



22 May 2024 - Senate Meeting 6

#	Topic	Files	Presenter	Minutes
1	#6 Senate Meeting Agenda (May 2024)	Files (0)	President	ECU Student Guild Senate Meeting Agenda When: 22-05-2024 Where: JO.1.441, Teams Chairperson: Sarah Rizwan Minute taker: Rizly Abdue
2	Opening Address	Files (0)	President	Meeting starts:12:35PM
3	Acknowledgment of Country	Files (0)	President	The Guild acknowledges that we are meeting on Whadjuk Nyoongar land, and acknowledge elders, both past and present. We recognise the land was stolen and never ceded, and always and always will be Aboriginal land.
4	Attendance	Files (0)	President	President - Sarah Rizwan General Secretary - Rizly Abdue Vice President Social Responsibility - Joanne Lucks Vice President Academic - Taqi Razvi Vice President International - Siti Azkatya Vice President Activities & South West - Nikhil Howal Equity Officer - Gangamini Chandrasiri Environmental Officer - Alice Broadhead (Online) First Nations Officer - (Vacant) Postgraduate Officer - Asad Ali International Officer - Minhajul Arefin South West Officer 1 - Sarah Mepham South West Officer 2 - (Vacant) Social Officer - Ali Haider Sports Officer - Vimal Hemnani Accredited Observers Operations Manager - Lisa Dwyer Financial Controller - Michael Agostini Apologies Undergraduate Officer - Johnny Ngunar
5	Proxies	Files (0)	President	Taqi Razvi has Johnny's proxy
6	Conflict Of Interest	Files (0)	President	NIL
7	SM2405/01 Approval of April Senate Meeting Minutes		President	MOTION SM2405/01: 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. Moved: Rizly Abdue Seconded: Sarah Rizwan Result: Motion passed unanimously 
8	Circular Motion	Files (0)	President	Circular Motions for May 1. Discounted Ball tickets – Senate/ Staff PREAMBLE: Traditionally, the Guild has provided a discount to its staff and senate for the ECU Guild Ball. It is of a way to thank senate and staff for their efforts and contribution to the Guild. MOTION SCM2405/01: Senate to approve a 50% discount on tickets to the Guild Ball 2024 for staff and their plus one's. Moved: Sarah Rizwan Seconded: Rizly Abdue Result: Motion passed unanimously

				<p>2. Discounted Ball tickets - Clubs PREAMBLE: As per the Guild's Affiliation Policy, all Tier 1 clubs get the benefit of discounted tickets each year. This discount only applies to the top 5 committee positions of the clubs who were submitted at the time of affiliation. It has been recommended that the ticket price be set at \$99 for the committee members. MOTION SCM2405/02: Senate to approve discounted tickets for the 2024 Guild Ball for the Tier 1 Club Committee Members. Moved: Sarah Rizwan Seconded: Rizly Abdue Result: Motion passed unanimously</p> <p>3. Free Ball tickets for Nikhil and Lauren PREAMBLE: As Lauren Reed (Events and Marketing Coordinator) and Nikhil Howal (VP Academic and Southwest), are the ones organising the night of the ball, they will not be able to enjoy the night as an attendee, therefore, it is suggested that they are to be awarded free tickets to the ball 2024. MOTION SCM2405/03: Senate to approve free tickets for Lauren Reed and Nikhil Howal for the ECU Student Guild ball 2024. Moved: Sarah Rizwan Seconded: Rizly Abdue Result: Motion passed unanimously</p>
<p>9</p>	<p>Office Bearer Reports</p>	<p>Files (0)</p>	<p><i>General Secretary, Vice President - Equity, Vice President - Academic, President, Vice President - Social, South West Officer, Postgraduate Officer, International Officer, Sports Officer, Equity Officer, First Nations Officer, Environmental Officer, Undergraduate Officer, Vice President - Activities & South West, Vice President - International, Vice President - Social Responsibility, Lisa Dwyer, Social Officer</i></p>	<p>President - Sarah Rizwan</p> <ul style="list-style-type: none"> • Senate Team Building • Guild AGM • Preparing President's Annual Report • DVC + Guild Catch Up • Sec Meeting • Department Meeting – Social Responsibility • Meeting with Guild Presidents regarding SSAF • SSAF Strategy Meeting • Advocacy and support to students affected by Migration changes • Working on various student matters – will provide an update when resolved • SSAF work – writing letters, other correspondence • Upcoming meeting with Arshad to discuss pressing issues • Assisting Senate • Responding to student inquiries • Emails, circulars, etc. <p>General Secretary - Rizly Abdue</p> <ul style="list-style-type: none"> • Senate Team Building • Guild AGM • DVC + Guild Catch Up • Sec Meeting • Department Meeting – Social Responsibility • Emails, circulars, etc. • Agenda • Minutes <p>Vice President Social Responsibility - Joanne Lucks</p> <ul style="list-style-type: none"> • Helped out at Bunbury event (May 3rd) • Social Responsibility department meeting (May 5th) • Uni Mental Health Day event (May 7th) • Secretariat Meeting 10 (May 8th) • Social Responsibility department meeting with Sarah and Rizly (May 8th) • Attended VC-SAF (May 13th) • Attended Birthday Lunch (May 15th) • Meeting with Equity Officer (May 15th) • IDAHOBIT event (May 17th) • Helped out at Weekly Chillout (May 21st) • Sorry Day event planned for this Friday (May 24th) <p>Vice President Academic - Taqi Razvi</p> <ul style="list-style-type: none"> • Attended AGM. • Attended Secretariat meetings. • Attended VCSAF. • Attended Senate Team Building. • Organized and attended USD meeting alongside Undergraduate Officer. • Organized PSD meeting alongside Postgraduate Officer. • Regular catch ups with Undergraduate and Postgraduate Officer.

- Undergraduate event execution (Academic Clubs Meet and Greet, White Card, Parliament Tour, Industry Connect and Scope of AI/ChatGPT Seminar).
- Postgraduate event planning (First Step into PHD Seminar).
- Multiple discussions with Lauren and Paul.
- Approving club events, float top ups and grants.
- Informing schools about the industry connect/seminars.
- Organizing guest speakers, gifts and food for the industry connect/seminar.
- Meeting with EA for a potential collaborated event.

Vice President International - Siti Azkatya

- organise and execute the Weekly chill out
- organise the African Day with Jhonny
- organise the Wild life Oz Library event
- Organise Night Chill out- study break events
- had a meeting with Jhonny regarding the event
- Interviewed 2 reps
- Re- budgeting the department budget
- Preparing the collaboration with City of Canning event

Vice President Activities & South West - Nikhil Howal

- SW pizza and pool
- Weekly Chill-out
- Badminton and Pickle ball session
- Industry connect – Engineering
- Fremantle prison tour
- Weekly Chill-out
- EOS BBQ @Birra Bar
- Meeting with Volleyball - Fundraiser and raffle
- Desi Konnects – Bollywood Collab
- Meeting with Alice – Thrift Disco
- Meeting with Sarah. M – SW Events
- Catch-up with Lisa
- Catch-up with Paul – Sausage sizzle (Sports) and EOS BBQ (Birra Bar)
- Catch-up with Lauren – EMU's Gala, Bollywood and Guild ball
- Meeting with Sports center – Cricket Session @ECU sports center / Oval
- Meeting with Sports center – professional Cricket coaching (JO)
- Meeting with DJ Karma – Bollywood
- Meeting with Michael – Club funding / fundraiser
- Visited Loop Night Club for Bollywood
- Helped Vimal and Ali – SSAF Reporting
- Meeting with Students
- Catch-up with Hilton – Global Student discount
- Catch-up with Subway – Student Discount
- Catch-up with Indian Store – Bollywood promo/Student discount.

Equity Officer - Gangamini Chandrasiri

- Attended the Senate team building session and dinner.
- Attended the Guild AGM.
- Meeting with Jo to discuss about the events, Uni Mental Health Day, IDAHOBIT, SAAM eve
We planned all these three events from beginning to end and divided each part among ea other.
- The VASCO card has been successfully added to the wallet.
- Helped at the Uni Mental Health Day.
- Attended the department meeting.
- Chill out session (Nikhil's)
- Meeting with Jo to plan the IDAHOBIT. I went to the equity space for the first time.
- Attended the Birthday celebration.

Environmental Officer - Alice Broadhead

- Department meeting (Jo, Gigi, Rizly, Sarah)
- Klara Andric (WA Legislative Council) reply to petition for Woodside Gas
- Picnic and Paint event
- Contact with new enviro rep, Sadia (courtesy of Jo)
- Planning West Oz Wildlife for ML Library (July 30th)
- Planning Thrift Disco with Nikhil (August 30th)
- SSAF Q1 Report

Undergraduate Officer - Johnny Ngunar

- USD Meeting with School Reps + Collected Minutes
- Attended AGM
- Assisted VP in the club meet and greet session
- Followed up event process with Lauren and Pual
- Parliament House Tour completed – Ordered and picked up subway for students
- White Card completed- Followed up with the organisation to confirm students received th certificates, Sent invoiced to Micheal and followed up the payments.

- Assisted in Industry connect
- Helped VP run the AI seminar
- Communicated with school Reps to help in these events
- Communicated with Auslan to organise a session
- Planning and helping VP International with Africa Day
- Organised food and gifts for Africa Day.
- Regular Catch ups with VP to discuss events and drafting semester 2 schedule.

Postgraduate Officer - Asad Ali

- Meeting with VP-Academics and discussed about the upcoming postgraduate seminar
- Helped and Attended the departmental Industry Connect Event (Engineers Australia)
- Helped and attended ChatGPT and AI Seminar
- Attended Guild AGM
- Senate Team Buildup
- Attended RHDC meeting
- Attended VC-SAF
- Attended office.

International Officer - Minhajul Arefin

- Attended second Vice-Chancellor's Student Advisory Forum (VCSAF)
- Successfully planned and executed Bangladeshi New year event
- Successfully planned and executed Bowling & Laser Tag event
- Planned on having another Bowling & Laser Tag Event on 27th of May
- We planned on arranging the Africa Day as well
- Attended weekly chill-out session.
- Had departmental catch-ups and meetings to discuss and plan the upcoming events

South West Officer 1 - Sarah Mepham

Social Officer - Ali Haider

- Attended senate team-building activities and lunch
- Executed the Fremantle lunch cruise tour successfully
- Attended Guild AGM
- I interviewed two social department reps, and onboarding is in process.
- Helped an interested student with onboarding for the rep position for the social department
- Meeting with Nikhil regarding events and reps
- Attended and helped in academic department industry connect event
- Attended and helped in academic department clubs meet and greet
- Attended and helped in the Engineering industry connect
- Executed Fremantle torch light prison tour successfully with the massive help of Nikhil
- Organized and helped in the Joondalup weekly chill-out activation
- Fremantle tunnel tour is being planned and will be executed the following month.

Sports Officer - Vimal Hemnani

Operations Manager - Lisa Dwyer

- Consultation and Recruitment of Guild Advisory Service Coordinator. Congratulations Jo.
- Updating SharePoint Project Plans due to significant changes in both General and Guild Di Authorities whilst I was away.
- Guild AGM.
- Held first CIDC meeting for the year. Policies to go before Senate at this afternoon's meet
- Attended a number of webinars in relation to building AI tools for Guild specific purposes. consideration to be given to this once the outstanding IT projects have been completed.
- Met with Maureen Tan (SAH) and TownTeam staff to discuss how we can work together to student led TownTeam activities.
- Attended SEN AGM.
- Had handover with JO - Line Management of GAS Team.
- Meeting with Managers at other WA Guilds to coordinate strategy for ensuring WA maint 50% share of SSAF.
- Working with LR to develop additional Stats for reporting and internal information so that better direct our services.
- Liaising with ECU Governance regarding ECU Sri Lanka and it's impact on the Guild.
- Met with Kylie Corbett (New Project Manager for City Campus) to discuss her role and future liaison with Guild.
- Conducting Governance review and developing Governance Framework in line with AICD/ Governance Principles including increased Senate reporting, Induction development and compliance monitoring.
- Developing plan for Strategic Plan Development in 2025.
- Commencing review of ECU Guild Enterprise Agreement - Negotiations will commence in
- Liaising with Account Manager at Konica Minolta to improve printing issues.

Financial Controller - Michael Agostini

<p>10</p>	<p>Priority Items</p>	<p>Files (5)</p>	<p>President</p>	<p>1. CIDC Policies</p> <p>Preamble: The following policies were reviewed at the CIDC meeting of 02nd May 2024 and passed for Senate approval. Details of changes made on the various policies are included in commentary.</p> <p>Events Management Policy</p> <ul style="list-style-type: none"> 5.1.2.2 – Clause added as MA has been added as an approver for the budget section: allows both events and budget review to ensure consistent with proposals. 5.3.3.1 – 5.3.3.3 – Monetary value added as some room bookings or an activation car under 4 weeks if pre-paid bookings aren't required but if the value is over \$250 then w to be financially responsible and have that appropriate time. Some events are less than people but over \$1000 and need additional time (club awards, emus gala etc). 5.3.6.1.2 - Added so that the Financial Controller can reject something if it is not within original budget - ensures there is enough budget before planning an event <p>Family & Domestic Violence Policy</p> <ul style="list-style-type: none"> 5.4 – Added to provide assurance to staff that FDV perpetrators will not be able to see partners have taken FDV leave. <p>Performance Management Policy</p> <ul style="list-style-type: none"> 5.2 – Removal of following line "All managers and employees are to be provided with appropriate training to enable them to participate in and fulfil their performance management responsibilities" as no training available for employees in this regard. 5.6.2 – Added line to ensure that Senior Management has oversight of the Performance Management process across the organisation. <p>Serious Misconduct Policy</p> <ul style="list-style-type: none"> New Policy – written to provide some clarity to the Guild's actions should Serious Misconduct be alleged. Serious Misconduct Policy is referred to across other areas of the organisation but no previous policy in place. Policy aligns with FairWork guidance on Serious Misconduct Management including ILO guidance on procedural fairness. <p>Working from Home Policy</p> <ul style="list-style-type: none"> 1.2 – Added to make it clear that the Guild intends to meet its obligations under the Act Working from Home outside of those who are eligible for Flexible Working Arrangements a separate matter covered by this policy. 5.12.4 – Added to differentiate the expectation for Working from Home between the contractual obligations of the OM and staff under the WFH policy. Added Related Legislation as FairWork Act 2009 and National Employment Standards <p>MOTION SM2405/02: The senate resolves to approve all policies for distribution. Moved: Sarah Rizwan Seconded: Rizly Abdue Result: Motion passed unanimously.</p> <p>Preamble: The following policies have been reviewed by CIDC but no updates have been recommended. Policies provided to Senate to note only and are available in the Governance Publications Folder. Review dates will be updated.</p> <ul style="list-style-type: none"> Lone Working Policy & Procedure Employee Code of Conduct Probation and Performance Management Procedure HR Policy Membership Facilities and Services Policy Gifts & Benefits Policy Acceptable Use Policy
<p>11</p>	<p>Discussion Items</p>	<p>Files (0)</p>	<p>President, General Secretary</p>	<p>1. Curriculum Transformation Presentation Rowena Harper and Katrina Strampel present to the senate and gather feedback on curriculum transformation project.</p> <p>2. Brainstorming Questions from international office presentation. In the interest of time, this item is decided to be discussed via email.</p> <ul style="list-style-type: none"> How do we advocate for international students studying in Australia in the midst of economic issues like cost of living and housing shortages? How should we address media misrepresentation of international students as "Uber D with MBAs", and celebrate their value to Australian universities, the national economy and Australian society? How do we build recognition and understanding that managed international student growth both onshore and offshore, is critical to a sustainable future for universities.

				<p>4. Work Health and Safety No update</p> <p>5. Risk Management No update</p> <p>6. Senator of the month Sarah appreciates senators for their effort and declares the senator of the month.</p>
12	Other Items	Files (0)		
13	Meeting Ends	Files (0)	President	Meeting ends : 2:30pm