

16 Dec 2024 - Senate Meeting 1

Date: 16/12/2024

Time: 12:00 PM - 02:00 PM

Location: JO.31.439

Group: Senate Channel

Present: [General Secretary](#), [Lisa Dwyer](#), [President](#)

Absent:

Agenda

[U](#)

#	Topic	Files	Presenter	Minutes
1	Senate Meeting 1 Agenda (December 2024)	Files (0)	President	ECU Student Guild Senate Meeting 1 Agenda (December 2024) When: 16/12/2024 Where: JO.31.439 Chairperson: Pema Chentsho Minute taker: Sarah Rizwan
2	Opening Address	Files (0)	President	Meeting starts: 12:08pm
3	Acknowledgment of Country	Files (0)	President	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	Attendance	Files (0)	President	<p>President - Pema Chentsho General Secretary - Sarah Rizwan Vice President Social Responsibility - Joanne Lucks Vice President Academic - Syed Taqi Abbas Razvi Vice President International - Minhajul Arefin Vice President Activities & South West - Vimal Hemnani Equity Officer - Gangamini Chandrasiri Undergraduate Officer - Sheharyar Sahi Postgraduate Officer - Imtiaz Ali International Officer - Cliaan Coenraad Social Officer - Mohak Gakhreja Sports Officer - Austin George (via teams) First Nations Officer - (Vacant) South West Officer 1 - (Vacant) South West Officer 2 - (Vacant)</p> <p>Accredited Observers: Operations Manager: Lisa Dwyer Financial Controller: Michael Agostini</p> <p>Absent Environmental Officer - Alice Broadhead</p>
5	Proxies	Files (0)	President	NIL
6	Conflict of Interest	Files (0)	President	NIL
7	Circular Motion	Files (0)	President	PREAMBLE The Senate is required to appoint one senate and one staff member to be on CIDC along with mandatory member General Secretary and Operations Manager. An expression of interest was opened and Cliaan Coenraad express from senate and Jo O'Donnell from staff.

				<p>MOTIONS</p> <p>SCM2412/01: Senate to appoint Cliaan Coenraad as the senate member on CIDC for 2025. Moved: Sarah Rizwan Seconded: Minhajul Arefin Result: Motion passed unanimously</p> <p>SCM2412/02: Senate to appoint Jo O'Donnell as the staff member on CIDC for 2025. Moved: Sarah Rizwan Seconded: Minhajul Arefin Result: Motion passed unanimously</p>
8	SM2412/01 Approval of November Senate Meeting Minutes		President	<p>MOTION</p> <p>SM2412/01: The ECU Student Guild Senate agrees that the attached minutes from the November Senate Meeting accurate and can be published on the Guild's website once redaction has occurred. Moved: Sarah Rizwan Seconded: Syed Taqi Abbas Razvi Result: Motion passed unanimously. Abstentions: Sheharyar Sahi, Pema Chentsho, Mohak Gakhreja, Austin George.</p>
9	Office Bearer Reports		All	<p>SENATE</p> <p>President See attached.</p> <p>General Secretary</p> <ul style="list-style-type: none"> • Student Appeals • Internships/ Placement feedback meeting with SENG • Club space refurb meeting • Senate Induction • Organising CIDC members • CIDC members circular • Organised Senate Meeting • Organised Secretariat Meeting • Drafted the new Club Affiliation Policy • Prepared Senate Meeting Agenda • Emails • Assisting Senators • Addressing Students Enquiries • Preparing for Club Affiliations 2025 <p>Vice President Social Responsibility</p> <ul style="list-style-type: none"> • Attended Induction Week • Helped out at Guild Christmas Barbecue (December 10th) • Attended Women's Community AGM (December 12th) • Attended Wellbeing Community AGM (December 15th) • Attending Senate Meeting 1 (December 16th) • Attending Secretariat Meeting 1 (December 16th) • Planning to meet with officers soon to plan events and budget for 2025 <p>Vice President Academic</p> <ul style="list-style-type: none"> • Attended Senate Induction. • Attended Senate Team Building/Lunch. • Senate online trainings • Meeting with Undergraduate and Postgraduate officers to discuss budget/ reps. • Communication with ADTL to streamline Undergraduate and Postgraduate reps process. • Checked club End of Year reconciliation forms. • Met multiple students regarding academic misconduct queries. • Responded to multiple club, reps and student queries. <p>Vice President International</p> <ul style="list-style-type: none"> • Attended Mandatory Senate Induction • Will be attending Senate meeting • Attended the meeting to renovate Club Space • Completed all the required trainings and got the certificates • Meeting with the International Officer to finalize International Department budget for 2025 Events • Planning and organizing Rottnest Island event • Planning PowerPlay Karting event • Planning Multiple other events across the year <p>Vice President Activities and South West</p> <ul style="list-style-type: none"> • Meeting with social and sports officers, regarding events, budgeting and run times. • Meeting with Gen Sec, VP Social Responsibility, VP International and Paul, regarding revamping of Guild's Club Space identify and select the needed furniture to upgrade some of the facilitates. • Attended the mandatory senate induction • Started required online trainings

- Team Building/staff lunch
- Helped at the Guild Christmas Lunch
- Started working on the Budget for Activities and Southwest department

Environmental Officer

No report.

Equity Officer

- Senate meeting 12
- Attended at President's Summit
- Attended at IT induction
- Attended at Decisions Training
- Attended at Governance and financial governance trainings
- Attended at the training of setting the annual budget.
- submitted the working from home checklist
- Attended at the WHS induction
- Attended at event planning and budgeting trainings.
- Participated at the staff and senate team lunch
- Attended at the Wheelchair football team building session.

Undergraduate Officer

- Senate induction
- Online Trainings
- Team building activity
- Meetings with VP Academic
- Budget planning for 2025
- Organized Rep interviews
- Helped during Xmas bbq event

Postgraduate Officer

- **Online Training Courses:** Completed online training courses to develop skills in work-life ethics and professional resp
- **Induction Sessions:** Attended induction sessions to understand Guild responsibilities and goals.
- **Team Building:** Participated in activities to strengthen collaboration as well as relationships within the team.
- **Meeting with VP-Academics:** Discussed school representatives recruitment and budget planning.
- **Office Presence:** Regularly attended the office to ensure smooth coordination.

International Officer

- Helping with the Christmas BBQ party
- Emailing cruise companies for Rottnest
- Participated in all the inductions and meetings
- Senate meeting
- Meeting with the previous international officer to discuss the budget
- Submitting event proposals for next year
- Approved and joined the CIDC Committee

Social Officer

- Attended mandatory senate induction
- Will be attending Senate Meeting scheduled on 16th December 2024.
- Completed the mandatory trainings and completing the ones which are left.
- Meeting with VP Activities and South West to plan out the events and budget for events of 2025.
- Planning multiple events across the year.

Sports Officer

- Attended all mandatory senate induction meetings except Event Planning & Budgeting.
- Met with Vice President (Activities & South West) and took over the Sports Officer position.
- Met with Vice President (Activities & South West) and discussed about potential events.
- Completed all mandatory trainings except Mental Health Awareness Training, which is on hold currently.
- Voted for electing the CIDC committee.


ACCREDITED OBSERVER

1. Operations Manager

- Senate induction
- Auditor meeting to progress 2024 audit
- UWHSC meeting
- 2025 preparation with Events team (Guild Fair)
- Catch Up with other Guild managers
- Finalising 2025 operating budget with MA/staff

2. Financial Controller

- Finalised orders for 2025 Guild fair merchandise
- Continued drafting the 2025 Budget
- Conducted senate induction training (financial related)
- Commenced the 2024 audit process with a planning meeting with the Auditors and Operations Manager
- Liaised with insurance broker regarding 2025 insurance premiums
- Liaised with Bendigo Bank regarding establishment of new term deposit accounts and change in bank signatories
- Commenced transition from Vasocopy to Volopay
- Commenced end of year club reconciliations
- Monthly budget reviews

<p>10</p>	<p>Priority Items</p>		<p>President, Lisa Dwyer</p>	<p>1. Disciplinary Committee (DC) - (SM2412/02, SM2412/03, SM2412/04)</p> <p>Pema mentions that this is her first time and requests Sarah to cover the following motions. Sarah explain items to the Senate.</p> <p>PREAMBLE: Referring to ECU Guild Constitution Schedule 1 (see attached)</p> <ol style="list-style-type: none"> 1. The Senate will establish a Discipline Committee 2. The role of the Discipline Committee will be to investigate all charges of contraventions of the Policies or of the and to impose penalties described in the Constitution. 3. Membership <ol style="list-style-type: none"> 3.1. The Discipline Committee will comprise: <ol style="list-style-type: none"> 3.1.1. the Chair, who will be a Member of the Senate who is not the President or the General Secretary, and who w a casting vote on the Committee. 3.1.2. one other Member of the Senate who is not the President or the General Secretary; and 3.1.3. 3 Members who are not members of the Senate, at least one of who m will be female and at least one of wh male. 3.2. Subject to item 3(3) (c) of the constitution, the General Secretary will be the Executive Officer of the Discipline 3.3. If the General Secretary is the subject of proceedings, the Executive Officer will be appointed by the Discipline <p>MOTION M2412/02: The Guild establishes a Disciplinary Committee for 2025 senate term which will be the investigative bo charges of contraventions of the Policies or the Constitution if a matter is referred to the DC, and to impose penalt in the Constitution as relevant. This is to ensure accountability, equality, and transparency is being upheld by the E Guild as best as possible at all times. Moved: Vimal Hemnani Seconded: Syed Taqi Abbas Razvi Results: Motion passed unanimously.</p> <p>The members of the DC consist of;</p> <ol style="list-style-type: none"> 1. 3 Members (students), to be advertised on Guild socials for expressions of interest 2. Chair of DC (Senator, not President or General Secretary) 3. One Senator (Not Chair, President or General Secretary) <p>An expression of interest is opened to the senate for Chair of DC and one senate member of DC. Only one nomin received for each category.</p> <p>MOTION SM2412/03: The Guild appoints Syed Taqi Abbas Razvi as the Discipline Committee Chair for 2025. Moved: Vimal Hemnani Seconded: Minhajul Arefin Results: Motion passed unanimously.</p> <p>MOTION SM2412/04: The Guild appoints Minhajul Arefin as the Discipline Committee senate member for 2025. Moved: Syed Taqi Abbas Razvi Seconded: Sheharyar Sahi Results: Motion passed unanimously.</p> <p>2. Delegation and Authority</p> <p>Lisa and Michael leave the room at 1:00pm</p> <p>This item is discussed In Camera</p> <p>PREAMBLE: Under Section 35 of the Constitution, which governs the delegation of authority, the Senate, through passed by a special majority, can delegate its powers under this Constitution to:</p> <ol style="list-style-type: none"> (a) any Senator; (b) any Department or Committee which has at least one Senator as a member; or (c) Operational Executive. <p>A power delegated under Clause 35(1) may not be further delegated and the Senate may impose any conditions o delegation of its powers pursuant to Clause as it sees fit.</p> <p>MOTION SM2412/XX: The Guild Senate, in accordance with its powers under the Constitution, delegates authority to the --- for every aspect involved in the identification, provision, and management, of the Guilds IT Infrastructure and Stan Operating Environment (SOE), including, but not limited to, hardware and software licensing and maintenance and agreements, system security and upgrade schedules. Moved: Seconded:</p>
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Results:

MOTION
SM2412/XX: The Guild Senate, in accordance with its powers under the Constitution, delegates authority to the --- -- for every aspect involved in the identification, provision and, management of the Guilds web and social media environments.
Moved:
Seconded:
Results:

MOTION
SM2412/XX: The Guild Senate, in accordance with its powers under the Constitution, delegates authority to the -- -- for every aspect involved in the identification, provision and management of the Guilds Electronic Document and Management System (EDRMS) ensuring it complies at all times with the Guilds compliance obligations under the Records Act 2000.
Moved:
Seconded:
Results:

MOTION
SM2412/XX: The Guild Senate, in accordance with its powers under the Constitution, delegates authority to the -- - for recruitment and appointment of salaried operational employees.
Moved:
Seconded:
Results:

MOTION
SM2412/XX: The Guild Senate, in accordance with its powers under the Constitution, delegates authority to the -- ----- for Performance Management of salaried Operational employees.
Moved:
Seconded:
Results:

Senate conducts a detailed discussion in camera and the below motions are passed.

MOTION
SM2412/05: The Guild Senate moves this decision to the next Senate Meeting.
Moved: Mohak Gakhreja
Seconded: Imtiaz Ali
Results: Motion passed unanimously.

MOTION
SM2412/06: The Guild Senate delegates authority to General Secretary, Sarah Rizwan, to seek legal advice perta these matters.
Moved: Syed Taqi Abbas Razvi
Seconded: Sheharyar Sahi
Results: Motion passed with special majority.
Note: 11 Yes, 1 No, Abstention from Sarah Rizwan

MOTION
SM2412/07: The Guild Senate approves utilisation of Guild reserve funds for seeking external legal advice as nee
Moved: Syed Taqi Abbas Razvi
Seconded: Gangamini Chandrasiri
Results: Motion passed with special majority.
Note: 10 Yes, 1 No, Abstention from Vimal Hemnani, Mohak Gakhreja

3. Operations Manager Title Change
 Item removed from the Agenda.

4. CIDC Policy for Approval
PREAMBLE: The Club Affiliation Policy has been reviewed ahead of 2025 Affiliations. Senate to approve the polic CIDC recommendation.

Sarah provides an update.

SM2412/08: The Guild Senate approves the revised Club Affiliation Policy.
Moved: Sarah Rizwan
Seconded: Vimal Hemnani
Results: Motion passed unanimously.

11	Discussion Items	Files (0)	President, General
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1. Nominations for University Committees
The University has various committees where Guild Senators represent the Guild and Student Body. Sena

Secretary, Lisa Dwyer

discuss representatives for the following committees. The senate has a detailed discussion and the following representatives are appointed.

- Academic Board
 1. President
 2. General Secretary
 3. VP Academic
 4. Postgraduate Officer

- Education Committee (Splitting into two committees)

If it is still one committee

 1. President
 2. Postgraduate Officer

- RHDC Committee
 1. President
 2. Postgraduate Officer

- Equity and Diversity Committee

VP Social Responsibility

People with relevant portfolios and experience are nominated.
The nominations for any other representatives to be discussed as and when needed.

2. Club Space Refurb Project Budget
To note: There is \$11,000 remaining in the Club Budget

The Club Space refurbishment is discussed, with Vimal and Jo assigned responsibility for purchasing furniture and However, since the University has indicated that we may be allocated a different space on campus, they are advised items that can be easily stored if relocation is required.

3. Cost of living Survey Relief Budget
To note: There is over \$30,000 remaining in the department budgets.
As discussed in the previous Senate and Secretariat meetings, a portion of the remaining budget will be utilised to grocery vouchers for allocation to select students who participated in the COL survey.

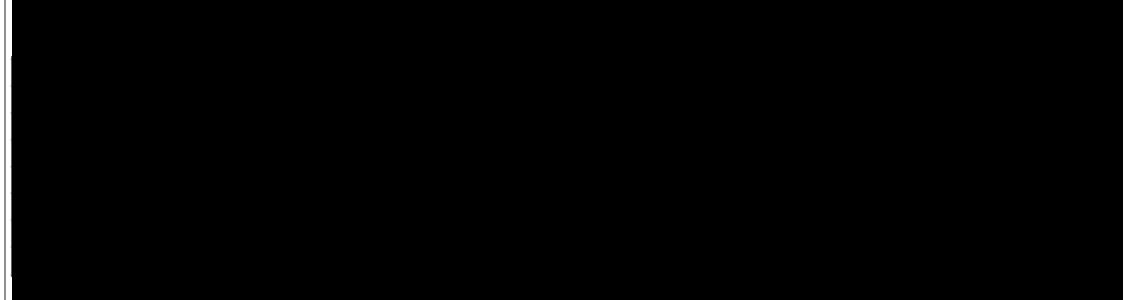
4. Guild Representative Merchandise
As discussed in the previous Senate and Secretariat meetings, senate are reminded of the project and plans to order merchandise for guild representatives as a welcome pack and appreciation token.

5. Students for Disciplinary Committee (DC)
As this is an important discussion and decision, this item is moved to be discussed in Secretariat meeting in the interim.

Item 6 discussed after item 8.

7. Email - Request for Comprehensive Annual Reports and Handover Information
Attached for reference.
The email sent is clarified.

8. WHS Update
Lisa provides an update.



Pema leaves at 2:42pm.

MOTION
SM2412/09: Motion to appoint Sarah as the chair for the remainder of the meeting.
Moved: Syed Taqi Abbas Razvi
Seconded: Minhajul Arefin
Results: Motion passed unanimously.
Note: Sarah declares Conflict of Interest and abstains.

6. Report Review Request
This item is discussed in camera.
Senate has a discussion and it is decided that the feedback be relayed to Pema.

12	Other Items	Files (0)		Sarah asks Senate to share their calendars and schedules to assist with organising meetings.
13	Meeting Ends	Files (0)	President	Meeting Ends: 3:09pm

[Sync tasks and decisions](#)

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Tasks

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Task

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

Decisions

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Decision

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