25 Aug 2025 - Senate Meeting 08 [In-person]

Date: 25/08/2025
Time: 02:00 PM - 04:00 PM
Location: JO.1.447
Group: Senate Channel
Present: General Secretary, President, First Nations Officer, Vice President - Academic, Postgraduate Officer, International Officer, South West Officer, Environmental Officer, Equity Officer, Undergraduate Officer, Vice President - Social Responsibility, Social Officer, Vice President - International, Vice President - Activities & South West, Sanjital Tuhin, Lisa Dwyer, Michael Agostini
Absent: Sports Officer

Agenda

#	Topic	Files	Presenter	Minutes
1	Senate Meeting 9	Files (0)		When: 25-08-2025 Where: JO.01.447 Chairperson: Syed Taqi Abbas Razvi Minute taker: Sonam Choki
2	Opening Address	Files (0)		Meeting Starts: 2:05 PM
3	Acknowledgement of Country For Information	Files (0)	President	The Guild acknowledges that we are meeting on Whadjuk Nyoongar land, and acknowledges their e both past and present. We recognise the land was stolen and never ceded, and always was and alw be Aboriginal land.
4	Attendance	Files (0)		President - Syed Taqi Abbas Razvi General Secretary - Sonam Choki Vice President Social Responsibility - Joanne Lucks Vice President Academic - Sheharyar Sahi Vice President International - (Vacant) Vice President Activities and South West - (Vacant) Equity Officer - (Vacant) Environmental Officer - Ushita Sirimalwatte First Nations Officer - (Vacant) Undergraduate Officer - (Vacant) Postgraduate Officer - (Vacant) International Officer - Cliaan Coenraad South West Officer 1 - (Vacant) South West Officer 2 - (Vacant) Social Officer - (Vacant) Sports Officer - Ashlynn Ward (Absent) Accredited Observers Operations Manager - Lisa Dwyer Financial Controller - Michael Agostini Observers Guild Advisory Officer Co-ordinator - Patrice Mitchell
5	Proxies For Information	Files (0)	President	Record of Proxies:
6	Conflict of Interest For Information	Files (0)	President	Declarations:
7	Approval of Previous Minutes	Files (0)	President	

	For Decision			
8	Academic Integrity Information Session	Files (1)		Presentation by Miriam Sullivan
9	Circular Motion	Files (0)		**Preamble:** The Senate must determine how polling will be conducted for the ECU Studen Guild elections under Election Procedures clause 13 (and in accordance with Constitution clause 62(3) for postal voting). The two primary options are: • Option A: Electronic voting (current approach) Constitution clause 62(• Option B: In-person voting on-site across WA campuses (Sri Lanka and other off-campus students having postal votes available as required for electo voting in person), using WA Electoral Commission (WAEC) services for polling, counting and Returning Officer (RO) support. **Motion** **SCM2508/01:** Senate resolves to conduct the 2025 annual Guild Election by O B. **Moved:** Sonam Choki **Seconded:** Syed Taqi Abbas Razvi **Results:** Motion passed unanimously
10	Office Bearer Reports For Information	Files (0)	*President*	**President - Syed Taqi Abbas Razvi** · Attended Clubs Carnival in JO and SW · Attended CIDC meeting · Attended NUS State Executive meeting · Attended DVC Catch up · Meeting with the University Review Secretariat · Liaising with the Vice Chancellor in regards with the WA University Sector Revi · Attended Secretariat meeting · Attended the Guild Roundtable · Attended Academic Board Meeting · Attended SAC hearings · Meeting with Pro Vice-Chancellor Sri Lanka Campus · Meeting with Flavio from SBL · Catch up with Kylie Austin from Student Life · Conducted Senate Position Interviews · Attended VCSAF · Meeting with NTEU · Meeting with AFSA regarding their event · Meeting with Tone Dear regarding future events · Attended Urgent Senate Meeting · Attended the Curriculum Transformation Program Steering Committee meetin · Provided support to students in regards with Academic Misconduct concerns · Managing Guild Activations · Inviting guests for the Multicultural Celebration · Liaising with University Governance in regards with Academic Representatives · Liaising with Eleanor in regards with the Guild Ball and Awards Night · Liaising with Cliaan for the Multicultural Celebration · Conducting Budget Allocations · Liaising with Senate for the Guild Campaign · Working with Vice President Academic to prepare an Academic Misconduct Gu endorsed by ECU Educational Integrity · Released a Guild Statement addressing the growing Academic Misconduct con · Meeting with ECU Village for a Meet the Guild event · Liaising with Eleanor and Paul for the Mascot and items to be purchased. **General Secretary - Sonam Choki** Attended Secretariat meeting Conducted Senate Position Interviews

Attended SAC appeals
Helped during career showcase and clubs carnival.
Attended VCSAF, LTAG, Academic board meetings.
Met with people who were interested in starting new clubs.
Guild Roundtable.
Planned the Weekly Activation with Taqi.
Helped students book an appointment with the GAO.
General misconduct concerns
Worked on Clubs Training.
Attended the DC Meeting.

Vice President Social Responsibility - Joanne Lucks

ECU Pride Collaboration Meeting - July 28th
Discussed the proposed room changes for the Pride Room, Equity Space, and Club Space
Joondalup Club Carnival - July 31st
Ran a stall to promote clubs to students
Secretariat Meeting 13 - August 4th
Bluestocking event collaboration with Heather from NTEU - August 11th
Secretariat Meeting 14 - August 18th
SAC Appeal - August 18th
SAC Appeal - August 19th
Handover meeting with Environmental Officer - August 20th
Urgent Senate Meeting - August 20th
Equity and Diversity Committee Meeting - August 25th

Vice President Academic - Sheharyar Sahi

Attended SAC Appeals on 1st, 15th , 21st , 22nd and 29th August
· Discipline Committee meeting on 1st
· Secretariat meeting on 4th and 18th
· Guild Roundtable on 4th August
· Careers Showcase planning meeting with Elle and Paul on 6th
· Meeting with Associate Professor Flavio alongside Taqi on 6th
· USD Meeting #5 on 6th
· Academic Board meeting on 7th
· Urgent Senate meeting on 20th
· Meeting with Space Club's Committee on 20th alongside Sonam
· Meeting with CASSA club's committee
· Club's training on 26th
· Club's Carnival at JO and ML
· Guild Orientation BBQ at Bunbury Campus
· Careers Showcase at JO
· Careers Showcase at ML
· Scitech tour
· First Aid training
· India – Pakistan independence day celebration
· Aviation Museum tour on 29th
· Guild activation on 26th
· Started planning Careers Connect sessions
· Planning White Card training for next month
· Planning a tour to Perth Museum for next month
· Scheduled a USD and PSD meeting for next month
· Prepared the DC Chair's report
· Reviewed multiple event forms and grant requests from Academic clubs.
· Guild Podcast planning with the Secretariat and Staff
· Prepared and edited marketing material for Multicultural celebration

Vice President International - (Vacant)
Vice President Activities & Southwest -(Vacant)
Equity Officer - (Vacant)
Environmental Officer - Ushita Sirimalwatte

· Successfully attended the guild activation session held by the ECU student guil
· Became a part of the Career showcase event at ECU by being an international representative.
· Helped the international department with the ISMAP event.
· Scheduled an event for the 26th of September 2025 with the West Oz Wildlife

· Attending the multicultural event held by the international department on the
September at Double Tree by Hilton.
· Attended both Senate meetings held this month for effective communication a
discussion on new senates.
· Participated in all the induction training sessions that were organized by the EC
Student Guild and completed all necessary training modules.

First Nations Officer - (Vacant)
Undergraduate Officer - (Vacant)
Postgraduate Officer - (Vacant)
International Officer - Cliaan Coenraad
· Successfully organised the ISMAP program.
· Successfully coordinated the India and Pakistan Independence Day student eve
· Organising the Rottnest Island trip (7 October).
· Planning and coordinating the Multicultural Festival (1 September), including li
with the hotel, performers, flag arrangements, and marketing.
· Preparing for the VR event with Zero Latency (16 September).
· Supported the Careers Showcase on event day.
· Helping out with guild activation
· Represented and supported students in two SAC Appeals.
· Provided peer guidance and support to several students facing academic misco
matters.
· Attended both a Senate Meeting and an Urgent Senate Meeting.

South West Officer 1 - (Vacant)
South West Officer 2 - (Vacant)
Social Officer - (Vacant)
Sports Officer - Ashlynn Ward
· Senate Handover (20/08) – introduction to budget, made a plan to meet with J
on the 28th of August
· First Urgent Senate Meeting (20/08) – appointment of officer positions
· Planning events for the next few months – goals include wanting different club
connect with each other
· Event planning including: getting the presidents of each sport club at Nationals
vlog the event, send the clips through and we can make a video (or video per sp
encourage students to get involved
· 2026 Orientation Week: Sports Fair with exhibition match (basketball and/or
netball)
· Workshops for the Presidents and Captains to get each sport interconnected, s
integrity, safe sport and leadership workshops, president's dinner/event
· KPI planning
Number of sports clubs
Number of sport events held each semester
Variety of sports

Operations Manager - Lisa Dwyer
· Liaising with Elle and staff across City Campus to collaborate on farewell to ML
ahead of campus closure
· Met with CSO to go through CSO processes and manage various issues in even
campus
· Liaising with WAEC on Guild Elections. Awaiting update on timeline for Electio
however, Election will be pushed back to end of October.
· Discussed issues with provision of free food to students on campus and issues
DCS policy with Kylie Austin.
· Discussed new SSAF processes for consultation and budgeting with Kylie Austi
· Completed and submitted SSAF Q1 Report
· Liaised with Natalie from Dress for Success to support a grant application for a
project to provide low cost high fashion items to University students.
· Finalised GASC recruitment – Patrice Mitchell has been successful in obtaining
position.
· Commenced recruitment for GAO to replace Patrice.
· Liaising with DSC-IT on Security score and improvements and roll out of Micros
365.
· Coordinating onboarding for new Senators

				· Recruitment of Internship positions. Interns commence this week. **Financial Controller - Michael Agostini** · Catching up on emails post parental leave · June Q2 balance sheet reconciliations · Commenced June Q2 Finance SSAF reporting · ATO compliance – June BAS & July PAYG lodgements
11	Priority Items For Decision	Files (0)	*President*	
11.1	Club Affiliation	Files (0)		**PREAMBLE:** The following clubs have been able to satisfactorily meet the affiliation requirements. Senate to approve the affiliations of the clubs listed below under thei respective Tier, and the clubs are to maintain the necessary requirements as mentio the Affiliation Policies, Constitution, and Club Code of Conduct. The clubs are to atte mandatory induction which can affect their affiliation status with the guild if the ind is missed. Tier 1 (Funded) ▪ Ahlulbayte Humanity Club **MOTION** **SM2508/06:** The Guild endorses the successful affiliation of the above clubs under t respective Tiers. Moved: Cliaan Coenraad Seconded: Joanne Lucks Results: Motion passed unanimously
11.2	Bendigo Bank Term Deposits	Files (0)	*Michael Agostini*	**MOTION** **SM2508/07:** Senate to approve the investment of $500,000 into a new Bendigo Bank term deposit for 3 months at 3.87%p.a. commencing 26 August 2025. **Moved:** Sheharyar Sahi **Seconded:** Joanne Lucks **Results**: Motion Passed Unanimously
11.3	CDIC Policies	Files (15)		**Preamble** The following policies were reviewed by the responsible officers and presented to CIDC on 29th January 2025. CIDC recommends that the S approve the policies for distribution. Details of changes made on the va policies are included in the commentary. **Acceptable Use Policy** · Addition of Acceptable use of AI section: o Acknowledges the benefits of AI for efficiency and innovation. o Prohibits personnel from inputting or sharing identifiable personal deta members or individuals when using AI tools. o Emphasises the importance of data privacy, confidentiality, and respo use of AI. o Additional policy was planned however, given the scope of the conten the review date of the Acceptable Use policy, this has now been incorpo into this policy. · Addition of Record Keeping and Data Storage Requirements section o Added to meet the State Records Act obligations **Access to Personal Files Policy** · 5.4.1 - Removed "HR & WHS Officer" as role no longer exists

· 5.10.2 - Removed “HR & WHS Officer” as role no longer exists
· 5.10.3 - Removed “HR & WHS Officer” as role no longer exists

Human Resources Policy
Significant changes have been made to the policy as the original referer only recruitment, however, HR covers a much broader scope.
Key Changes:
· Expanded Scope: The new policy provides comprehensive guidance o employment practices, including recruitment, onboarding, performance management, workplace behaviour, and dispute resolution.
· Legal Compliance: Incorporates references to the Fair Work Act 2009, National Employment Standards, and relevant legislation to ensure lawf employment practices.
· Workplace Environment: Emphasises promoting a respectful, inclusive safe workplace, with clear expectations around behaviour and equal opportunity.
· Procedural Clarity: Details processes for recruitment, performance revi grievance handling, and health and safety, fostering consistency and fai across all employment activities

Lone Working Policy
· 6 - Added Work Health & Safety Act to related legislation
· 7 - Removed “HR & WHS Officer” as role no longer exists

Membership Facilities and Services Policy
· 5.1.1 - Added Restricted Cohorts section to provide clarity in relation to cohorts not provided full services by the Guild
· 6 - Added ACNC legislation as this governs where the Guild is permitte provide services (Restricted to WA)

Senate Office Bearer Engagement Policy
· 5.7 - Removed “HR & WHS Officer” as role no longer exists
· 6 - Added in relevant Acts which have legislative powers over the acts Boards in WA.

Events Management Policy
· 5.1.1.1 - Updated Events & Marketing Coordinator to Events & Marketi Officer as per role title
· 5.1.1.3 - Updated Events & Marketing Coordinator to Events & Marketi Officer as per role title
· 5.1.2 - Updated Events & Marketing Coordinator to Events & Marketing Officer as per role title
· 5.2.2.4 - Added "confirmed venue booking and dates" as per existing procedure
· 7 - Update Policy owner to department

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

1. Ambulance Transportation Costs Policy
2. Employee Code of Conduct
3. Family Domestic Violence Policy
4. Gifts & Benefits Policy

				5. Working from Home Policy 6. Serious Misconduct Policy 7. First Nations Department Policy 8. International Department Policy **Motion** **SM2508/08: Senate approves the reviewed policies.** **Moved:** Sheharyar Sahi **Seconded:** Ushita Sirimalwatte **Results:** Motion Passed Unanimously
12	Items for Discussion For Discussion	Files (0)	President	
12.1	Finance Processes	Files (0)	Michael Agostini	• Michael reminded the Senate to submit invoices in advance to ensure payments are processed i orderly manner. • He also requested that receipts be submitted through the Volopay Card system. • Michael noted that reimbursement requests from clubs cannot be accommodated and asked th Senate to communicate this clearly to the clubs. • Taqi requested that the Senate keep Michael in the loop regarding all financial matters.
12.2	Guild Weekly Activations	Files (0)	President	Taqi informed the Senate of the planned activities for the upcoming weeks, as previously agreed Secretariat: • **Week 5:** Gaming Truck • **Week 6:** Silent Disco in collaboration with Tone Deaf • **Week 7:** Cuddly Animals and Reptiles with Sausage Sizzle • **Week 8:** Circus Team Event with 2-hour Face Painting • **Week 9:** Rodeo Theme (Bucking Bull and Line Dancing) with Cheeseburgers • **Week 10:** Bouncy Castles • **Week 11:** Sports Activation • **Week 12:** Undecided – suggestions were invited from the Senate.
13	Items for Noting For Information	Files (0)	President	
13.1	DC Chair's Report	Files (1)	Vice President - Academic	• Taqi provided a brief overview of the committee. • Sheharyar gave an overview of the referral process and outlined who was referred. • He also briefed the Senate on the committee's proceedings and explained the reasons for the de
13.2	Budget Allocation	Files (0)	President	• Taqi informed the Senate that contingency funds have been allocated to activations, the podcas mascot, and items required for visibility. • He confirmed that the podcast will be hosted by Sheharyar and Sonam, and discussed potential • Taqi requested that the four departments allocate part of their budget for necessary purchases.
13.3	Senator of the Month	Files (0)		Taqi addressed the Senator of the Month as Sheharyar Sahi Note: Joanne announced that she will be leaving the Senate soon. • Taqi thanked her for her contributions and service.
14	Closing Address	Files (0)		Meeting ends: 3:36 PM

Sync tasks and decisions
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Tasks Vi

Task
No tasks created for this meeting. Learn more

Decisions Vi

Decision
No decisions recorded for this meeting. Learn more