

## 15 Dec 2023 - Senate Meeting 1 Minutes

#	Topic	Files	Presenter	Minutes
1	<b>#1 Senate Meeting Agenda (December 2023)</b>	<a href="#">Files (0)</a>	<i>President</i>	ECU Student Guild Senate Meeting Minutes (December 2023)  When: 15-12-2022 Where: JO.1.441 Chairperson: Sarah Rizwan Minute taker: Rizly Abdue
2	<b>Opening Address</b>	<a href="#">Files (0)</a>	<i>President</i>	Meeting starts: 10:50 am
3	<b>Acknowledgment of Country</b>	<a href="#">Files (0)</a>	<i>President</i>	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	<b>Attendance</b>	<a href="#">Files (0)</a>	<i>President</i>	President - Sarah Rizwan General Secretary - Rizly Abdue Vice President Social Responsibility - Joanne Lucks Vice President Academic - Taqi Razvi Vice President International - Siti Azkatya (Online) Vice President Activities & South West - Nikhil Howal Environmental Officer - Alice Broadhead Undergraduate Officer - Ngunar Ngunar Postgraduate Officer - Asad Ali International Officer - Minhajul Arefin Social Officer - Ali Haider Sports Officer - Vimal Hemnani  First Nations Officer - (Vacant) South West Officer 1 - (Vacant) South West Officer 2 - (Vacant)  Apologies Equity Officer - Gangamini Chandrasiri Operations Manager - Lisa Dwyer
5	<b>Proxies</b>	<a href="#">Files (0)</a>	<i>President</i>	Rizly Abdue has Gangamini's proxy
6	<b>Conflict Of Interest</b>	<a href="#">Files (0)</a>	<i>President</i>	NIL
7	<b>SM2312/01 Approval of September Senate Meeting Minutes</b>		<i>President</i>	MOTION SM2312/01: The ECU Student Guild senate agrees that the attached minutes from the September 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	<b>Circular Motion</b>	<a href="#">Files (0)</a>	<i>President</i>	Circular Motions for December  SCM2312/01: Senate to appoint Nikhil Howal as the Vice President Activities and South West for the 2023 term. Moved: Rizly Abdue Seconded: Sarah Rizwan Result: Motion passed unanimously.
9	<b>Office Bearer Reports</b>	<a href="#">Files (0)</a>	<i>General Secretary, Vice President - Equity, Vice President - Academic, President, Vice President - Social, South West Officer,</i>	President - Sarah Rizwan <ul style="list-style-type: none"> <li>• Senate Induction</li> <li>• Student Appeals</li> <li>• Meeting with Belinda from Sports Centre</li> <li>• Christmas Lunch</li> <li>• Honorary Awards Meeting</li> <li>• Assisting students</li> <li>• Addressing Senate enquiries</li> <li>• Appointing Senators on Academic Board, Education Committee and RHDC</li> </ul>

*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*

- Emails
  - NUS affiliation
- General Secretary - Rizly Abdue
- Christmas Lunch
  - Year-end reconciliation for clubs
  - Council meeting
  - International department event invoices and budget
  - Correspondence with Lauren and Luke for 2024 Affiliations
  - Organized secretariat meetings
  - Senate meeting Agenda/minutes
  - Meeting ECU Sports
  - Emails and inquiries from clubs
  - Induction and presentation
  - Guild training and assisting new senators.
- Vice President Social Responsibility - Joanne Lucks
- Attended induction
  - Co-hosted a student co-design meeting with Hana (ECU Equity)
  - Attended the Wellbeing Community AGM
  - Attended the Women's Community AGM
  - Finished my list of goals and event ideas for the Equity, Environmental, and First Nations departments
  - Started planning events for the First Nations department
  - Started working on the First Nations Department budget
- Vice President Academic - Taqi Razvi
- Attended Induction
  - Meeting with Cassa for grant requests
  - Meeting with Cassa for a dispute
  - Undergraduate Student rep interview
  - Budget planning with Undergraduate officer
  - Attended Christmas Lunch
  - Postgrad survey
- Vice President International - Siti Azkatya
- Guild Induction
  - Police check certification
  - food safety training
  - sexual harassment training
  - Rottnest trip planning
  - paintball planning
  - International dept. meeting -> event planning 2024
- Vice President Activities & South West - Nikhil Howal
- Christmas lunch
  - Meeting scheduled with both officers to discuss about department budget, events, and other details.
  - Meeting scheduled with Qahafa Ahmed regarding plans for next year and student accommodation.
  - Will be meeting Lauren for event plans.
  - Will be meeting Kyla and Belinda for event plans
  - Will be meeting Rob for event plans
  - Finalized events for the term (Sports and Social). Have sent ideas to both officers and budget details.
  - Office tour
  - Training
  - Induction
- Equity Officer - Gangamini Chandrasiri
- Environmental Officer - Alice Broadhead
- Guild training days
  - Budget and event planning for 2024
  - Contacted Griffith student council about The Period Positivity program
  - Containers for change bins
- Undergraduate Officer - Jhonny Thor
- Attended Senate Induction.
  - Team building training.
  - Meeting with Taqi, Vice President x2
  - Helped in Christmas lunch
  - Completing online training and policy reading.
  - Meeting with WAAPA
  - Senate meeting 1.

				<p>Postgraduate Officer - Asad Ali</p> <ul style="list-style-type: none"> <li>• Attended induction as a new senate member</li> <li>• Did meeting with VP-academics</li> <li>• Attended the office and checked the email</li> <li>• Had a meeting with CAPA (Council of Australian Postgraduate Associations) and understand how it works</li> <li>• Renewed ECU-Guild membership with CAPA</li> <li>• Took part in CAPA-Election 2024 and represented ECU-Guild</li> <li>• Took online training and completed certifications, where required</li> </ul> <p>International Officer - Minhajul Arefin</p> <ul style="list-style-type: none"> <li>• Attend Weekly Chill out</li> <li>• Kahoot Games and meetup with students</li> <li>• Attend Academic Misconduct meeting</li> <li>• Assignment misconduct</li> <li>• Complete remaining Employment hero training</li> <li>• Interview new student for international department reps</li> </ul> <p>Social Officer - Ali Haider</p> <ul style="list-style-type: none"> <li>• Attended the President summit and Guild handover meeting</li> <li>• Attended onboarding induction and training sessions</li> <li>• Reviewed, understood and signed the guild policies</li> <li>• Reviewed, signed and achieved the mandatory guild operation certificates</li> <li>• Sorted the guild system access and email protocols</li> <li>• Review of the budget planning and calendar</li> <li>• Helped in signing in the students at Students Christmas Lunch</li> <li>• Assigned students and lunch participants with their dietary requirement tags after checking them in</li> <li>• Helped pack up the table chairs and setup marquees.</li> <li>• Help students with Guild senate awareness to join and discuss options of volunteering and general senator roles of departments with few students</li> </ul> <p>Sports Officer - Vimal Hemnani</p> <ul style="list-style-type: none"> <li>• Meeting with Belinda Somers &amp; Kyla Devine regarding sporting events for 2024.</li> <li>• Training on Swag</li> <li>• Office tour</li> <li>• Helped in Christmas Lunch</li> <li>• Induction – Decisions Teams</li> <li>• Risk Assessment</li> <li>• Events and Marketing.</li> </ul> <p>Operations Manager - Lisa Dwyer</p> <ul style="list-style-type: none"> <li>• Recruitment of Financial Controller (will be confirming appointment imminently)</li> <li>• Senate induction</li> <li>• Supporting GAOs with administrative changes to facilitate appointments to students</li> <li>• Facilitating IT transition along with the purchase of IT to replace faulty equipment</li> <li>• Department meetings</li> <li>• Liaising with the insurance broker for insurance renewals for 2024</li> <li>• Finalising refurbishment project</li> </ul>
<p>10</p>	<p>Priority Items</p>	<p><a href="#">Files (1)</a></p>	<p>President</p>	<p>1. Disciplinary Committee (DC) - (SM2312/02, SM2312/03, SM2312/04)</p> <p>PREAMBLE: Referring to ECU Guild constitution Schedule 1 (see attached)</p> <p>(1) The Senate will establish a Discipline Committee.</p> <p>(2) The role of the Discipline Committee will be to investigate all charges of contraventions of the Policies or of the Constitution and to impose penalties described in the Constitution.</p> <p>(3) Membership</p> <p>(a) The Discipline Committee will comprise:</p> <p>(i) the Chair, who will be a Member of the Senate who is not the President or the General Secretary, and who will hold only a casting vote on the Committee.</p> <p>(ii) one other Member of the Senate who is not the President or the General Secretary; and</p> <p>(iii) 3 Members who are not members of the Senate, at least one of whom will be female and at least one of whom will be male.</p> <p>(b) Subject to item 3(3) (c) of the constitution, the General Secretary will be the Executive Officer of the Discipline Committee.</p> <p>(c) If the General Secretary is the subject of proceedings, the Executive Officer will be appointed by the Discipline Committee.</p> <p><b>MOTION</b></p> <p><b>SM2312/02:</b> The Guild establishes a Discipline Committee for 2024 senate term which will be the investigative body of all charges if contraventions of the Policies or of the Constitution if referred</p>

by an eligible person or persons, and to impose penalties described in the Constitution as relevant. This is to ensure accountability, equality, and transparency is being upheld by the ECU Student Guild as best as possible at all times.

Moved: Rizly Abdue  
 Seconded: Sarah Rizwan  
 Results: Motion passed unanimously.

The members of the DC consist of;

- 3 Members (students), to be advertised on Guild socials for expressions of interest
- Chair of DC (Senator, not President or General Secretary)
- One Senator (Not Chair, President or General Secretary)

An expression of interest to be opened to the senate for Chair of DC and one senate member of DC. If there is more than 1 senate member nominated for each role, then voting will occur.

**MOTION**  
**SM2312/03:** The Guild appoints Taqi Razvi as the Discipline Committee Chair for 2024.  
 Moved: Nikhil Howal  
 Seconded: Siti Azkatya  
 Results: Motion passed unanimously.

**MOTION**  
**SM2312/04:** The Guild appoints Asad Ali as the Discipline Committee senate member for 2024.  
 Moved: Taqi Razvi  
 Seconded: Nikhil Howal  
 Results: Motion passed unanimously.

2. Continuous Improvement and Development Committee (CIDC)

PREAMBLE: The Senate is required to appoint one senator to be on CIDC along with mandatory members Lisa Dwyer (Operations Manager) and Rizly Abdue (General Secretary).  
 An expression of interest is to be opened to the senate for a senate member to sit on CIDC for the rest of 2024. If there is more than 1 senate member nominated, then voting will occur.

**MOTION**  
**SM2312/05:** The Guild appoints Vimal as the Guild senate member to sit on CIDC for the 2024 term.  
 Moved: Taqi Razvi  
 Seconded: Siti Azkatya  
 Results: Motion passed unanimously.

**MOTION**  
**SM2312/06:** The Guild appoints Jo as the Guild staff member to sit on CIDC for the 2024 term.  
 Moved: Rizly Abdue  
 Seconded: Ali Haider  
 Results: Motion passed unanimously.

11	Discussion Items	<a href="#">Files (2)</a>	President, General Secretary	<p>1. Budget Plans                  Sarah asked the senate to get started with the budget plan and seek assistance if needed.</p> <p>2. Training                  Sarah asked the senate to complete the training and complete minimum of 4 before the month ends</p> <p>3. Progress Reports (PR) and Statements by Supplier (SBS)                  Sarah to discussed the PR and Statement by supplier and asked senate to send it in a timely manner.</p> <p>4. Brainstorming Session (Goals &amp; events for 2024)                  Senate engaged in brainstorming goals for 2024 and event ideas of 2024Some of the goals were improve student engagement, consistent events and student advocacy.</p> <p>5. Work Health and Safety</p> <ul style="list-style-type: none"> <li>• We have no open WHS cases.</li> <li>• JO Offices incident was closed out after the main cleaning crew member got his own card – still believe that it was an oversight and nothing untoward was intended.</li> <li>• ML GAO Office has also been closed out. Carpet has been professionally cleaned, musky smell is being managed, and cladding has been check. GAOs have resumed using.</li> <li>• Rubber matting has been added to the entrance of the kitchen to combat static shocks due to changing floor textures.</li> <li>• Testing and Tagging has been completed on JO, ML &amp; BU (please do let Michelle know if anything has been missed).</li> <li>• Paul has completed his Health and Safety Representative Refresher course.</li> <li>• New evacuation signs are going up in the buildings – the one at the main entrance as already been added.</li> </ul>
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				<ul style="list-style-type: none"> <li>WHS audit was completed in November and we have received a very positive report.</li> </ul> <p>6. Risk Management Sarah updated senate on risk management.</p> <p>7. Training videos</p> <ul style="list-style-type: none"> <li>What is Corporate Governance: <a href="https://www.youtube.com/watch?v=QNYMsCpX7Rw&amp;feature=youtu.be">https://www.youtube.com/watch?v=QNYMsCpX7Rw&amp;feature=youtu.be</a></li> <li>What is Confidentiality: <a href="https://www.youtube.com/watch?v=YINAfzZXgJQ">https://www.youtube.com/watch?v=YINAfzZXgJQ</a></li> <li>What is a Conflict of Interest: <a href="https://www.youtube.com/watch?v=-AhmA8z6llc">https://www.youtube.com/watch?v=-AhmA8z6llc</a></li> <li>The Difference Between Vision, Mission, Strategy and Core Values: <a href="https://www.youtube.com/watch?v=zVUL7nSTGKE">https://www.youtube.com/watch?v=zVUL7nSTGKE</a></li> </ul> <p>8. Senator of the month Sarah updates the senate on the senator of the month requirements and appreciates the senators who has worked well so far.</p>
12	Other Items	<a href="#">Files (0)</a>		<p>1. Senate timetables and calendars Rizly to ask the Senate to share their timetables and calendars, so the meeting dates and times for 2024 can be organised.</p> <p>2. Christmas Sarah updated on Christmas holidays :)</p>
13	Meeting Ends	<a href="#">Files (0)</a>	President	Meeting ends :12:08 pm