



Student Guild of Curtin University

Guild Council

Declaration of Approval of Meeting Minutes

I declare that the minutes of the Guild Council held on the 24th March, 2022 have been approved and are true and accurate.

Signed,

A handwritten signature in black ink, appearing to read "Yie Xin Cheong", written in a cursive style.

Yie Xin Cheong
Chair of Guild Council



Student Guild of Curtin University

53rd Guild Council – Meeting #4

To be held at 5.30pm on Thursday 24th of March 2022

Online / 100.301

MINUTES

Meeting opened at 5:31pm

1. Acknowledgement of the Traditional Owners

“The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region.”

2. Attendance

2.1. Members Present;

Theodora Rohl (Guild President - in person),
Hameed Mohammad (Deputy Chair of Guild Council - in person),
Adam Reader (Guild Councillor - in person),
Jasmyne Tweed (Chair of Representation Board - in person),
Joshua Cooper (Guild Councillor - in person)
Cassidy Pemberton (Guild Councillor - online),
February (Vice President – Activities - in person),
Sophie Scott (Guild Councillor - online),
Rachel Taylor (Guild Councillor - online),
Dylan Botica (Secretary – online, temporary absence during meeting),
Athina Hilman (Guild Councillor - online)
David Luketina (Managing Director - online, arrived late)
Yie Xin Cheong (Chair of Guild Council - in person, arrived late)
Harry Brooking (Guild Councillor - in person, arrived late)

2.2. Others Present;

Breanna Holmes (Minute Secretary – online)

2.3. Apologies and Leave of Absence;

2.4. Absent;

Madison Ainsworth (Vice President – Education)
Jesse Naylor Zambrano (Immediate Past President)

3. Disclosure of any potential or perceived Conflicts of Interest

No conflicts to disclose

4. Minutes of the Previous Meeting and Circular Resolutions

4.1. Previous Meeting Minutes

RESOLVED GC#26/22

Motion: That the Guild Council approves the minutes of the previous meeting held on the 17/02/22, as a true and accurate record of proceedings at that meeting.

Moved: Dylan Botica (Secretary)

Seconded: February (Vice President – Activities)

Motion passed

Adam Reader left to let Harry Brooking into the building

Harry Brooking arrived at 5:36pm

5. Reports

5.1. President – Submitted

As tabled. Theodora Rohl mentions the Representation Board motion for Ukraine that resulted in putting out a social media post and the ability to donate from Guild café outlets. She has spoken to the Vice Chancellor regarding a statement but they have declined to take a public stance.

Theodora Rohl as that the 2021 National Student Safety Survey (NSSS) has been released. Curtin has released a single A3 summary but there is also a more in-depth report that she is enquiring to get. There were issues flagged with on-campus accommodation but no recommendations were made.

She says she has had visits to St. Catherine's on campus accommodation.

There will extended hours for counselling from Safer Communities, not Curtin Wellbeing team for short term emotional support.

She mentions that the \$20,000 grant 2021 Guild President secured will be set up for use in semester two this year as we are expecting a quieter campus in first semester due to restrictions.

Adam Reader asks if there are plans to work with the other on campus accommodation providers to avoid showing favouritism to the more expensive ones. Theodora Rohl confirms they will be in communication with them all.

Dylan Botica questions the Safer Communities extensions as the service is already available 24/7. Theodora Rohl adds that they may be adding more personnel or resources. February asks if the University has confirmed this. Theodora Rohl says everything about the NSSS results has not come from the Vice Chancellor.

ACTION: Theodora Rohl to confirm details of Safer Communities / Curtin Wellbeing

Cassidy Pemberton adds that she wasn't aware of some of Curtin's initiatives regarding disclosure training for student reps for disclosure of SA/SH and whether they have actually implemented this. Theodora Rohl responds there is an online workshop about responding with compassion workshop that may have come from Julie Howell's team but will need to clarify if this is available for Guild representatives or student representatives.

5.2. Secretary – Submitted

As tabled. Dylan Botica flags that a lot has happened recently that will be included in the next Guild Council report.

Rachel Taylor asks for further information regarding Dylan's confidential meeting about

Motion to move in camera

Moved: Dylan Botica (Secretary)

Seconded: Rachel Taylor (Guild Councillor)

Motion passed

Goes in camera / recording and minutes paused

Motion that Breanna Holmes (Minute Secretary) can stay without taking minutes for the duration of in camera.

Moved: February (Vice President – Activities)

Seconded: Rachel Taylor (Guild Councillor)

Motion passed

Continues in camera

Moves out of camera / recording resumes

5.3. Vice President – Education – Submitted

Absent - No questions

5.4. Vice President – Activities – Submitted

As tabled.

5.5. Managing Director – Submitted

David Luketina joins meeting online.

David Luketina says the votes for the NUS Referendum have been counted and the result is in favour of staying with the NUS along with a formal report to follow.

He reports that commercial outlets are having challenges fill shifts with COVID close

contacts. The WA Premier has announced some softening of restrictions meaning we should be at the peak of community cases.

Theodora Rohl asks if there are any impacts to the Guild's planning as it was predicted we would get 10,000 cases when we are currently around 8,000. David Luketina explains these were estimates based on other states and will not make a material difference to current plans, only government changes would have more of an impact.

Dylan Botica raises there was a Curtin Confession about a student concern regarding the naming of Guild Café Basement still showing Guild Café Engineering signage. David Luketina says all changes should be complete but will confirm with staff.

Rachel Taylor questions where the delay is coming from when onboarding and renewing clubs. David Luketina says the delays are within the Guild teams as there have been some COVID and other issues to manage. February confirms that around 80 renewals have been submitted but TidyHQ onboarding has slowed the process along with some other issues.

Sophie Scott asks when all club renewals are expected to be complete. February is unsure when but the team is working hard to get through the backlog. This does not impact the club operations. The requirement is for them to lodge a renewal, not that it has to be approved for them to proceed.

ACTION: David Luketina to follow up with Student Experience regarding club renewal timelines.

RESOLVED GC#27/22

Motion: That the Guild Council notes the reports en bloc.

Moved: Dylan Botica (Secretary)

Seconded: Jasmyne Tweed (Chair of Representation Board)

Motion passed

Dylan Botica temporarily leaves at 6:00pm

Yie Xin Cheong arrives at 6:05pm

5.6. Safety Report

Action: That the Guild Council discusses the Safety Report.

February raises that there are still some first aid boxes in the downstairs office and asks when they will be returned to their stations. David Luketina asks for clarification, February says there are approximately six kits. David Luketina outlines these may be the ones used at events as there are a lot more kits available at outlets.

ACTION: David Luketina to follow up where six first aid kits should be.

Cassidy Pemberton questions the workers compensation information as the number seems

quite high. David Luketina confirms that it is referring to one case from some time ago involving a trip on some stairs. There was nothing wrong with the stairs but the employee has a slow healing injury. Predicts with no further incidents the hours will return to zero around October/November this year.

Hammed Mohammad asks if the Guild has a defibrillator. David Luketina confirms there is one in the Guild office near the elevator that is also used for Tav events if required and there is also one in an adjacent building from the Guild.

RESOLVED GC#28/22

Motion: That the Guild Council notes the Safety Report.

Moved: February (Vice President - Activities)

Seconded: Theodora Rohl (Guild President)

Motion passed

6. Business on Notice

6.1. 2021 Financial Statements and Audit

RESOLVED GC#29/22

That the Guild Council:

- a) Notes the audit report and opinion;
- b) Authorises the President and Secretary to certify that:

In the opinion of the Guild Council:

- i. The Statement of Profit or Loss and Other Comprehensive Income and Statement of Cash Flows are drawn up so as to give a true and fair view of the performance of the Guild for the year ended 31 December 2021;
 - ii. The Statement of Financial Position is drawn up so as to give a true and fair view of the state of affairs of the Guild as at 31 December 2021;
 - iii. The Guild has complied with the Australian Accounting Standards – Reduced Disclosure Requirements, the *Curtin University Act 1966* and the *Australian Charities and Not-for-Profits Commission Act 2012*, and
 - iv. At the date of this statement there are reasonable grounds to believe that the Guild will be able to pay its debts as and when they fall due.
- c) Recommends to the Annual General Meeting that it adopt the Audited Financial Statements of the Student Guild for the year ending 31 December 2021.
 - d) Recommends to the University Council that it note the Audited Financial Statements of the Student Guild for the year ending 31 December 2021.

Theodora Rohl speaks to motion. This has also been discussed and recommended at the Finance and Risk Committee.

Adam Reader has nothing further to add.

David Luketina provides some context of the process. Guild staff prepare the accounts and then independent auditors verify the basis for the numbers and calculations. He explains this

layout is fairly standard for the sign off on financial statements from other companies. He is happy with the results and the Guild will be able to pay its debts.

Dylan Botica rejoins online at 6:12pm

Moved: Theodora Rohl (President)

Seconded: Adam Reader (Guild Councillor)

Motion passed

6.2. COVID-19 Update

Action: That the Guild Council discuss the COVID-19 Update.

Theodora Rohl does not have any updated number but welcomes questions.

Adam Reader asks if there was any further information about the powers of the vaccination monitors on campus and what they are able to do. Theodora Rohl is still waiting to hear and will report back.

RESOLVED GC#30/22

Motion: That the Guild Council notes the COVID-19 Update.

Moved: Theodora Rohl (President)

Seconded: Yie Xin Cheong (Chair of Guild Council)

Motion passed

6.3. Australian International Student Association Affiliation

Action: That the Guild Council discusses affiliation to AISA.

Jasmyne Tweed relays discussions from Representation Board regarding AISA's constitution and what they can provide international students. ISC President informed Representation Board that their committee consensus is to not affiliate at this time as all these offerings are already being provided by StudyPerth and do not think it is worth the risk spending the money that could provide specialist assistance.

It's mentioned that AISA does not have a trial period, upfront payment is required. February adds that while there isn't a trial, they can also unaffiliate if not meeting needs. AISA is looking support international students at a national level whereas StudyPerth is strictly Perth based.

Jasmyne Tweed adds that AISA claims to provide cultural wellbeing and social events where StudyPerth is already doing that. Unsure if they could do more for Curtin students that what is already provided.

Theodora Rohl provides some context that the previous national body had some issues and was not effective. AISA is endorsed by the NUS. Some big issues such as international student fees would need more national momentum than just at a campus level.

Hameed Mohammad asks if they can invite ISC President Sofia to the next Guild Council to speak further. Theodora Rohl raises this was discussed at Representation Board and Jasmyne Tweed is here to convey those discussions.

Joshua Cooper asks about the cost of affiliation fees. Theodora Rohl says approximately \$5,000.

7. Minutes of Committees Reporting to the Guild Council

- 7.1. Representation Board – Meetings held on 10/02/22
- 7.2. Executive Committee – Meetings held on 10/02/22, 14/02/22. 01/03/22
- 7.3. Finance and Risk Committee – Meetings held on 09/02/22
- 7.4. Activities Committee – Meetings held on 08/02/22
- 7.5. Commercial Operations Committee – Nil
- 7.6. Legal Committee – Nil

RESOLVED GC#31/22

Motion: That the Guild Council notes the minutes of the boards and committees en bloc.

Moved: Dylan Botica (Secretary)

Seconded: Rachel Taylor

Motion passed

8. General Business

Motion to suspend standing orders to consider changes to the PSC Constitution and the Governance Review

Moved: Theodora Rohl (Guild President)

Seconded: Rachel Taylor (Guild Councillor)

Motion passed

8.1. PSC Constitution

RESOLVED GC#32/22

Motion: That the Guild Council approves proposed changes to the PSC Constitution

Rachel Taylor asked for clarification if the proposed changes have been to the Legal Committee. Dylan Botica confirms that they have not as they are not required to. Committees with heavy governance or financial requirements need to go through legal. The PSC has unique challenges and is a good committee to trial these changes. February adds that even though there's no requirement, it could still be referred to Legal Committee.

February raises that the only change is regarding appointments. The material impact is that

the PSC can replace a limited amount of vacancies without requiring an election. If there are too many vacancies then it will still have to go to an election.

Dylan Botica adds that more than half the people on the committee need to be officially elected. This change is to address if there are a few resignations to avoid constant elections.

Moved: Theodora Rohl (Guild President)

Seconded: February (Vice President – Activities)

Motion passed

8.2. Governance Review

RESOLVED GC#33/22

Motion: That the Guild Council notes the Governance Review

Dylan Botica is looking at Legal Committee issues discussed at Guild Council in previous years, may be good for an external review. The review will look at the Guild's current status compared to other boards and charity organisations. There will be an evaluation and recommendations for what can be improved. He requests any feedback on the recommendations.

Moved: Theodora Rohl (Guild President)

Second: Jasmyne Tweed (Chair of Representation Board)

Motion passed

8.3. Grok Magazine

February speaks to the decline in Grok's popularity, outlining that the Guild needs to support them to succeed.

Theodora Rohl states previous there were Grok editors that would manage contributions but they weren't received much Curtin based content or much content at all. She says that Grok should have a unique outlook on Curtin life that no other publication has. They have recently changed the structure to have paid writes create content at least once every fortnight and are currently interviewing candidates.

Rachel Taylor asks if there's been a move towards online content rather than waste leftover physical copies. Theodora Rohl explains there was no print copy last year as they didn't have the content.

Dylan Botica stressed it is important that Grok needs to be independent but Guild Council can assist in getting students involved and looking at metrics in place to measure the engagement with Grok platforms to see how it's going.

Theodora Rohl adds once the editors are chosen, they can decide if there will be any physical editions with their budgets.

Adam Reader raised if there's opportunities to promote to more students studying the arts, such as journalism, for a way to get fun and interesting articles published. Theodora Rohl confirms they were in contact with these students and coordinators but they also have their own magazine.

Joshua Cooper asks how many positions are available. Theodora Rohl confirms there are 3 positions.

Adam Reader adds that we should reach out to creative writing and other degrees. Theodora Rohl says Maryanne Shaddick is in charge of the outreach to students.

Athina Hilman speaks to her experience as a journalism student and experience within the industry. She says they write for the Western Independent during class for their assignments but could write for fun outside of class for Grok. Athina means ECU has an A4 publication with leaflet that they had out at orientation.

Rachel Taylor asks if there are spaces for clubs such as Curtin Writer's Club as they may be interested in what's happening in club spaces on campus. This could be another way to get clubs information and students caring about Grok.

Dylan Botica raises that Executive Committee is the only group that oversees Grok at that level and would Guild Council consider a working group or utilising people within the Guild to assist but not in anything directly commenting on the Guild.

February echoed Dylan in that they need to respect Grok's independence and trialing the new structure. A working group could be a good idea to assist.

Rachel Taylor asks how the working group would function. Adam Reader adds that the best way for accountability would be for them to have full freedom without the working group taking over.

Dylan Botica says it would be good to draft some terms of reference for the working group and gather some more thoughts on the matter and send to Maryanne Shaddick, the portfolio manager. Theodora Rohl concurs and will draft ideas to discuss further.

9. Next Meeting

The next ordinary meeting of the Guild Council is to be held at 5.30pm Thursday the 28th of April in 100.301. Documents and motions are to be submitted no later than 4:30pm on Thursday 21st of April to secretary@guild.curtin.edu.au

Meeting closed 6:55pm

Membership Category & Name of Member	Term
(a) President; Theodora Rohl	1.12.2021 - 30.11.2022 <i>Previously as Guild Councillor</i> 1.12.2020 – 30.11.2022
(b) Secretary; Dylan Botica	1.12.2021 - 30.11.2022 <i>Previously as Chair of Representation Board</i> 1.12.2020 – 30.11.2021 <i>Guild Councillor</i> 1.12.2018 – 30.11.2022
(c) Vice President - Education; Madison Ainsworth	1.12.2021 - 30.11.2022
(d) Vice President - Activities; February	1.12.2021 - 30.11.2022 <i>Previously as Guild Councillor</i> 1.12.2020 – 30.11.2022
(e) Guild Councillors Dylan Botica <i>Elected as Secretary, 1.12.2021 – 30.11.2022. Pursuant to Regulation 29(2) of the Student Guild (Guild Council) Regulations 2018.</i>	1.12.2020 - 30.11.2022 <i>Previously as Chair of Representation Board</i> 1.12.2020 – 30.11.2021 <i>Guild Councillor</i> 1.12.2018 – 30.11.2022
Theodora Rohl	1.12.2020 - 30.11.2022
February	1.12.2020 - 30.11.2022
Rachel Taylor	1.12.2020 - 30.11.2022
Harry Brooking	15.05.2021 - 30.11.2022
Joshua Cooper	2.12.2021 - 30.11.2022
Sophie Scott	1.12.2021 - 30.11.2023
Yie Xin Cheong <i>Elected as Chair of Guild Council, 1.12.2021 – 30.11.2022. Pursuant to Regulation 33(2) of the Student Guild (Guild Council) Regulations 2018.</i>	1.12.2021 - 30.11.2023
Hameed Mohammed <i>Elected as Deputy Chair of Guild Council, 1.12.2021 – 30.11.2022. Pursuant to Regulation 33(9) of the Student Guild (Guild Council) Regulations 2018.</i>	1.12.2021 - 30.11.2023
Athina Hilman	1.12.2021 - 30.11.2023

Cassidy Pemberton	1.12.2021 - 30.11.2023
Adam Reader	1.12.2021 - 30.11.2023
(f) Chair of Representation Board Jasmyne Tweed <i>Elected as Chair of Representation Board, 1.12.2021 – 30.11.2022. Pursuant to Regulation 4(2)(f) and 18 of the Student Guild (Guild Council) Regulations 2018.</i>	1.12.2021 - 30.11.2022

Standing Invite Category & Name of Invite

Term

(a) Immediate Past President Jesse Naylor Zambrano	1.12.2021 – <i>incertus</i> <i>Previously as President</i> 1.12.2020 – 30.11.2021 <i>Chair of Representation Board</i> <i>and Guild Councillor</i> 1.12.2019 - 30.11.2021
(b) Manager Director David Luketina	<i>ex officio</i>
(c) Minute Secretary; Breanna Holmes	<i>ex officio</i>