

28 Aug 2024 - Senate Meeting 8

Date: 28/08/2024

Time: 12:30 PM - 02:30 PM

Location: JO.34.402

Group: Senate Channel

Present: [General Secretary](#), [Lisa Dwyer](#), [Michael Agostini](#), [Guild Senate](#), [Sports Officer](#), [Social Officer](#), [Postgraduate Officer](#), [Vice President - Social Responsibility](#), [President](#), [International Officer](#), [Environmental Officer](#), [Vice President - Activities & South West](#)

Absent:

Agenda

#	Topic	Files	Presenter	Minutes
1	#8 Senate Meeting Agenda (August 2024)	Files (0)	<i>President</i>	ECU Student Guild Senate Meeting Agenda When: 28-08-2024 Where: JO.34.402, Teams Chairperson: Sarah Rizwan Minute taker: Rizly Abdue
2	Opening Address	Files (0)	<i>President</i>	Meeting starts: 12:35pm
3	Acknowledgment of Country	Files (0)	<i>President</i>	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)	<i>President</i>	President - Sarah Rizwan General Secretary - Rizly Abdue Vice President Social Responsibility - Joanne Lucks Vice President Academic - Taqi Razvi Vice President Activities & South West - Nikhil Howal Equity Officer - Gangamini Chandrasiri (Online) International Officer - Minhajul Arefin First Nations Officer - (Vacant) Undergraduate Officer - (Vacant) Postgraduate Officer - Asad Ali South West Officer 1 - (Vacant) South West Officer 2 - (Vacant) Social Officer - (Vacant) Sports Officer - Vimal Hemnani Accredited Observers Operations Manager - Lisa Dwyer Financial Controller - Michael Agostini International Officer - Minhajul Arefin
5	Proxies	Files (0)	<i>President</i>	NIL
6	Conflict Of Interest	Files (0)	<i>President</i>	Rizly Abdue has declared a conflict of interest regarding priority item 4 (VP International Honoraria).
7	SM2408/01 Approval of July Senate Meeting Minutes		<i>President</i>	MOTION SM2408/01: The ECU Student Guild senate agrees that the attached minutes from the July 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	NIL
9	Office Bearer Reports	Files (0)	<p>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</p>	<p>President - Sarah Rizwan</p> <ul style="list-style-type: none"> • Student Appeals • CIDC • Senate Team Building • Meeting with Christine Cunningham (NTEU) • Secretariat Meetings • Finance Workshop • Club Process + Funding Chat with Rizly, Lisa, Michael • Honorary Awards Committee • Inclusive Employability Resource Meeting • Academic Board • Council Dinner • Council Strategy Workshop • Club Management System Meeting • DVC + Guild Monthly Catchup • VCSAF • WA State Branch Meeting • National Leadership Forum • Interviews • Curriculum Transformation Meeting • Emergency Meeting • Uni Sports Financial Assistance • Council Matter <p>General Secretary - Rizly Abdue</p> <ul style="list-style-type: none"> • Senate meeting Agenda and minutes • Secretariat Meeting • ECU Council Meeting • Student Appeals • CIDC Meeting • Academic Board • Meeting with Finance – Clubs Grants and Financial Approach • Inclusive Employability Resource; Strength in Diversity Meeting • VCSAF • WA NUS State Branch • Financial Budget Review Q2 SSAF Report • LTAG – Learning Technologies Advisory Group • Club Management System (Meeting and Testing) • Senate Interviews • Dircksey Interviews – Abby Joy • Club Affiliations • Rep Interviews - • Awards night site Inspection • Finance Workshop • Student Concerns / Senate Concerns • ECU EMUS Grants • Student Appeal / Emails and addressing urgent matters <ul style="list-style-type: none"> • VP International • India and Pakistan Independence Day - Thank you for all the help • Bowling and Laser Tag • Power Play • Escape Room • Caversham • Planning on Onam Festival and Multicultural Festival <p>Vice President Social Responsibility - Joanne Lucks</p> <ul style="list-style-type: none"> • Wear it Purple • ARU OKAY DAY <p>Vice President Academic - Taqi Razvi</p> <ul style="list-style-type: none"> • Attended Secretariat meetings. • Attended Finance Workshop. • Attended Inclusive Employability Resource meeting. • Attended VCSAF. • Attended LTAG meeting. • Meeting with SPE ECU Chapter. • Meeting with Themalina (SpcaeGass) • Careers Showcase Pre-event and post event debrief meeting with Lauren, Paul and Asad. • Meeting with Ozer from Bermuda to discuss discounts. • Meeting with Postgraduate Officer regarding events and reps. (Postgraduate Survey and Rese Showcase). • Meeting with reps pre-event for Guild Careers Showcase.

- Provided referral for VC award to a student.
- Event Execution (Guild Careers Showcase, Postgraduate Survey and Spacegass workshops).
- Emails sent to schools to inform about the Guild Careers Showcase.
- Finalized parking permits, reserve parking, JO map and induction details, sent out to the vend careers showcase.
- Finalized gifts for the guest speakers and hoodies for the reps.
- Undergraduate Event Planning (ECU City Campus Tour, First Aid Training, Manual Handling/V Card, Industry Connect Sessions, Cyber Security Awareness Seminar and Seminar on Diploma Politics).
- Spacegass workshop invoices adjusted with the provider.
- ECU City Campus Tour confirmed for 30 students.
- Careers Showcase LinkedIn headshots uploaded and received by the students.
- Club events, float top up and grant approvals/queries responded to the clubs.
- Responded to advocacy queries from students and/or forwarded by reps.

Vice President International - (Vacant)

Vice President Activities & South West - Nikhil Howal

- Bunbury Welcome back
- Bollywood @Loop
- AQWA
- Careers fair
- India-Pakistan Independence Day
- Pizza and Pool Bunbury
- Badminton and Pickle ball Session
- Unisports Nationals Team Launch
- Thrift Disco w/ Alice
- Meeting with Qahafa
- Meeting with Lauren, Michael, and Alice
- Secretariat meeting
- Doubletree Hilton for Awards night
- VC Advisory forum
- Meeting with Rachele ACOMO (Thursday, 29th Aug)
- Cheesecake shop Joondalup to offer 10% discount to ECU Students.
- Organized iFly and Zip-line for September.
- Reached out to Joondalup resort, Hilton, Novotel, Optus for Awards night.
- EMU's GALA

Equity Officer - Gangamini Chandrasiri

- Helped at Jobs and Careers fair
- Completed and submitted the Wear it Purple day event proposal.
- Organising the event Wear it Purple day.
- Attended at Go Karting and dinner

Environmental Officer - Alice Broadhead

- Senate Meeting 8
- Meeting with Nikhil, Lauren, Michael
- Koala Cuddles event
- Preparation for Thrift Markets/Disco
- University Council Email
- Revision of WAAPA SSAF survey
- Police check renewal

First Nations Officer - (Vacant)

Undergraduate Officer - (Vacant)

Postgraduate Officer - Asad Ali

- Attended and organised Career showcase event.
- Attended and helped Pak-India Independence Day event.
- Attended Sports (Badminton) event.
- Attended Student Support meeting.
- Attended Academic Board Meeting
- Attended Higher degree Research committee meeting.
- Meeting with VP-Academic and discussed upcoming events
- Meeting with Lauren
- Attended Emergency meeting with senate members
- Organized PG-School rep interview from a school of science
- Attend the office and check the emails regularly
- Organizing the PSD Meeting 3 on 12 September.
- Gathered the data for the Postgraduate survey
- Organizing the industrial tour event on the 5th of September.

International Officer - Minhajul Arefin

- Attended Vice-Chancellor's Student Advisory Forum (VCSAF)
- Successfully planned Bowling & Laser Tag event
- Attended and helped out in India-Pakistan Independence Day event
- Successfully planned PowerPlay event
- Planned Escape room event
- Completed Privacy in Practice Training (OAIC)
- Acknowledged Gifts & Benefits Policy
- Acknowledged Lone Working Policy
- Acknowledged Performance Management Policy
- Acknowledged Working From Home Policy
- Acknowledged Events Management Policy
- Acknowledged Acceptable Use Policy
- Acknowledged Serious Misconduct Policy

South West Officer 1 - (Vacant)

South West Officer 2 - (Vacant)

Social Officer - (Vacant)

Sports Officer - Vimal Hemnani

Operations Manager - Lisa Dwyer

Financial Controller - Michael Agostini

- Senate event proposal reviews (finance review) - significant increase in event proposals have come through in the past month now that the semester is underway.
- Mid year payroll internal audit - staff impact have been notified and relevant adjustments have been made in Xero payroll module.
- Processed July PAYG return and June quarterly BAS return with the ATO.
- Finalised the Q2 SSAF Finance Report
- Negotiated with ECU Governance about bringing the SSAF deed payment dates forw FY25 (by bringing SSAF consultation forward to September 2024).
- Presented the new finance/Xero processes trainings to Michelle & Patrice.
- Worked with Sarah & Yvonne to facilitate UniSport grant payments to students.
- Budget reviews - monthly reporting to Senate / staff who manage budgets (actuals v t reporting).

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Priority Items

[Files \(0\)](#)

President

1. CIDC Policies

Preamble

The following policies were reviewed and approved by CIDC on 29th July 2024 and are pas Senate approval. Details of changes made on the various policies are included in the commentary.

1. Complaints Policy & Complaints Management Procedure
 - New Policy and Procedure created to replace Complaints Management Policy in its er following significant causes of confusion in applying the existing policy within the organisation.
2. Dircksey Regulations
 - 1.1.2 – Added “and other associated Dircksey Personnel” as regulations co er all those engaged under the Dircksey banner.
 - 3.7 – Removed annual as recruitment could be mid-year depending on the turnover o Editors
 - 7.1.1 – Removed the words “signs a document” as a signature is not formally required editor to resign – An email is sufficient for example.
 - 8.2 – Added that the Dircksey Editor cannot also be a Senator during their term to pre any issues of conflict of interest.
 - 8.3 – Added that the Dircksey Editor cannot be a full/part time or casual Guild Employ Full/Part time Employee of the University to match the Guild Constitution and to remo issues of Conflict of Interest. Maintained that Casual University staff can be appointe editor as to exclude casual staff would mean excluding Peer Mentors etc. CIDC consi that there was little value in excluding these groups.
 - 9.3 – Added that the Sub Editor cannot also be a Senator during their term to prevent issues of conflict of interest.
 - 9.4 – Added that the Sub Editor cannot be a full/part time or casual Guild Employee o Full/Part time Employee of the University to match the Guild Constitution and to remo issues of Conflict of Interest. Maintained that Casual University staff can be appointe editor as to exclude casual staff would mean excluding Peer Mentors etc. CIDC consi that there was little value in excluding these groups.
 - 10.4 – Added to permit Senators to contribute to the Dircksey magazine independent obligations as Senate.
 - 11.1.1 – Removed reference to Superannuation as not applicable to the Honoraria.
 - 11.1.4.1 – Added to be clear that the deadlines within the regulations are for the whole not part of a publication to restrict instances of only digital copies being provided with physical copies coming much later post the deadline for completion.

- 11.1.5 – Added “however, not meeting publication deadlines may lead to Performance Management procedures being instigated.” To make it clear that those recruited under contract of employment will be managed under Fairwork requirements.
 - 11.2.1.1 - Added to be clear that the deadlines within the regulations are for the whole not part of a publication to restrict instances of only digital copies being provided with physical copies coming much later post the deadline for completion – as also applicat Dircksey Editor.
 - 11.4.1 – Clarified the Guilds position on withholding honoraria and the terms under w deadlines should be met.
 - 11.4.4 – Added “however, not meeting publication deadlines may lead to Performance Management procedures being instigated.” To make it clear that those recruited under contract of employment will be managed under Fairwork requirements.
 - 13.1.2 – Added to require that the Dircksey Editor must meet with relevant Operations to ensure that work is being completed. Failure to do so and provide meaningful upda about progress may result in honoraria being withheld.
 - 13.1.4 – removal of eight business days, replaced with five.
 - 13.1.9 – removed the ability to negotiate publication deadlines, as these are clearly published in the regulations.
3. Guild Advisory Service User Policy
- 5.4.2.1/5.4.6.1– GAOC recently advised that there is a difference in the way that studc can be supported in Academic Misconduct and other student meetings vs SAC Hearir SAC hearings allow for the GAO to advocate on behalf of a student rather than just a support person. Policy has therefore been updated to reflect this difference.
 - 5.4.6.4 – Clarified Guild position on matters where multiple students request assistanc appeal for the same issue – particularly where the students are in conflict. This provid fairness to students and provides clarity in the Guild approach if and when this may oc
4. Right to Disconnect Policy
- New Policy to address the recent changes in Fairwork which provides that Employees a right to disconnect from the workplace after normal working hours.
 - Guild’s position matches the Fairwork legislation – taking into account specific Guild provisions for staff working at Level 6 or above (Leadership positions)
5. Smoke Free Workplace User Policy
- 1.3 – removal of historical reference to ECU policy/by-laws.

Motion

SM2408/02: The senate resolves to approve all policies for distribution.

Moved: Sarah Rizwan

Seconded: Rizly Abdue

Result: Motion passed unanimously.

2. Club Affiliations

Preamble

The following clubs have been able to satisfactorily meet the affiliation requirements. Senat approve the affiliations of the clubs listed below under their respective Tier, and the clubs a maintain the necessary requirements as mentioned in the Affiliation Policies, Constitution, a 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 (Funded):

- Ahlulbayte Humanity Club
- ECU Book Club
- ECU Student Futsal
- ECU student Football
- ECU student Pickleball
- ECU Badminton Club

Motion

SM2408/03: The Guild endorses the successful affiliation of the above club under their resp Tier.

Moved: Rizly Abdue

Seconded: Sarah Rizwan

Result: Motion passed unanimously.

3. ECU EMUS - Sports clubs

Preamble:

In a recent discussion between the President, General Secretary, Vice President of Activitie SouthWest, and the Operations Manager, it was noted that the inclusion of ECU EMUS with Guild’s affiliated clubs has introduced a range of complex challenges. These challenges rsl leading to the development of additional policies and processes that may not fully align with Guild’s core KPIs and objectives.

With the establishment of the new role of Pro Vice-Chancellor (PVC) of Sports, there is a tir opportunity for the EMUS clubs to receive the necessary support directly from ECU, particu

their representation at UniSport Nationals. Therefore, it is proposed that, following consultation with the PVC Sports and the Sports Centre staff, the support of EMUS clubs be transitioned to ECU. The Guild will focus clubs support efforts to social sports clubs going forward.

Motion

SM2408/04: The senate resolves to end support to ECU Emu's clubs and disaffiliate all Emu clubs from 1st December 2024.

Moved: Sarah Rizwan

Seconded: Rizly Abdue

Result: Motion passed unanimously.

4. VP International Honoraria

Preamble

The Guild General Secretary, in their capacity as Acting Vice President International (VPI), has been managing a significant workload for the International Department. In recognition of the efforts, it is proposed that a portion (0.5) of the VPI honoraria be allocated to the Guild General Secretary. This allocation would remain in effect until a suitable candidate is appointed to the position of VP International.

Rizly leaves the room at 1:25pm.

Senate has a robust discussion and the following motion is considered.

Motion

SM2408/05: The Senate approves the allocation of an additional 0.5 honoraria to the Guild General Secretary in recognition of the work performed as Acting VP International, effective from the appointment of a new VP International.

Moved: Sarah Rizwan

Seconded: Nikhil Howal

Result: Motion passed with special majority.

7 Yes, 1 No, 1 Abstention

Rizly joins the meeting at 1:48pm.

5. Social Officer and Undergraduate Officer positions

Motion

Senate appointed Cliaan Coenraad as the social officer for the rest of 2024.

Moved: Sarah Rizwan

Seconded: Nikhil Howal

Result: Motion passed unanimously.

A suitable candidate for Undergraduate officer was not found in this round of interviews.

11

Discussion Items

President, General Secretary

1. **1. Senate Communications**
Sarah mentions about the role of the President and Gen Sec, and encourages senators to communicate with them without hesitation.
- 2. Senate activities and reputational risks**
Sarah advises senators to be mindful of the Guild's reputation in all activities they undertake. She emphasizes the importance of delivering high standards in every task and maintaining the Guild's reputation. Senators should review event plans and budget proposals carefully and, after each event, hold a debrief with Lauren and Paul to assess outcomes and areas for improvement.
- 3. Event Proposals and Risk Assessments**
Event proposals are not being completed properly. Sarah met with Lauren and they had a discussion regarding event proposals as senators are still providing insufficient details. It was suggested that if an event proposal is incomplete or incorrect, it should not be submitted. The Senator should undergo training on event proposal preparation, as well as work health and safety requirements.
- 4. ECU Sri Lanka**
Lisa provides an update on ECU Sri Lanka and the advice got from the university in the meeting.
- 5. Feedback and strategizing for better event management**
Lisa asks Senate to provide feedback on event processes, event proposals and event management as a whole.
- 6. SSAF Q2 Financial Report**
Michael shares the financial report with the senate.

				<p>7. Work Health and Safety Mount Lawley office: closed Joondalup: Issue with the kitchen capacity; in contact with uni to request more space.</p> <p>8. Risk Management No updates; however CIDC has decided to do an annual review of the risk register.</p> <p>9. Gender based Violence: Prevention and Response. Hana Woolerson - Equity Projects Coordinator presents in the meeting and seeks sena feedback. Senate is keen to work together.</p> <p>10. Curriculum Transformation Sarah provides an update.</p> <p>11. Catch Up with President Sarah requests senators to share availability to schedule catchups.</p> <p>12. Reflection Senate write a note of encouragement for each other.</p> <p>13. Guild Representative interviews Gen sec to interview to all the expression of interest for guild department reps</p>
12	Other Items	Files (0)		
13	Meeting Ends	Files (0)	President	Meeting ends : 2:30pm

[Sync tasks and decisions](#)

[Learn more](#)

Tasks

[Vi](#)

Task

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

Decisions

[Vi](#)

Decision

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