

Date: 27/07/2023

Time: 09:00 AM - 10:30 AM

Location: JO.1.447

Group: Senate 2023

Present: [General Secretary, Amanda Scoble](#), , [Vice President - International](#), [First Nations Officer](#), [South West Officer](#), [Postgraduate Officer](#), [President](#), [Equity Officer](#), [Environmental Officer](#), [Under Graduate](#)

Absent:

Agenda

#	Topic	Files	Presenter	Minutes
1	#8 Senate Meeting Agenda (July 2023/2)	Files (0)	<i>President</i>	<p>ECU Student Guild Senate Meeting Agenda (July 2023/2)</p> <p>📅When: 27-07-2023</p> <p>Where: JO.1.447</p> <p>Chairperson: Sarah Rizwan</p> <p>Minute taker: Sadaf Darab</p> <p>📄</p>
2	Opening Address	Files (0)	<i>President</i>	<p>Meeting starts: 09:33am</p> <p>📄</p>
3	Acknowledgm of Country	Files (0)	<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	Attendance	Files (0)	<i>President</i>	<p>President - Sarah Rizwan General Secretary - Sadaf Darab Vice President Social Responsibility - Siti Azkatya Vice President Academic - Zair Rizvi Vice President International - Rizly Abdue Vice President Activities & South West - Nikhil Howal(Via Teams) Equity Officer - Joanne Lucks Undergraduate Officer - Taqi Razvi International Officer - Owais Ahmed South West Officer 1 - Courtney Marshall South West Officer 2 - (Vacant) Social Officer - (Vacant) Sports Officer - (Vacant)</p> <p>📄Apologies:</p> <p>Acting Operations Manager: Amanda Scoble Environmental Officer - Alice Broadhead</p> <p>Absent:</p> <p>Postgraduate Officer - Bilal Shaikh First Nations Officer - Fabian Yarren</p>

5	Proxies	Files (0)	President	Siti has proxy for Alice
6	Conflict Of Interest	Files (0)	President	Sadaf has a conflict of interest with Motion SM2307/05 and abstains from voting.
7	SM2307/04 Approval of July Senate Meeting Minutes		President	MOTION SM2307/04: The ECU Student Guild senate agrees that the attached minutes from the July 1 Senate Meeting are accurate and can be published on the Guild's website once redaction has occurred. Moved: Sarah Rizwan Seconded: Sadaf Darab Result: Motion passed unanimously
8	Circular Motion	Files (0)		NIL
9	Office Bearer Reports	Files (0)	President, General Secretary, Vice President - Social Responsibility, Vice President - International, South West Officer, Postgraduate Officer, International Officer, Environmental Officer, All	<p>President</p> <ul style="list-style-type: none"> • ECU Fitness to study audit meeting • Sec Meetings • ECC Presentation • Interview for Senate position • Club Space discussion with Lauren and Paul • Student Appeals • RHDC Meeting • July Birthday Celebration • ECU Official Welcome • Guild presentations in SBL, SSci, and SMHS • Student panellist in SSci induction • Education Committee Meeting • Contacting schools for induction presentations • Responding to Senate enquiries • Working on a few events with sec • Working on a complaint • Correspondence with representative from ISWA regarding an event promotion • Meeting with Siti • Helping students • Was sick for the last few days so cancelled a few meetings, will reschedule them soon <p>General Secretary</p> <ul style="list-style-type: none"> • Meeting with Siti • Secretariat meeting • Student appeals • Senate meeting agenda • Meeting with CASSA • Meeting with EA@ECU • Joondalup Get Set Session • Mt Lawley Clubs Carnival • Joondalup Clubs Carnival • Rescheduling SGM • Correspondence with clubs re affiliation • Discussions with Amanda re clubs and funds • Correspondence with Belinda re clubs booking process • Various discussions with Sarah • Organising Senate Team Building (Escape room) • Completed Mental Health Awareness Training • Completed Q2 SSAF report

Vice President Social Responsibility

- Sec Meeting
- Meeting with VP- International
- Catch up with Sarah
- Equity Department Meeting
- O Week event
- Working With Rizly and Nikhil to find the best option for the Rottnest trip
- Working on the video for the social media campaign
- Chat with Alice regarding the event planning/ budget, budgeting for the thrift market event

Vice President Academic

- Attend Sec Meeting
- Taking Sec meeting minutes
- Following up and meeting with academic department officer
- Working for organizing pending events with officer
- Following up with Enactus regarding MOU
- Following up with Robotics regarding grants and events
- Attend undergraduate studies department meeting
- Following up with Schools regarding CTLC meetings
- Following up with school representative
- Meeting with space gass trainer regarding workshops
- Finalized Space gass sessions
- Contacting Companies for upcoming events
- Contacting Recruitment agencies for events
- Following up with officers from career hub for upcoming events
- Following up with Psych Society
- Attend JO Get Set session
- Assisting Student with Academic issues (Progression status)
- Meeting with unit coordinator on behalf of students
- Attend Lisa Farwell and July birthday
- Finding speakers for cultural gala

Vice President International

- Secretariat Meeting
- Student Appeal.
- Academic Misconduct Meeting.
- Clubs Carnival at Mount Lawley and Joondalup
- Get set Joondalup.
- Paintball Planning with VPSW
- Rottnest Tour Planning VPSR & VPSW
- Caversham Park Planning
- cultural gala Planning
- Weekly Chill Out Planning
- AQUWA Event
- Correspondence regarding anti Racism Working Group
- Following up with Clubs
- Following up with International Officer
- Following up with international Representatives

Vice President Activities and South West

- AQWA tour
- ISWA Event – Promoted Guild and Advocated students
- School of Engineering Orientation – Promoted Guild
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Sneaker Raffle

- SEC Meeting
- Meeting with Rob – MOU discussion
- Meeting with Courtney – Discussion about Lounge Launch/ SSAF reporting.
- Made Instagram videos for promoting Sneaker Raffle
- Advocating students regarding accommodation, holiday letter, and final year project.
- Bollywood posters across JO campus.
- Dropped some posters at ECU Village, will be meeting Candice on Friday Morning.
- Planning Rotttnest with Rizly and Siti
- In discussion with UG officer regarding Museum Tour.
- Had a chat with EA regarding MOU, they should get back to us for the same.
- Oppenheimer/Barbie Movie planned, Proposal has been sent.
- Planning Ifly and Fremantle tour.

Environmental Officer

- Completed SEN Training (Board Induction)
- Completed Cyber Awareness Module on Employment Hero
- Completed Mental Health (Aveling) Course on Employment Hero
- (Will have) Attended Disability Pride Screening on July 20 at Joondalup
- In process of organising the start of 'Containers for Change' - meeting with Sarah to discuss

First Nations Officer

☑Equity Officer

- I've been working with Wellbeing Community on interviewing new committee members and preparing for affiliation
- I assisted Wellbeing Community with getting ready to apply for affiliation
- I submitted my event proposal for my first event of semester two
- I worked on my event plan for wear it purple day
- I plan to help out at the Mount Lawley Club Carnival

Undergraduate Officer

- Organized USD meeting
- Attended Joondalup and Mount Lawley Get Set Sessions.
- Proposal Sent for Spacegass workshops.
- Contacted AUSLAN provider.
- Discussion with VP Social and VP international over possible collaborations.
- Several discussions with VP Academic.

Postgraduate Officer

☑International Officer

- Organize International Department Meeting
- July Birthday Celebration
- Discussion about Rottness Trip - Organise food
- Get Set Session Joondalup
- Get Set Session Mount Lawly
- Welcoming New Students

South West Officer 1

- Met with Lauren and Paul via teams to discuss the SW Lounge Launch in August.
 - Met with Nikhil for our regular fortnightly meeting to discuss the SSAF report and to fill him in on the SW Lounge Launch.
 - Met with Deputy Vice Chancellor Cobie Rudd about the needs of the SW students and a potential partnership with the SW Guild.
 - Organised bread donations from a local bakery – Best in the West Bakery, once a week we will be giving out bread to the students from the common room.
 - Began trying to source fruit donations through local farms or Coles – in the meantime there is money in the budget to buy fresh fruit for the common room kitchen.
 - Submitted SW Lounge Launch Event proposal and Risk Assessment to Lauren.
 - Organised stock for the SW Lounge Launch and for the remainder of the semester.
 - Finished outstanding trainings on Employment Hero, including SEN training.
 - Began advertising the SW Lounge Launch via posters on campus provided by Luke.
- Acting Operations Manager
- Exploring a possible second Term deposit
 - Please ensure all Tax Invoices are forwarded to 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
 - EOM EOQ work in progress
 - EOFY Payroll completed
 - SSAF reports to be populated as soon as possible
 - SGM to come for voting in the new Auditors
 - Officially OM role – mobile number
 - Joondalup Refurbishment should be completed by Monday 24th July
 - ML will also reopen 24th July
 - Sharepoint project postponed until LD returns

10	Priority Items	Files (0)	President	<p>1. Bank Signatory</p> <p>PREAMBLE</p> <p>In order to provide an additional signatory whilst the Operations Manager is away on Parental Leave, the General Secretary, Sadaf Darab, should be provided with access to the banking accounts of the Guild in order to facilitate the timely processing of payments from the Guild accounts. The Operations Manager access will remain and may be contacted as a back-up to second a payment where no other signatories are available.</p> <p>MOTION</p> <p>SM2307/05: The Guild motions that Sadaf Darab in her capacity as General Secretary be provided with banking access.</p> <p>Moved: Sarah Rizwan</p> <p>Seconded: Rizly Abdue</p> <p>Result: Motion passed unanimously with abstention from Sadaf.</p> <p>2. Clubs</p> <p>PREAMBLE</p> <p>The following clubs have been able to satisfactorily meet the affiliation requirements. Senate to approve the affiliations of the clubs</p>
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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.

☑MOU

- Power To Change

☑MOTION

SM2307/06: 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 \(1\)](#)

*President,
Amanda
Scoble*

1. Presentation

Sarah and Sadaf have prepared a presentation on the plans they had for the year, what has been achieved and how things can be improved. Sarah talks about the culture of the team. The senate communication with each other and having a friendly team. She also talks about her efforts on filling all senate position, however there are still 3 vacancies. Continuing to promote the guild and the vacant positions so we can get more interest from the students.

Sadaf talks about her focus on improving the relationship and communication with the clubs as well as easing the process of the affiliation.

Academic, International, Activities and SW followed by the Social Responsibility department will be presenting respectively in the upcoming senate meetings.

☑ 2. Catch up with President

Senate to send their availability to Sarah to schedule a performance review meeting.

☑ 3. Senator of the Month

Shout out to Rizly for the Month of June for organising events in the exam time.

Senator of the Month for July is Courtney.

☑ 4. Events discussion - Have a look at your budget plan

Sarah discusses the events that the sec has been working on including the cultural gala, thrift market, multicultural festival, awards night and etc. Senate to look at their budget and adjust accordingly if they are not doing an event anymore, or are adding a new event to the budget plan.

☑ 5. EH Training

Senate to complete their outstanding training on Employment Hero until next month.

☑ 6. VC Sport Grant Discussion

VC's Grant for the Sport clubs for the Nationals to help cover clubs costs. The working group will consist of the Guild Senate, the ECU Sports Centre and the Pro Vice There was also an idea to build a freely accessible court for students to play common sports such as Badminton, Basketball, Tennis etc. for students to play and engage in sporting activities.

☑ 7. Risk Management

No update.

☑ 8. Work Health and Safety

No update.

☑ 9. Complaints

A complaint is under investigation at the moment. It will be shared

				<p>when the investigation is closed.</p> <p>🔒 10. Reflection</p> <p>Senate to share their thoughts on the Guild and what power they have as a Guild Senator.</p> <p>Fabian enters at 10:37am</p>
12	Other Items	Files (0)		
13	Meeting Ends	Files (0)		Meeting ends at 10:38am

Tasks
[View all](#)

Task

No tasks created for this meeting
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Decisions
[View all](#)

Decision

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