:** Sadaf Darab

**Result:** Motion passed unanimously.

**11 Discussion Items**

[Files \(0\)](#)

*President, Lisa Dwyer*

#### **1. Work Health and Safety**

ML office has been closed for a few weeks due to leakage and mold. The university has done sampling to identify the types of mold and its work health and safety risks. ML office may be relocated in another building for the time being until the risk is resolved.

Water leakage into Joondalup storage room from the Boost. It has been cleaned and no electrical damages were made.

#### **2. Risk Management**

No update.

#### **3. Complaints**

There has been a complaint received by the Guild and it is under investigation.

#### **4. New Senate meeting structure**

As on next senate meeting, the structure will be slightly different. The senate will not go through the OBRs during the senate meeting. They are required to send their OBRs before the meeting so it can be included in the agenda. Presentations will be implemented in the



structure. Each department will present what they have done since the start of the year in a presentation format. This is an opportunity for senate to improve their interpersonal skills and boost their confidence. 📄 5. Q2 SSAF Report

Q2 SSAF report spreadsheet will come out this week. Senate to make sure they are filling the appropriate sections on time. 📄 6. Events workshop

Not many events have been executed in the first semester. Sarah opens the floor to senate to recommend what can be done to help have more events.

- Having monthly meetings between the senate to share what has worked for them in various situations so other senators can also use their experience. This could also include what things did not work in various events so we can come up with interventions – this also provides opportunities for collaboration between departments
- Utilise the events calendar so not everyone is planning their events at the same time
- All senate to help for bigger events so we have more help and event is ran smoothly
- Having a list of all the past providers that have been used in the past events which would be helpful for future senators to use that information
- Start promoting events early on so we can engage with more students
- Having an event planner for each semester to stay in track
- Communication between senators about their events to avoid clashes
- Making sure that VPs are aware of the events run by officers
- Give enough notice to the events team – helps in promotion and more input from the events team
- Bigger events such as awards night, guild ball, etc. Will be organised by the sec as it requires more manpower and all the responsibility is not dumped on one person only.

## 7. Kahoot

Senate plays a Kahoot game based on the Guild processes.

12	Other Items	<a href="#">Files (0)</a>	All	
13	Meeting Ends	<a href="#">Files (0)</a>		Meeting ends at: 11:28am

## Tasks

[View all](#)

### Task

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

## Decisions

[View all](#)

### Decision

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