



24 Jul 2024 - Senate Meeting 7

Date: 24/07/2024**Time:** 10:30 AM - 01:00 PM**Location:** JO 1.447**Group:** Senate 2023**Present:** [General Secretary](#), [Lisa Dwyer](#), [Michael Agostini](#), [Guild Senate](#), [Sports Officer](#), [Social Officer](#), [Postgraduate Officer](#), [Vice President - Social Responsibility](#), [President](#), [International Officer](#), l.dwyer@ecu.edu.au**Absent:**Agenda

#	Topic	Files	Presenter	Minutes
1	#7 Senate Meeting Agenda (July 2024)	Files (0)	<i>President</i>	ECU Student Guild Senate Meeting Agenda When: 24-07-2024 Where: JO.1.441, Teams Chairperson: Sarah Rizwan Minute taker: Rizly Abdue
2	Opening Address	Files (0)	<i>President</i>	Meeting starts:10:45am
3	Acknowledgment of Country	Files (0)	<i>President</i>	The Guild acknowledges that we are meeting on Whadjuk Nyoongar land, and acknowledges 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)	<i>President</i>	President - Sarah Rizwan General Secretary - Rizly Abdue Vice President Social Responsibility - Joanne Lucks Vice President Academic - Taqi Razvi Vice President International - (Vacant) Vice President Activities & South West - Nikhil Howal Equity Officer - Gangamini Chandrasiri (Online) Environmental Officer - Alice Broadhead (Online) First Nations Officer - (Vacant) Undergraduate Officer - Johnny Ngunar (Online) Postgraduate Officer - Asad Ali South West Officer 1 - (Vacant) South West Officer 2 - (Vacant) Social Officer - (Vacant) Sports Officer - Vimal Hemnani (Online) Accredited Observers Operations Manager - Lisa Dwyer Financial Controller - Michael Agostini Absent International Officer - Minhajul Arefin
5	Proxies	Files (0)	<i>President</i>	NIL
6	Conflict Of Interest	Files (0)	<i>President</i>	NIL
7	SM2407/01 Approval of May Senate Meeting Minutes		<i>President</i>	MOTION SM2407/01: The ECU Student Guild senate agrees that the attached minutes from the May 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	<p>Circular Motions for May</p> <p>1. Reinvestment of \$500,000 with Bendigo Bank</p> <p>Preamble The ECU Student Guild currently has a \$500,000 term deposit with Bendigo Bank. This deposit is due to mature on 2 June 2024. Finance team wish to reinvest this \$500,000 term deposit with Bendigo bank for 6 months at an interest rate of 4.0%p.a. Michael (Financial Controller) has reviewed comparable term deposits at alternate financial institutions, however for a 6 month term, Bendigo Bank's terms are favourable.</p> <p>MOTION SCM2405/04: Senate to approve the reinvestment of \$500,000 from Bendigo Bank term deposit account [REDACTED] into a 6 month term deposit at 4%p.a. commencing 2 June 2024. Moved: Rizly Abdue Seconded: Sarah Rizwan Results: Motion passed unanimously</p> <p>Circular Motions for June</p> <p>1. CIDC Policies The following policies were reviewed by CIDC and were approved via Circular Motion on 12th June 2024 and are passed for Senate approval. Details of changes made on the various polic are included in the commentary.</p> <ol style="list-style-type: none"> 1. Accounting Policy <ul style="list-style-type: none"> • Changed role title from Finance & Business Manager to Financial Controller throughout. • 2.4 – Added additional wording from the financial statements that references the basis o preparation. • 5.3.1 - Added performance obligation terminology to align with new revenue standard. • 5.3.1.1.3 – updated to specify a "minimum of 50%". • 5.3.1.2 – Removed Consultancy Fees – As irrelevant to the Guild. • 5.4.8 – further explanation of the treatment of property, plant and equipment under the accounting standards is added. • 5.6.3.3 – Updated to specify the Guild use of the Diminishing Value method and not the straight line method of depreciation. • 5.8 – AASB 16 reference removed with condensed points related directly to the Guild. • 5.11 – Removed AASB references as the Guild does not have to comply due to preparin Special Purpose Financial Statements. • 5.12.1.5.1 – Removed reference to AASB as the Guild does not have to comply due to preparing Special Purpose Financial Statements. 2. Banking Management Policy <ul style="list-style-type: none"> • Changed role title from Finance & Business Manager to Financial Controller throughout. • 5.2.5 – Added Gen Sec as reflective of practice 3. Club Code of Conduct <ul style="list-style-type: none"> • 5.1.1.4 – Updated club funding requirements to specify requirements of clubs formally in Code of Conduct. • 5.2.2.2 – Added Guild reps and staff to ensure that all relevant parties covered by the ne for clubs to respect individuals. • 5.2.2.10 – Added "any Individual" to cover all parties 4. Food Safe Policy <ul style="list-style-type: none"> • 5.1.2 – Added the requirement to wear aprons and other PPE. 5. Guild Advisory Service User Policy <ul style="list-style-type: none"> • 3.10 - Added definition of new Guild Advisory Service Coordinator role. • 5.5.2 – updated wording for accuracy. • 5.5.3 – updated responsible role to reflect changes to department structure. • 5.7.4 - updated responsible role to reflect changes to department structure. • 5.8.3 - updated responsible role to reflect changes to department structure. • 5.8.4 - updated responsible role to reflect changes to department structure. • 5.8.5 - updated responsible role to reflect changes to department structure. 6. Police Check Policy <ul style="list-style-type: none"> • 5.5.2.3 – Updated in line with other policies in reference to who has access to documentation. 7. Procurement Policy <ul style="list-style-type: none"> • Changed role title from Finance & Business Manager to Financial Controller throughout. 8. Purchasing & Payment Policy <ul style="list-style-type: none"> • Changed role title from Finance & Business Manager to Financial Controller throughout 9. Reimbursement Policy <ul style="list-style-type: none"> • Changed role title from Finance & Business Manager to Financial Controller throughout 10. Student Financial Support Policy <ul style="list-style-type: none"> • Changed reference to Guild Student Assist to Guild Advisory throughout. • 3.9 - Added definition of new Guild Advisory Service Coordinator role. • 5.1.3 – Updated to reflect process under new department structure. • 5.2.3.14 – Updated to reflect process under new department structure.
---	-----------------	---------------------------	-----------	---

- 5.3.2.14 – Updated to reflect process under new department structure.
- 5.4 – Amount of voucher support updated to reflect current practice.
- 5.4.2.10 – Updated to reflect current practice.
- 5.4.2.10.2 – Financial Controller title updated.
- 5.5 – Updated to reflect current practice.

MOTION

SCM2406/01: The senate resolves to approve all policies for distribution.

Moved: Sarah Rizwan

Seconded: Rizly Abdue

Result: Motion passed unanimously.

For Noting

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.

- Wellness Days Policy
- Workplace Bullying Policy
- Work Health & Safety Policy
- Prevention of Sexual Harassment in the Workplace Policy
- Grievance Policy

2. Recommendation of SSAF Fee Level 2025

Preamble

As per University Statute No 29, the Guild is required to provide a recommendation to Council regarding the proposed level of SSAF for the following calendar year. The Advisory Forum not the current SSAF fee is set at the maximum level permissible under the Higher Education Sup Act (HESA) 2003. ECU's Vice Chancellor will likely be recommending that the fee for 2025 be at the maximum level under the HESA provisions. The Student Guild is requested to submit its recommendation in writing.

MOTION

SCM2406/02: The Senate approves the recommendation that SSAF fees be set at the maxim permissible amount in 2025.

Moved: Sarah Rizwan

Seconded: Rizly Abdue

3. SharePoint Project

Preamble

In 2016 a request was made to the University for \$60,000 to be utilised from the Guild's reser funds to support the implementation of a record keeping software called RecFind. At the time RecFind was not implemented well and the project failed.

In 2022, following a request by the State Records Office for an update on the Guild's Record Keeping Plan, further investigation was made into suitable software products to support the de retention requirements of the Guild under the State Records Act. SharePoint, a software alrea utilised by the Guild was identified as an appropriate platform to meet the requirements of the State Records Act. At the time, there was an outstanding amount ring fenced in the reserves the failed RecFind project and this was proposed to be used for the new SharePoint Record Keeping Plan. An amount of \$18,281 remained in the project budget.

The SharePoint project commenced in September 2022 with work paused in June 2023 as a result of parental leave of the Operations Manager. During the period between June 2023 and present day, there have been significant changes in the State Records Data Retention requirements, leading to a significant change to the initial proposed Guild structure. In order to now meet the requirements of the State Records Office, the project requires additional investr to fund the new scope of works required. A further \$22,545 is required to complete Phase 2 (Configuration and set up) and a further \$11,161 to support an overspend in the original reque made in 2016.

Motion

SCM2406/03: The Senate resolves to request that a further \$34,000 is approved by University Governance, from the Guild Reserves, to fund the completion of the Records Keeping Project meet the State Records Act requirements.

Moved: Sarah Rizwan

Seconded: Rizly Abdue

Result: Motion SCM2406/01, SCM2406/02, SCM2406/03 passed unanimously with abstentior from Nikhil Howal.

9	Office Bearer Reports	Files (0)	General Secretary, Vice President - Equity, Vice President - Academic,	<p>President - Sarah Rizwan</p> <ul style="list-style-type: none"> • General Misconducts • Student Appeals • Meeting with Arshad Omari regarding some issues • Education Committee Meetings
---	-----------------------	---------------------------	--	--

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

- Meeting with Senator Sue Lines re Federal SSAF Policy
- Meeting with Jess from SEN re Federal SSAF Policy
- Sec Meetings
- DVC Meeting
- Department catchups
- Interview with Academic Board External Reviewer
- RHDC Meeting
- Official Welcome to ECU
- School orientation presentations
- Mount Lawley Clubs Carnival
- Get Sets
- Senate/ Student Enquiries
- Emails

General Secretary - Rizly Abdue

- Attended Secretariat meetings.
- Attended GAO Senate meeting.
- NUS EDCON
- Student Appeal.
- Academic Board meeting.
- Attended ML Clubs Carnival.
- Joondalup clubs carnival
- Club affiliations
- Agenda, minutes
- Emails

Vice President Social Responsibility - Joanne Lucks

- Education Committee Meeting (May 28th)
- GAO Senate Meeting (June 5th)
- Secretariat Meeting 12 (June 5th)
- Birthday Lunch (June 12th)
- Academic Board Meeting (June 13th)
- Secretariat Meeting 13 (June 19th)
- Working on organising events for semester 2
- One environmental representative is currently being onboarded
- NUS Conference (1st to 4th July)
- Secretariat Meeting 14 (4th July - online)
- ML Get Set (16th July)
- Joondalup Get Set (17th July)
- Secretariat Meeting 15 (18th July)
- ML Clubs Carnival (23rd July)
- Organising Equity Mixer with Gigi
- Planning a large event for Wear It Purple
- Onboarded an environmental representative

Vice President Academic - Taqi Razvi

- Attended Secretariat meetings.
- Attended GAO Senate meeting.
- Attended EDCON at Curtin University.
- Attended a Student Appeals Committee hearing.
- Attended the Academic Board meeting.
- Attended ML Clubs Carnival.
- Meeting with Vice President Education Murdoch Guild.
- Meeting with Nuwan regarding Spacegass workshops.
- Meeting with Nikhil regarding FIFA tournament.
- Meeting with Robotics President regarding club updates.
- Responded to an event Invitation from Study Perth.
- Organized and attended USD meeting alongside Undergraduate Officer.
- Organized and attended PSD meeting alongside Postgraduate Officer.
- Regular catch ups with Undergraduate and Postgraduate Officer.
- Undergraduate event planning (ECU Guild Careers Showcase, First Aid, Auslan and WA Maritime Museum).
- Postgraduate event execution (First Step into PHD Seminar).
- Postgraduate event planning (Postgraduate Survey).
- Contacted photographers for LinkedIn headshots at Careers Showcase.
- Contacted over 50 companies for Careers Showcase. Successfully confirmed 13 companies including BHP, KPMG and AFP.
- Meetings/Discussions held with multiple companies over participation at Careers Showcas
- Met with students from different cohorts to take suggestions for Careers Showcase.
- Discussions with Lauren, Paul and Luke regarding Careers Showcase
- Discussions with Michael regarding Careers Showcase.
- Invited Alumni for networking seminar held at the Careers Showcase.

- Approving club events, float top ups and grants.
- Organizing gifts and food for the Careers Showcase.
- Meeting students regarding academic misconduct concerns.

Vice President International - (Vacant)

Vice President Activities & South West - Nikhil Howal

- Guild Ball
- Fremantle prison
- Advanced screening D&W
- Get-set Joondalup
- Clubs carnival (JO)
- WB Sundowner
- Meeting with Ali and Vimal – Upcoming events
- Meeting with Vimal for upcoming events
- Meeting with Rizly – Independence day/Awards Night
- Lauren and Paul – Bollywood/sundowner
- Meeting with Taqi – Vimal for FIFA
- Secretariat meeting X2
- Senate meeting
- Will be interviewing reps
- Meeting Taqi for reps Jackets

Equity Officer - Gangamini Chandrasiri

- Helped at Get set Session at Joondalup
- Helped at Get Set Session at Mount Lawley
- Discussed about the Equity Mixer event proposal with Jo
- With Jo's guidance, prepare and submitted the Equity Mixer Proposal.
- Helped at Ice skating event.

Environmental Officer - Alice Broadhead

First Nations Officer - (Vacant)

Undergraduate Officer - Johnny Ngunar

- Organised USD meeting and conducted with school reps
- Student Rep Interview
- Helped International VP with Immigration session
- Attended the EDCON at Curtin University
- Completed timeline-draft for semester two events.
- Working alongside VP academic in planning Career Showcase and reps made aware.
- Auslan planning in progress
- First aid training in progress
- WA Maritime Museum tour in progress
- Attended MT Guild Fair
- Confirming Auslan Training dates.
- Regular catch ups with VP to organise semester two's events.
- Communicating with reps in between.

Postgraduate Officer - Asad Ali

- Attended and helped with the event organised by the International department, "A Quiet Place" Movie, held on 27/06/2024.
- Attended an event, "International student Migration session runs by pathway migration", on 28/06/2024
- Organized and hosted the event "First step to Research" held on 2/07/2024
- Attended Student Support meeting held on 30/05/2024
- Organized and Attended 1st PSD meeting held on 30/05/2024
- Attended GAO Senate meeting held on 05/06/2024
- Attended Birthday celebration held on 12/06/2024
- Attended Academic Board meeting held on 13/06/2024
- Meeting with VP-Academic and discuss about upcoming events
- Meeting with Lauren to organize the upcoming events
- Attended Research and Higher degree committee meeting held on 09/07/2024.
- Attended Student support meeting held on 16/07/2024
- Organized and attended the 2nd PSD meeting held on
- Organized PG-School rep interview from a school of science
- Organized HDR-School rep interview and took onboard
- Prepared a Postgraduate survey.

				<p>International Officer - Minhajul Arefin</p> <p>South West Officer 1 - (Vacant) South West Officer 2 - (Vacant) Social Officer - (Vacant) Sports Officer - Vimal Hemnani</p> <ul style="list-style-type: none"> FIFA Tournament EMUS GALA Departmental Catch-up with President and Gen Sec. Helped in: <ul style="list-style-type: none"> Joondalup Get-set Session Mount Lawley Get-Set Session Ice Skating NUS Educational Conference 2024 <p>Operations Manager - Lisa Dwyer</p> <p>Lisa leaves at 12:06pm</p> <p>Financial Controller - Michael Agostini</p>
10	Priority Items	Files (0)	President	<p>1. Club Affiliations</p> <p>Preamble: The following clubs have been able to satisfactorily meet the affiliation requirements. Senate approve the affiliations of the clubs listed below under their respective Tier, and the clubs : to maintain the necessary requirements as mentioned in the Affiliation Policies, Constitutic and Club Code of Conduct. The clubs are to attend mandatory induction which can affect affiliation status with the guild if the induction is missed.</p> <p>Tier 4 (Not Funded):</p> <ul style="list-style-type: none"> Stitches and Verbal Itches <p>Motion SM2407/02: The Guild endorses the successful affiliation of the above club under their respective Tier. Moved: Rizly Abdue Seconded: Sarah Rizwan Result: Motion passed unanimously.</p>
11	Discussion Items	Files (2)	President, General Secretary	<p>1. Presentations - Comes in at 11:02am and leaves at 11:53am DVC - Students, Equity and Indigenous presents in the meeting and gathers feedback from the senate.</p> <p>2. Student Mobilisation. Sarah discusses in the meeting. In context of the current situation around the world, Sarah mentions requests coming from students, and the senate decides that the Guild will offer the support students and respond to their requests in alignment with the Guild's policies and constitution.</p> <p>3. Guild's Q1 finance report + grant funding Michael briefs the senate on the finance report and grant funding.</p> <p>4. Xero - VASCO & Credit Card Michael briefly discusses this with the senate. However, in the interest of time a separate session is organised for a deep dive into items 3 and 4.</p> <p>5. Work Health and Safety No update.</p> <p>6. Risk Management No update.</p> <p>7. Senator of the month Sarah appreciates the Senate for their efforts and declares VPA&SW Nikhil as the Senator of the Mont</p>
12	Other Items	Files (0)		<p>1. Team Building Sarah invites the senate to a team building activity.</p>
13	Meeting Ends	Files (0)	President	<p>Meeting ends : 12:34pm</p>

--	--	--	--	--

[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](#)