

## Vice President – Education

Representation Board Report – 21/04/2023 – 18/05/2023

Veronika Gobba – She/Her

### Meetings

Date	Meetings	Comments
21/4/23	VPE x QO Check-in	
24/4/23	FBL Student Discipline Panel	
	Student Assist Video Filming	
	VPE – FBL Rep Check-in	
	MD & Exec Risk Review	
27/4/23	VPE x Health Sci Rep Check-in	
	Higher Ed	
28/4/23	VPE x QO Check-in	
	VPE x HUM Rep Check-in	
	First Nations Collective First Meeting	
	Exec Committee	
1/5/23	VPE x PSC Pres Check-in	
2/5/23	Courses Committee	
4/5/23	Higher Ed	
	Grok Interview – Paid WIL	
5/5/23	VPE x QO Check-in	
	Meeting with NUS WA branch Education VP	Topics surrounded were Voice to Parliament, Climate action & WA universities review.
	VPE x VPA x ISC Pres Check-in	
8/5/23	LSEC	Noted that Curtin Counselling has hired 1 extra counsellor and has requested extra funding to accommodate students' un-met needs for counselling.
10/5/23	Guild AGM	
	SAP Lead Meeting	

11/5/23	Meeting with CORB & LITEC	Meeting with Julie Brunner to discuss the feasibility of having required textbook information released earlier than the unit outline & having wider availability of required readings though the library.
	Exec Committee	
	Higher Ed	
12/5/23	VPE x QO Check-in	
17/5/23	Respect at Curtin Specialist Advisory Committee	
18/5/23	Higher Ed	
	Representation Board	

## Projects

### 1. Student Partnership Agreement

First stage of consultation is complete, in the process of second stage consultation.

### 2. Unit Outline Review

The decision was made to review 2022 outlines instead of 2023 due to the industrial action this year. Sampling of the outlines has been done. Further consultation with some Guild staff and double-checking if there are any updates in Curtin's ASPM since the last review is still required. Once that is complete the faculty reps and I can move onto the actual review process.

**KEY PERFORMANCE INDICATORS  
REVIEW**

<b>INDICATOR</b>	<b>DELIVERABLES</b>	<b>STATUS</b>
<p>Campaign for practicals and work-integrated learning to be paid, with better support and working conditions.</p>	<p>Ensured this issue was clearly outlined and advocated for in both submissions to universities accords.</p> <p>Have advocated for this issue through ABC radio and Grok interviews.</p> <p>Paid WIL support established in the NUS platform.</p>	Ongoing
<p>Establish mandatory Turnitin draft submission portals for all relevant assignments.</p>	<p>Have had discussions with the Academic registrar about the potential to mandate draft submission portals, or alternatively, allowing multiple resubmissions which could also act as a draft submission portal. Academic registrar has been reluctant to act on these ideas due to 'academic integrity and generative AI concerns'.</p>	Ongoing
<p>Consult with students on the sustainability initiatives they want to see at Curtin and advocate for popular initiatives.</p> <ul style="list-style-type: none"> <li>○ Advocacy for popular initiatives.</li> </ul>	<p>Stalled for semester two.</p>	Stalled
<p>Regularly communicate with other campus' Guilds to collaborate on state/national education campaigns.</p>	<p>Kept in contact with other Guilds through</p> <ul style="list-style-type: none"> <li>- NUS WA exec</li> </ul>	Ongoing

	<ul style="list-style-type: none"> <li>- Communications with NUS WA branch VPE</li> <li>- Contact with NUS education officer (never got a response when first reached out but there is a national education officers meeting soon established by the NUS ed officer about industrial action in universities).</li> </ul>	
Create a guide for students that outlines how to better manage your degree—which includes information on incidental fees students should expect.	<p>Research and planning has been initiated. No drafts or final products have been created or distributed.</p> <p>After meeting with ISC President, it has become clear that a guide for international students in multiple languages would be a priority at this time.</p>	Stalled
Run an initiative to get students enrolled to vote in conjunction with raising awareness about the proposal for a referendum for a First Nations Voice to Parliament.	<p>Planning has been undertaken, it is most likely the initiative will take place early semester two.</p>	Stalled
<p>Effectively manage the faculty and equity reps to be a thriving team.</p> <ul style="list-style-type: none"> <li>o Provide support for their campaigns and initiatives.</li> <li>o Proactively communicate about education issues arising relevant to their area.</li> <li>o Maintain reasonably frequent contact with them.</li> </ul>	<p>Faculty and Equity reps have been regularly met with or communicated with.</p> <p>More formal, scheduled check-ins have been established with 6/10 reps.</p> <p>2 larger campaign proposals from reps have been taken to executive committee for advocacy and approval</p> <p>Where relevant, equity reps have been reached out about external opportunities that have come through me which are within their portfolio. e.g. Alerted First Nations Officer of an inquiry into the Aboriginal and Torres Strait Islander Voice Referendum and</p>	Ongoing

	worked collaboratively to make a submission for such inquiry.	
<p>Guild First Year Representatives:</p> <ul style="list-style-type: none"> <li>○ Encourage and facilitate strong engagement and participation within the First Year Representatives.</li> <li>○ Ensure First Year Representatives are being supported in an equitable manner.</li> </ul>	<p>Created a presentation for the first meetings of 1<sup>st</sup> year reps on how to be effective reps and get involved.</p> <p>Established an informal communication platform to encourage more interaction between reps.</p> <p>Notified certain reps of Guild and Curtin opportunities relevant to their areas of interest.</p>	Ongoing

<b>Date</b>	<b>Context</b>	<b>Comments</b>
27/04	Migration Session	Just under 100 international students attended the migration session
1/05	Pop up Thrift Market set up	Helped sort out donated goods in The Retreat ready for Thrift market
1/05	Interview with GROK regarding Pop up Thrift Market	
2/05	QD Makerspace Event	Held a pronoun badge making event at Makerspace for QD
2/05-5/05	Donated and reset goods at Pop up Thrift Market	
2/05	Above and Beyond Working Group	Working group to better facilitate the offerings for student experience. Came up with a central calendar for all events so that we don't double book
3/05	SDP Appeal with Jasmyne	
3/05	Meeting with Shelley	First meeting with Shelley where we went through TidyHQ
8/05	Meeting with Beata from Curtin Connect	Met Beata with Bharath to discuss how Curtin Connect can work with ISC to help International Students. Next semester, ISC and Guild will facilitate a session for Café Connect
9/05	Attended Café Connect	Bhaarath and I attended Café Connect to talk to other international students and network, we were able to recruit a student for ISC.
10/05	AGM	Presented an overview of last year's Clubs and Events
10/05	Students as Partners Meeting	Discussed how to involve students during the renewal of Students as Partners.
11/05	Ask a Rep – Health Sciences	Organising marketing and materials for Hiba to pop up in the Japanese garden.
12/05	QD Chillout event	Set up event, purchased food and organised marketing with student engagement. Had over 30 people come and go during the whole session
12/05	Merch meeting with Aimee	Met with Aimee to discuss merchandise competition. Decided to put a pause on the merch printing, as Aimee is leaving in another week.

16/05	Meeting with Jess for Events	Set a date for Pasar Malam to take place during usual EoS date Booked in another thrift market for sem 2
17/05	Meeting with Orientation team for OWeek	Theme for OWeek is enchanted forest, met with Orientation team to discuss International OWeek BBQ with ISC
17/05	Let's Get Physical Event for Health Science	Set up event, purchased food and organised marketing with student engagement. 7 people attended, so will need to revise event and research why the low turnaround (15 registered)
17/05	Finance and Risk meeting	Contributed on discussion regarding Guild outlets and spending review
17/05	IDAHOBIT pop up stand at the library	Set up event, purchased food and ensured there was marketing to promote IDAHOBIT. Originally this was going to be an event where people could present their PowerPoint (i.e. power point party) but this was cancelled due to low registration
18/05/	Grill the Guild – SciEng	Unfortunately I was sick, but jasmine helped coordinate. 150 sausages were gone in 20mins.

## Past Events:

**Pop up Thrift Market** : This was extremely popular and on day one, we already had a line up outside. We managed to raise \$3023 which was an impressive feat. Funds were donated to Freedom Centre Perth to support LGBTQIA+ youths with any issues and to provide a safe space for them. The turnout was unexpected and the goods were nearly depleted on the first day, so we will need to revise how to do this for second semester.

**QD Makerspace Event** – We are trying to form a relationship with Makerspace so that we can use their machines and products (which means we get to save expenses on our end). This was our first event with them where the Queer community can come down and make their pronoun badges. We had just over 20 people attend.

**AGM** – What an AGM that was – we met quorum and had a lively discussion about Gluten Free, and the freedom for whatever religion/political group to operate at Curtin. Well done to everyone involved for getting people to attend.

**Ask A Rep** – This was a good initiative led by Hiba, hopeful that next semester we can get the other faculties doing the same thing.

**QD Chillout Event** – Good turnout for queers and allies!

**Let's Get Physical** – I was very excited for this event but we did get low numbers. There are a few factors why I think the event had low numbers (short turnaround for marketing, too close to EoS). The event was meant to

be quite small due to risk assessment (too many people could cause injury) and we did cap it at 15-20 people. 15 registered but only 7 attended.

**IDAHOBIT** – Imari handed out pamphlets and skittles to everyone, and we had a whiteboard where people could put a post it up with encouraging messages to the queer community. This was a really great initiative, as the Post-Its are displayed in the QD Common Room

**Grill the Guild** – I think next semester, I will push to get 200 serves per grill the guild.

## Upcoming Events

**NRW** - All of 23<sup>rd</sup>-26<sup>th</sup>, there will be events running as part of National Reconciliation Week. The university is running this with help from the Guild.

A Wanju Boorloo event will occur on the 23<sup>rd</sup>

Acknowledgement to Country workshop and Lunch is held on 24<sup>th</sup>

Wagga Warniny – Blanket Exercise is held on 25<sup>th</sup>

Sorry Day held on 26<sup>th</sup>

**Migration Event** – We have our 2<sup>nd</sup> last migration event which will hopefully be as popular as the first session. ISC will be there to help facilitate

**International Student Community Event** – I have reached out to clubs to be part of this event and so far we will have 5 clubs. ISC will also be there, Bhaarith and myself will come and give a speech on the day.

**End of Semester Bash** – Rave Cave feat Game Zone, Very excited for this one and hopefully we get a big turnout.

**Stress Less Initiatives** – We will be holding Brinners and also food drops throughout study week and exam week. I wanted to get a reptile petting zoo but unfortunately they are not able to come this may.

## Bigger University Projects

**Talent for Tomorrow** – This is going full steam ahead as they have received good expressions of interest. The prize money is 10k so that's probably why. I am also going to be judging the heats and will try hard to channel my inner Simon Cowell

**Guild Poster Frames in South** – Still discussing with properties on the areas where Guild could possibly put frames down south so we can promote events like we do in the Guild precinct. The proposal is with the properties team for discussion

**Alumni Meetings** – Have begun discussions with Alumni and engagement team from all schools (except FBL). My aim is to get a network off alumni to help clubs with projects and or give back to the Guild.

**Adobe Challenge** – Adobe team from Melbourne will be coming to Curtin in August. Originally the idea is to have humanities students sign up, but I have talked them into including clubs in the pitch. The idea is for clubs to participate in Adobe workshops to help promote their clubs through one on one sessions where they can better learn Adobe suite.



**Externals** – I’m trying to meet with external businesses such as Study Perth to see what we can do in terms of collaborating for events. This is a way to reduce the event spend for Guild. Study Perth has agreed to meet end of June.

## Notes

I’m really excited for second semester. Have already begun planning events and after exams, I will come together with the reps and see what events they can hold for second semester.

### Photos of Events



# Key Performance Indicators

## AVP – Athina Hilman

1. Establish connection with Curtin’s Alumni and Engagement team
2. Collaborate with Curtin alongside their “Above and Beyond” program to create at least one large event before the end of 2023
3. Create an Equity Wellbeing Festival in conjunction with the equity reps
4. Reduce overhead costs associated with internal printing by using a trade printer under GMART’s business trading name.
5. Submit a proposal for Guild poster frames south of campus
6. Explore the option of official email accounts for Clubs through Gmail Non For Profit (i.e. [info@curtinillustrationclub.com.au](mailto:info@curtinillustrationclub.com.au))
7. Re-evaluate the delivery of Clubs Carnival to boost attendance
8. Explore sponsorship opportunities for the Guild events
9. Schedule an activity or event every tuition week during semester 2 (with the exception of election weeks)
10. Collating direct feedback from students through Guild events such as Grill the Guild, Brinner etc.

## Secretary Report

### May Guild Council 2023

#### 1. Meeting Log

Date	Meeting	Notes
24/04/23	Completing risk review	
27/04/23	Higher Education	
	Guild Council	
01/05/23	Rep By-Laws Review	
	Guild Curtin Colombo Branch overview	
02/05/23	Membership Advisory Committee	
03/05/23	Student Discipline Appeals Board	
04/05/23	Higher Education	
08/05/23	AGM Test	
	Club renewals	
09/05/23	Curtin Colombo MOU Brainstorm	
10/05/23	Guild AGM	
11/05/23	Executive Committee	
	Higher Education	
17/05/23	Finance and risk	
18/05/23	Higher Education	
	Representation Board	

#### 2. Overview

##### 2.2. Guild AGM

The 2023 Guild annual general meeting was a success with approx. 140 students attending the meeting and quorum being reached for the first time in years. It was great being able to get the reports and statements approved, and have students directly ask Exec questions. The motions submitted this year triggered discussion amongst students which is always positive.

##### 2.3. Regulations

The Guild Regulations were submitted to the University Secretariat and passed on to Curtin legal committee. The Guild legal committee are finalising the By-Laws and will be discussing the changes to societies with the clubs staff in June. I met with the reps to go over any suggested changes for the duties and responsibilities of the offices in the By-Laws.

#### 2.4. Curtin Colombo

Curtin legal has still not responded to our inquiries about the Guild Curtin Colombo branch so we have decided to continue ahead. Myself and David have started working on everything that the Guild would like to achieve through the branch and translating those goals into what could be included in a memorandum of understanding.

#### 2.5. Membership Advisory Committee

Myself and the membership advisory committee have been working together to discuss the ways the Guild could enhance the member experience and maximise the benefits the Guild provides members. Final recommendations will be provided to the President before June.

**KEY PERFORMANCE INDICATORS  
REVIEW**

<b>INDICATOR</b>	<b>DELIVERABLES</b>	<b>STATUS</b>
<p>Complete and authorise payments on time.</p>	<p>Ensure that payroll documents are submitted to finance prior to the final deadline.</p> <p>Authorise and sign payroll documents every second Tuesday prior to 3pm.</p> <p>Sign reimbursement forms in a timely manner and ensure they are assigned to finance.</p> <p>Authorise and sign creditor payments weekly before the deadline. Raise any concern to finance as soon as possible.</p>	<p>Ongoing</p>
<p>Create budget for representatives and assist with spending.</p>	<p>Create budgets for representative to ensure they have the funding necessary to fulfil their duties whilst setting reasonable limits.</p> <p>Quarterly check-ins with finance to go over allocations.</p> <p>Work with the VPA to budget for events and track any spending.</p>	<p>Ongoing</p>
<p>Ensure action is taken on all resolutions.</p>	<p>Ensure that all resolutions are recorded efficiently and in a timely manner.</p> <p>Ensure chairs are prepared and have been briefed on meetings each month</p> <p>Ensure that all committee meetings that I am responsible for having the</p>	<p>Ongoing</p>

	agendas and minutes distributed appropriately	
Endeavor to start updating and reviewing policy and procedure	<p>Start the process of updating the policy and procedure that is due for review.</p> <p>Consult with relevant Reps and Staff.</p> <p>Ensure that all changes to policy and procedure are reviewed and approved by the correct delegations.</p>	Ongoing
Make significant progress in updating the Regulations and By-Laws.	<p>Work with the Managing Director and Legal Committee in updating the Guild Regulations.</p> <p>Communicate changes to the relevant bodies.</p>	Ongoing
Improve completion of Curtin Extra Program	<p>Create a way for representative to finish the modules and logging of timesheets to ensure they receive the Curtin Extra that they have earned.</p> <p>Continue to broaden the Curtin Extra programs offered to Representatives.</p>	Stalled

## CONFIDENTIALITY

- OPEN  
 CONFIDENTIAL

54<sup>th</sup> Guild Council - 6 / GC

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### **GUILD COUNCIL – 25/05/23**

### **SAFETY REPORT**

**Submitted:** David Luketina (Managing director)  
**Moved:** Jasmyne Tweed (Secretary)  
**Seconded:**

#### **Preamble:**

The Guild to discuss and note the Safety Report and determine any actions arising.

#### **Motion:**

That the Guild Council notes the Safety Report.

#### **Safety Performance:**

- Safety inspections conducted on time (as % of planned inspections): 100% for April
- Workers compensation claims (as hours of paid compensation over the past 12 months): 0 Hours

#### **Incidents and Hazards to note**

Items of concern to follow up on as a result of the Workplace Inspections:

- B104 Guild Cafe Central has report some equipment needing to be repaired or items replaced, this has already been directed to appropriate contractors.
- B105 Library Café reported the need for anti fatigue mats at the till areas for staff as well as a separate smaller first aid kit for the coffee kiosk for ease of weekend service.

Guild injuries, near misses or hazards reported: Nil

#### **General Safety Update for the Month:**

Building 204 (which includes Guild Café – Basement) had a planned fire drill on 1 May 2023, the café warden team evacuated the café quickly and efficiently.

The Health and Safety Committee Constitution is in the process of review and update.