

13 Feb 2025 - Senate Meeting 2

Date: 13/02/2025

Time: 03:00 PM - 05:00 PM

Location: JO.1.447

Group: Senate Channel

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

Absent: jo.1.447@ecu.edu.au

Agenda

[Update](#)

#	Topic	Files	Presenter	Minutes
1	Senate Meeting 2 Agenda (February 2025)	Files (0)	<i>President</i>	ECU Student Guild Senate Meeting 2 Agenda (February 2025) When: 13/02/2025 Where: JO.1.447 Chairperson: Pema Chentsho Minute taker: Sarah Rizwan
2	Opening Address	Files (0)	<i>President</i>	Meeting starts: 3:15pm
3	Acknowledgment of Country	Files (0)	<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	Attendance	Files (0)	<i>President</i>	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 (via teams) Vice President Activities & South West - Vimal Hemnani Equity Officer - Gangamini Chandrasiri Environmental Officer - Alice Broadhead (via teams) Undergraduate Officer - Sheharyar Sahi Postgraduate Officer - Imtiaz Ali International Officer - Cliaan Coenraad Social Officer - Mohak Gakhreja First Nations Officer - (Vacant) South West Officer 1 - (Vacant) South West Officer 2 - (Vacant) Accredited Observers: Operations Manager: Lisa Dwyer Financial Controller: Michael Agostini Apologies Sports Officer - Austin George
5	Proxies	Files (0)	<i>President</i>	Vimal holds Austin's proxy.
6	Conflict Of Interest	Files (0)	<i>President</i>	Undergraduate Officer Sheharyar Sahi has declared a Conflict of Interest with Priority Item 4. Club Affiliations as the Co-President of the Wellbeing Club.
7	Circular Motion	Files (0)	<i>President</i>	NIL
8	SM2502/01: Approval of December Senate Meeting Minutes		<i>President</i>	MOTION SM2502/01: The ECU Student Guild Senate agrees that the attached minutes from the December Senate Meeting are 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.

9	Office Bearer Reports	Files (1)	All	<p>SENATE</p> <ol style="list-style-type: none"> 1. President 2. General Secretary 3. Vice President Social Responsibility 4. Vice President Academic 5. Vice President International 6. Vice President Activities and South West 7. Environmental Officer 8. Equity Officer 9. Undergraduate Officer 10. Postgraduate Officer 11. International Officer 12. Social Officer 13. Sports Officer <p>ACCREDITED OBSERVER</p> <ol style="list-style-type: none"> 1. Operations Manager 2. Financial Controller
10	Priority Items	██████████	President, Lisa Dwyer	<p>1. Guild SSAF Funding Allocation 2025</p> <p>-</p> <p>There are concerns regarding the approval of the Guild budget without confirmation of the VC Grant, which traditionally supports the activities of the International Department. In the event that the grant is not secured, a revised budget of \$20,000 has been proposed for the department after significant reductions in activities. However, this amount is not included in the SSAF bid, leading to a recommendation to postpone budget approval until the status of the VC Grant is clarified.</p> <p>There are concerns as the \$20,000 budget would need to be drawn from department budgets. Given that these budgets have already undergone a revision process, departments would find it challenging to reduce their allocations and scale down planned activities. It has been noted that department budgets are tight, and this reallocation would not be ideal for the Vice Presidents and their respective teams.</p> <p>Michael points out that each department had an underspend in the previous year due to various events and activities not going ahead as planned, suggesting that finding the required funds may not be overly difficult. However, every Senate is different, and the current budget has been carefully crafted based on the priorities and activities this Senate intends to run. As a result, diverting \$20,000 from departmental budgets would still pose a challenge.</p> <p>There is also a discussion about whether reserve funds could be used to support the International Department. While this is technically possible, there are already projects that will require access to Guild reserves. Ideally, these funds should be preserved for significant Guild initiatives and commercial opportunities, rather than being allocated for department activities. Consequently, using reserve funds for this purpose is not the preferred option.</p> <p>The Senate emphasizes the importance of making an informed decision with full transparency on SSAF allocation across departments, rather than proceeding prematurely without all necessary information.</p> <p>Michael mentions that budget approval, including the breakdown of SSAF categories should not be delayed over a non-SSAF item, the absence of the VC Grant would still have an indirect impact on SSAF-funded activities. Therefore, the Senate requests that the President seek a definitive response on the VC Grant before moving forward.</p> <p>Once this clarification is obtained, the budget approval can proceed either at the next Senate meeting or via a circular if necessary. Hence, the motion is not considered.</p> <p>2. CIDC Policies for Senate Approval</p> <p>Preamble</p> <p>The following policies were reviewed by the responsible officers and presented to CIDC on 29th January 2025. CIDC recommends that the Senate approve the policies for distribution. Details of changes made on the various policies are included in the commentary.</p> <p>Workplace Ergonomics Policy</p> <ul style="list-style-type: none"> • Section 7 - Contact Information updated to revert responsibility back to OM as HR & WHS Officer position no longer exists within the Guild structure. <p>Travel Policy</p>

- 5.4.2.6.2 - Updated the title of the programmes used to reflect the details accurately
- 5.4.2.8 - Updated to roll the Volunteer reimbursements under the ATO umbrella to make processing easier
- 5.4.2.8.1.5 - Current Xero Me Reimbursement module does not allow for the President to approve electronically submitted claims. Instead an email will be sent to the President in addition to the Xero Me Platform being used.
- 5.5.3.3 - Removal of HR & WHS Officer role
- 5.5.4.1 - Update to title of Financial Controller
- 5.5.6.1 - Removal of HR & WHS Officer role
- 5.5.10.1.8 - Removal of HR & WHS Officer role
- Section 6 - Updated to Other related Documents to remove the Volunteer Claim form as per changes to 5.4.2.8.

Generating & Receiving Income Policy

- Title Page - Policy Owner updated to the appropriate role
- 5.1.2.4 - Fixed typo
- 7 - Contact information updated to correct role

Corporate Credit Cards Policy

- Title Page - Policy Owner updated to the appropriate role
 - - Removed Credit Card terms as Volopay operates as a debit card
- 5.2.2 - Change Vasco to Volopay due to transition to new platform
- 5.3.2 - Removed club members as Volopay cards will be issued to club committee members.
- 5.3.5.4.2 - Added cancellation clause for cards that have been compromised
- 5.3.6.1 - Updated role title
- 5.3.7.2 - Updated to ensure receipts are submitted via the Xero Me app.
- 5.4 - Updated references to Vasco to new platform Volopay
- 5.4.2.1.1 - Added card limits based on what is happen now in practice.
- 5.4.4.4.3 - Added cancellation clause for cards that have been compromised
- 5.4.5.1 - Updated role
- 5.4.6.1 - Updated to confirm the clubs submit receipts via the club resources page (FormStack)
- 7 - Contact information updated to correct role

Financial Management Policy

- 5.4.2.7 - Updated to Volopay being the new debit card supplier to the Guild
- 5.5.2 - Updated to correct role
- 5.5.2 - Updated to correct role
- 5.5.3.2 - Updated to correct role
- 5.6.2 - Updated to correct role
- 7 - Contact information updated to correct role

For Noting

The following policies have been reviewed by the responsible officers and presented to CIDC on 29th January 2025. No updates to the policies have been recommended. Policies provided to Senate for noting only and are available in the Governance & Publications Folder. Review dates will be updated accordingly.

1. Conflict of Interest Policy
2. Senate Transition Training Policy
3. Training & Development Policy
4. Procurement Policy

MOTION

SM2502/02: The Guild Senate approves the above-mentioned policies.

Moved: Vimal Hemnani

Seconded: Mohak Gakhreja

Results: **Motion passed unanimously.**

3. Guild Branding

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Preamble: The University has recently undertaken a rebrand moving to a Teal and grey/black colour. The University has offered to recolour the Guilds logo in line with this colour palette noting that our current logo follows the University's original Red, Yellow and Blue colouring.

The Senate has been briefed, and a question was raised regarding the financial implications for the Guild. It was clarified that this will have no financial impact on the Guild. Additionally, it was agreed that the logo versions will be presented to the Senate for approval.

MOTION

SM2502/03: The Guild Senate agrees that the Guild Branding and Assets should be recoloured to match the University colours.

Moved: Vimal Hemnani

Seconded: Mohak Gakhreja

Results: **Motion passed unanimously.**

4. Club Affiliation

Sarah provides an update on club affiliations, including the number of applications received, their current status—whether approved, rejected, or still in progress.

19 applications had been received till date.

18 had been reviewed, 1 pending as it was completed at 9:55pm on 12/02.

11 to be approved in this meeting.

Awaiting responses from 7 clubs.

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

Intelligence and Security Students Association (ISSA)

Sri Lankan Student Association

Malayali Club

ECU Islamic Society

Tabletop ECU

BANGLADESH STUDENT ASSOCIATION

ECU Well-Being Community

Tier 2

The Gospel Stand

ECU Christian Union

Tier 3

Global Young Adults Connected

Stitches and Verbal Itches

Tier 4

MOTION

SM2502/04: The Guild endorses the successful affiliation of the above clubs under their respective Tiers.

Moved: Sarah Rizwan

Seconded: Jo Lucks

Results: **Motion passed unanimously.**

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Discussion Items



1. City Campus Update

Lisa requests that this be added as a standing item on the agenda. While there are no significant updates at this time, she notes that the changes will have a major impact on the Mount Lawley campus. To ensure the Guild can adapt its services accordingly, Lisa has asked the university to keep the Guild informed.

She also mentions that the Guild will have an opportunity for a site tour in the coming weeks. Meanwhile, the Guild spaces on the city campus are nearly complete, with only minor tasks remaining, such as finalising internet access. Lisa will continue to update the Senate as more information becomes available.

2. WHS Update

Incident Report

1. Unsecured Building - Building 9 (Clubs Space) Relevant documents attached.

Lisa briefs the Senate on the investigation, outlining the stakeholders involved and the steps taken. She then seeks feedback from the Senate.

Following a thorough investigation, Lisa confirms that the case is now closed.

3. Consideration by Senate of the Guild's current Risk Profile
(to proceed with the Risk Management Policy updates)

The Guild undertakes a review of the Risk Management Policy annually. The Risk Management Policy requires that Senate determine the level of risk exposure that is considered acceptable by the Guild in the pursuit of our objectives. Senate feedback is sought in relation to the current Risk Appetite profile of the Guild and to determine if there is any appetite of the Guild Senate to update the risk tolerances as detailed below:

CATEG ORIES APPETITE STATEMENT

Strategic	ECU Guild will ensure that the representation, advocacy and support of our members is at the heart of all that we do by actively pursuing the objectives outlined in the Guild Strategic Plan. Our appetite for risks is moderate .
Political	ECU Guild will ensure that its relationship with Edith Cowan University is a priority and will act transparently. Our appetite for risk in this area generally low, however, where the Guild is required by its members to advocate strongly for systemic issues the Guild will have a higher tolerance for political risk taking.
Brand & Reputation	The Guild is committed to improve the identity of the Guild across all of our campuses and with all of our members and stakeholders. We will actively protect our brand and reputation. Our appetite for risk in this area is moderate .
Governance	The Guild seeks to meet all mandatory legal and regulatory expectations and all governance expectations imposed through relevant legislation and the ECU Guild Constitution. The Guild has a low appetite for risks in this area and zero tolerance for identified fraud, collusion. Or theft risks.
Financial	ECU Guild will ensure that the principals of value for money underpins all fiscal decisions and will conduct robust research and cost/benefit analysis when making significant purchases for the organisation. All purchases will be assessed against Organisational priorities. Our appetite for risk in this area is low .
Operational/Project	The Guilds operations and projects are aligned with the agreed strategic priorities of the organisation. The Guild ensures that we operate across a landscape of continuous improvement and development. We have a low tolerance for risks arising from inadequately trained staff, failed internal processes or third-party failures.
Work Health and Safety	The Guild is committed to providing a safe environment for all workers, patrons and visitors. The Guild's tolerance for risks related to Work Health and Safety is low .
Information	ECU Guild will safeguard its information and is committed to transparency, and collaboration with stakeholders. We have a low appetite for system failures or information/data security breaches.

Lisa guides the Senate through this section, and the Senate agrees to proceed with the review of the Risk Management Policy.

4. Student Voice Initiative

The Senate engages in a detailed discussion, during which concerns are raised about the establishment of a new governance structure aimed at gathering student feedback. It is noted that the objective closely aligns with the Guild's existing role, raising concerns that this initiative could undermine the Guild's value. Additionally, potential SSAF implications are identified, as the proposed structure appears to replicate the Guild's core functions.

As a result, the Senate decides not to endorse the formation of a Student Voice Council. Instead, it is agreed that discussions on potential collaboration will continue via email.

				<p><u>5. Universities Accord (Student Support and Other Measures) Act 2024</u> Lisa provides an update to the Senate, outlining key areas of interest for the Guild. She highlights the federal SSAF legislation, which requires a minimum 40% allocation to student unions, and addresses that Western Australia's legislation secures 50% for WA Guilds, ensuring stability for now.</p> <p>She also discusses the upcoming practicum payments for domestic students, as an area of interest for the Guild.</p> <p><u>6. Operational Staff Back Pays Required</u> Michael provided an update regarding a significant operational oversight in previous years, where the national CPI rate was incorrectly applied to staff salaries instead of the Western Australia (WA) rate. Since the WA rate is higher, this error has resulted in the need for backpay to staff.</p> <p>Preliminary calculations for current staff indicate that the backpay amount stands at around \$38,000, although this is not the final figure, as further calculations are still underway. Additionally, backpay will also need to be calculated for previous staff members.</p> <p>There was a question raised regarding the funding source, and it has been clarified that the backpay will be covered by the Guild's reserves, given the exceptional nature of this oversight.</p> <p>Michael will keep the Senate updated once the final backpay figure is confirmed. The Senate will then need to pass a motion to approve the use of Guild reserves for this purpose.</p>
12	Other Items	Files (0)		<ol style="list-style-type: none"> 1. The Senate is reminded to notify of any upcoming leaves and travel plans. 2. It is requested that the agenda and minutes be shared in line with the usual schedule. 3. Vice Presidents are asked to keep the President informed about representative appointments. 4. A query is raised regarding the SSAFAF student appointment, which differs from the normal process. The President to get back to Senate on this. 5. The Senate is updated on the DC Student Appointment process, as determined by the Secretariat, and it is agreed that the forms will remain open for 10 days. <p>Pema leaves at 4:55pm.</p> <p>MOTION SM2502/05: The Senate appoints Sarah Rizwan as the Chair for the rest of the meeting. Moved: Syed Taqi Abbas Razvi Seconded: Sheharyar Sahi Results: Motion passed unanimously. Note: Sarah declares a conflict of Interest and abstains from voting.</p> <p>Senate has an in camera discussion about a suspected breach by a senator.</p>
13	Meeting Ends	Files (0)	President	Meeting Ends: 5:24pm

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Tasks

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Task

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

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Decision

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