

President's Report
Theodora Rohl (she/her)
27 April 22 – 19 May 22



Theodora Rohl

Pronouns: She/Her

Theodora is your 53rd Guild President and she's dedicated to making campus a better place for everyone!

president@guild.curtin.edu.au

University meetings

| | | |
|---|--|---|
| 27 Apr | Meeting with Sofia, Hameed and Seth Kunin (DVC-Global) | Discussed matters relating to International Students |
| | National Reconciliation Week (NRW) collaborative activities | Catch-up regarding Sorry Day activities |
| Unexpected Leave 28 Apr – 13 May | | |
| 16 May | Monthly Students as Partners catch-up with Kat Clements (SaP lead) | Discussed the pulse check, Kat going on maternity leave, and other SaP endeavours |
| 17 May | Sorry Day catch-up | Solidified the plan for the 26 th May, and was invited to speak at the event |
| 18 May | Curtin Strategic Plan 2030 from Reconciliation Action Plan (RAP) perspective | Discussed and gave feedback on the strategic plan via the RAP Working Group |
| 19 May | Academic Board (AB) Executive | Spoke about the lack of women in leadership positions around the Uni |

Guild meetings

| | | |
|---|--------------------------------|-----------------------------------|
| 26 Apr | Weekly meeting with David | |
| | Weekly meeting with Maryanne | |
| | Exec + PM Meeting | |
| 27 Apr | Higher Ed | |
| | COVID CIMT | |
| Unexpected Leave 28 Apr – 13 May | | |
| 16 May | Catch-up meeting with David | |
| | Catch-up meeting with Maryanne | |
| | Phone Banking session | Part of Federal Election campaign |
| 19 May | Executive Committee | See minutes for details |
| | Representation Board | See minutes for details |

Other meetings/activities

| | |
|---------------|------------------------------|
| 27 Apr | Upcycle markets photoshoot |
| 18 May | Guild Annual General Meeting |

Leave

| | |
|--------------|--------------------------------|
| 15-19 | Easter Break |
| 20-22 | Leave |
| 28-13 | Had to take leave unexpectedly |

Items of Significance

Sorry Day

The Centre for Aboriginal Studies, the Cultural Capability team and the Guild are partnering on delivering a day of events on Sorry Day, 26th May. This collaboration will also be part of National Reconciliation Week (which unfortunately falls during study week). The Guild will be providing catering for the event, and I have been invited to speak on why reconciliation is important to learn for students. I will distribute more event information once I receive it.

Federal Election

The Guild's federal election campaign will have finished by the time of this Guild Council. We have encouraged students to enrol, written to the major parties on important issues, compared the major parties on key issues for students, and have invested time and effort into making sure this information reaches students. I want to thank everyone who worked on this campaign, especially Dylan :)

TL;DR!

- I had to unexpectedly take leave from 28th April to 13th May for a personal issue – huge thanks to the Executive for holding down the fort during my absence!
- Sorry Day is coming up on 26th May
- Federal Election campaign is wrapping up

Thanks for reading x

Teddy

STUDENT GUILD OF CURTIN UNIVERSITY

SECRETARY

REPORT

1 Coverage

- (1) This report covers activity from the **22nd of April** until **21st of May 2022** and is submitted to the May Guild Council.
- (2) Leave periods: Nil

2 Terms Used

AGM means Annual General Meeting

COO means member of the Chief Operating Officer of the University.

WASM means the Western Australian School of Mines

3 Internal Meetings

| Date/s | Meeting | Comments |
|----------|------------------------------|------------|
| 27/04/22 | Secretary Training | |
| 29/04/22 | Club Approvals | |
| 3/05/22 | Wellbeing and Communication | Left early |
| 3/05/22 | Parking Campaign Meeting | |
| 4/05/22 | WASM Committee Meeting | |
| 5/05/22 | Executive Committee | |
| 10/05/22 | Parking Campaign Meeting | |
| 10/05/22 | Activities Committee Meeting | |
| 11/05/22 | Finance and Risk Committee | |
| 12/05/22 | Kalgoorlie Trip Debrief | |
| 18/05/22 | Annual General Meeting | |
| 19/05/22 | Representation Board | |
| 19/05/22 | Executive Committee | |

4 External Meetings

| | | |
|----------|-----------------------------------|--|
| 29/04/22 | Meeting with University Barrister | |
|----------|-----------------------------------|--|

| | | |
|----------|------------------------------------|--|
| 11/05/22 | Curtin Guild x COO Parking Meeting | With Jasmyne, February and Rey we presented the Student Claims on parking. |
| 18/05/22 | UniLodge Students Parking | |
| 11/05/22 | Global Positioning Committee | |

5 Significant Items

(1) Kalgoorlie

- (a) Travel to Kalgoorlie was undertaken to ensure a continued strong relationship is maintained between campuses. We developed an approach to creating compliance with policy, procedure and regulations of student societies as well as worked through improving in a variety of other areas.

(2) Federal Election Campaign

- (a) The Presidents absence meant significant projects were delegated within the team. I undertook the Federal Election Campaign.
- (b) The Guild developed comprehensive party/group voting information that was published on the website and across social media.
- (c) The Electoral Roll and Student Information were analysed to develop a list of electors in the key division of Swan where Curtin University sits. Four phone banking sessions were delivered resulting in over 600 phone calls to students encouraging them to consider which candidate best represents them and encouraging COVID-19 safe voting early or on the day.
- (d) A major party comparison document was developed and sent to these students. The impact of youth voting in the Federal Election was evident and I look forward to developing a productive dialog between the Guild and newly elected Guild alumni Zaneta Mascharanas (long may she rein)

(3) AGM

- (a) The Guild's fateful AGM was cursed by the weather god. However, I arranged the meeting and handled it from the representative end.

(4) Custom Constitutions

- (a) I reviewed and provided response on four student society constitutions during this period.

(5) Guild Grant

- (a) I evaluated and calculated the loss the Guild experiences without indexation of the Guild Grant, discussed with Corporate Relations at the University and with Tara Felton and will pursue fairness and a real indexation of our grant.

(6) Other Items

- (a) I handled two discipline matters and undertook activity as an appointed Inquiry Officer.
- (b) I was an active participant in the parking campaign team and worked with lead Jasmyne to develop the claims.
- (c) Timesheets, financial approvals, and other matters were handled in a timely manner but affected significantly by unrelenting workload pressures.
- (d) Curtin Extra for Council and Committees was renominated.
- (e) Engaging a student to review and rewrite regulations has been ongoing through the John Curtin Law Clinic.

6 Travel / Conferences

Travel to Kalgoorlie 4th of May – 5th of May whereby February and I met with the WASM Student Guild Committee and club leaders to develop frameworks for regulation. I also established areas of priority which I have been working on.


Nil Conferences

Schedule A



Dylan Botica
2022 Guild Secretary

KEY PERFORMANCE INDICATORS



GOVERNANCE AND LEGISLATION


| INDICATOR | DELIVERABLES | STATUS |
|---|---|--|
| Commence a review and refresh project of Guild Governance. | Consult regularly with Legal Committee members. Engage appropriate services to review current structural concerns. Create a roadmap for improvement of Guild Governance Structures. |  |
| Ensure the Guild has legislative frameworks conducive to ongoing success. | Meet with legislators and lobby necessary. |  |
| Improve uptake in Guild Elections, committees and initiatives | Improve mechanisms for appointment. Increase membership of guild subcommittees. Engage with governance review processes. Work with Guild Staff to return the WA Electoral Commissions to our annual elections. |  |

POLICY AND COMPLIANCE





| INDICATOR | DELIVERABLES | STATUS |
|--|--|---|
| Establish appropriate registers to aid compliance. | Establish a register of key resolutions from committees and boards. Update and modernise registers of delegations, matters reserved to council and associated documents, |  |
| Ensure necessary action is undertaken on all resolutions and instructions. | Consult and brief chairs of key meetings monthly. Promote accountability to reporting bodies. Promptly create and distribute minutes for boards and committees I am initially responsible for. |  |

FINANCIAL







| INDICATOR | DELIVERABLES | STATUS |
|--|--|---|
| Authorise payments in a timely manner. | Approve payments before deadlines measured by a 90% threshold. Ensure Finance staff are aware of when I am not available. |  |
| Work towards increased financial freedom and | Lobby government and work with external and internal parties to work towards greater funding and flexibility of funding. |  |

| | | |
|---|--|---|
| adequate resourcing for the Guild. | | |
| Assist representatives with their spending and budgets, | Set reasonable limits on Guild department expenditure and track how it is being met. Assist representatives with expense procedures that reduce the necessity to spend officer money and reimburse. |  |

GENERAL

| INDICATOR | DELIVERABLES | STATUS |
|--|---|---|
| Broaden Curtin Extra and Representative Recognition Projects. | Ensure Curtin Extra is delivered for Representatives. Promote the availability of programs to officers. Provide a means of recognition for students involved in Guild committees. |  |
| Provide ongoing and consistent support to WASM Guild and look towards improving the Guild's presence on global campuses. | Create an avenue for regular feedback and reporting. Address the concerns and feedback of WASM Guild in a timely manner, Develop a plan to ensure representation on global campuses and improved interconnectivity. |  |
| Move towards accessibility in providing documents in alternative formats. | Work with key stakeholders in communion with the Accessibility Department to improve access of Guild Governance and meeting documents. Provide agendas, minutes and other documents in alternative formats upon request. |  |
| Maintaining ongoing requirements under the Remuneration Tribunal Determination | Ensure timesheet procedures are up to date and timesheets checked. Fairly and equitably undertake duties under the determination, providing adequate notice and appeal processes. Follow up on KPIs set and delivery. Ensure compliance with reporting requirements. |  |

PRE-EXISTING REQUIREMENTS

| REQUIREMENT | STATUS |
|--|---|
| Be the official secretary of the Guild as may be required under any written law or agreement. |  |
| Ensure compliance with the Statute Book, Code of Conduct and Policy and report any breaches to the Guild Council or other authorities as required. |  |
| Be conversant on financial, policy and governance matters of the Guild. |  |
| Submit a written report to each ordinary meeting of the Guild Council. |  |
| Attend meetings of the Guild Council, and other Guild Committees which they are a member of. |  |
| Prepare a written report for the incoming Secretary. |  |

Schedule B

RECORD OF HOURS OF CONTRIBUTION 2022

Name **Dylan Botica** Portfolio **Representation**
 Position **Secretary**
 Period Beginning: **25/4/2022** Fortnightly Hours Tracking: **73.22**
 Period Ending: **8/5/2022**

TOIL ALERT

| Day | Date | Time (use 24 hour clock) | | | | | | | | Hours Worked | Notes | FLEX Hours Balance | Running Balance | Daily Comments/Additional Notes |
|-----------|-----------|--------------------------|-----|-------------|-----|--------------|-----|------------|-----|--------------|-------|--------------------|-----------------|--|
| | | Start Day | | Start Lunch | | Finish Lunch | | Finish Day | | | | | | |
| | | hr | min | hr | min | hr | min | hr | min | | | | | |
| Monday | 25/4/2022 | | | | | | | | | 5.20 | PH | 0.00 | 73.22 | |
| Tuesday | 26/4/2022 | 10 | | 11 | 15 | 12 | | 17 | | 6.25 | | 1.05 | 74.27 | |
| Wednesday | 27/4/2022 | 12 | 15 | 13 | | 16 | | 18 | | 2.75 | | -2.45 | 71.82 | |
| Thursday | 28/4/2022 | 9 | 30 | 12 | 40 | 13 | 40 | 17 | 30 | 7.00 | | 1.80 | 73.62 | |
| Friday | 29/4/2022 | 9 | | | | | | 18 | 30 | 9.50 | | 4.30 | 77.92 | |
| Saturday | 30/4/2022 | | | | | | | | | 0.00 | | 0.00 | 77.92 | |
| Sunday | 1/5/2022 | | | | | | | | | 0.00 | | 0.00 | 77.92 | |
| Monday | 2/5/2022 | 9 | 10 | 12 | 30 | 16 | 10 | 20 | | 7.17 | | 1.97 | 79.88 | |
| Tuesday | 3/5/2022 | 9 | 40 | 14 | | 16 | | 17 | 30 | 5.83 | | 0.63 | 80.52 | |
| Wednesday | 4/5/2022 | 6 | 0 | 16 | 30 | 20 | 30 | 22 | 30 | 12.50 | | 7.30 | 87.82 | KALGOORLIE + dispute resolution at night |
| Thursday | 5/5/2022 | 7 | 15 | 15 | 5 | 15 | 45 | 16 | 30 | 8.58 | | 3.38 | 91.20 | KALGOORLIE |
| Friday | 6/5/2022 | 9 | 30 | | | | | 16 | 30 | 7.00 | | 1.80 | 93.00 | |
| Saturday | 7/5/2022 | | | | | | | | | 0.00 | | 0.00 | 93.00 | |
| Sunday | 8/5/2022 | | | | | | | | | 0.00 | | 0.00 | 93.00 | |
| | | | | | | | | | | 71.78 | | 78.00 | | |

Notes/Comments:

RECORD OF HOURS OF CONTRIBUTION 2022

Name **Dylan Botica** Portfolio **Representation**
 Position **Secretary**
 Period Beginning: **9/5/2022** Fortnightly Hours Tracking: **78.00**
 Period Ending: **22/5/2022**

OVER IN TOIL, Approval req.

| Day | Date | Time (use 24 hour clock) | | | | | | | | Hours Worked | Notes | FLEX Hours Balance | Running Balance | Daily Comments/Additional Notes |
|-----------|-----------|--------------------------|-----|-------------|-----|--------------|-----|------------|-----|--------------|-------|--------------------|-----------------|--|
| | | Start Day | | Start Lunch | | Finish Lunch | | Finish Day | | | | | | |
| | | hr | min | hr | min | hr | min | hr | min | | | | | |
| Monday | 9/5/2022 | 10 | | | | | | 11 | | 1.00 | | -4.20 | 73.80 | |
| Tuesday | 10/5/2022 | 9 | 50 | 16 | 40 | 17 | 20 | 22 | 5 | 11.58 | | 6.38 | 80.18 | |
| Wednesday | 11/5/2022 | 9 | 50 | 16 | | 17 | 25 | 20 | | 8.75 | | 3.55 | 83.73 | Attending to work of the president |
| Thursday | 12/5/2022 | 8 | 30 | 12 | 15 | 19 | 20 | 23 | | 7.42 | | 2.22 | 85.95 | Attending to work of the president |
| Friday | 13/5/2022 | 9 | | 12 | | 16 | | 19 | 30 | 6.50 | | 1.30 | 87.25 | |
| Saturday | 14/5/2022 | | | | | | | | | 0.00 | | 0.00 | 87.25 | |
| Sunday | 15/5/2022 | | | | | | | | | 0.00 | | 0.00 | 87.25 | |
| Monday | 16/5/2022 | 10 | | 12 | 30 | 16 | 10 | 18 | 45 | 5.08 | | -0.12 | 87.13 | WFH |
| Tuesday | 17/5/2022 | 9 | | 15 | 30 | 17 | 30 | 24 | 0 | 13.00 | | 7.80 | 94.93 | Extremely long hours due to Guild incident |
| Wednesday | 18/5/2022 | 0 | | 3 | | 8 | 45 | 18 | 50 | 13.08 | | 7.88 | 102.82 | AGM, parking meeting, |
| Thursday | 19/5/2022 | 11 | 10 | 12 | 10 | 13 | 30 | 18 | 40 | 6.17 | | 0.97 | 103.78 | increased mid day break to account for two breaks actually taken |
| Friday | 20/5/2022 | 12 | 30 | | | | | 16 | | 3.50 | | -1.70 | 102.08 | |
| Saturday | 21/5/2022 | | | | | | | | | 0.00 | | 0.00 | 102.08 | |
| Sunday | 22/5/2022 | | | | | | | | | 0.00 | | 0.00 | 102.08 | |
| | | | | | | | | | | 76.08 | | 78.00 | | |

Notes/Comments:

#BringBackCorrie

Schedule C

TL;DR

This has been a dynamic and exciting month for the Secretary. It has involved the usual approvals and bureaucracy but also the ability to connect in person with the WASM Student Guild Officers, delivering a federal election campaign the likes of which the Guild has seen before, putting up a fight for parking and the Guild Grant and work on my ongoing projects.

TL;DR the TL;DR

Every day is a blessing.

Signed



Dylan Botica

Secretary of the Student Guild



On the 2nd day of May

Vice President—Education Report

Report Duration: 22/04/2022- 19/05/2022

Madison Ainsworth

Guild Meetings

| Date | Meeting | Notes |
|------------|--------------------------------------|---|
| 26/04/2022 | Accessibility Check-in | |
| 26/04/2022 | Exec/PM Meeting | |
| 27/04/2022 | Higher Ed | |
| 28/04/2022 | Womens Check-in | |
| 28/04/2022 | Guild Council | |
| 29/04/2022 | FBL Check-in | |
| 29/04/2022 | Clubs Approval | |
| 03/05/2022 | Wellbeing and Communication Workshop | I organised for Kat Clements ran a fantastic workshop for office bearers about open communication and taking care of your wellbeing. This was recorded and distributed. |
| 03/05/2022 | Exec | |
| 05/05/2022 | Exec | |
| 09/05/2022 | Catch up | Met with David and Jo Ann. |
| 10/05/2022 | Sci-Eng Catch-up | |
| 10/05/2022 | Parking Campaign | Met in preparation for the teams meeting with the university. |
| 11/05/2022 | Queer Catch-up | |
| 13/05/2022 | OHS Catch-up | Met with Jo Ann and Amber to discuss issues going on in the faculty, specifically a series of complaints about OHS |
| 18/05/2022 | AGM | Gave my report |
| 18/05/2022 | Interviews | Met with Rachel to discuss the interviews for sci-eng as I was unable to take part in the second round due to the AGM |
| 19/05/2022 | 1-1 Check-in | Met with Theodora and discussed my portfolio |
| 19/05/2022 | Exec Committee | |

University Meetings

| Date | Meeting | Notes |
|------------|---|---|
| 26/04/2022 | Students Voice on Learning and Teaching | First meeting students were invited to, unfortunately the only other student in attendance was Rachel (thank you again for attending). Due to the lack of student attendance we discussed issues that I had been informed of. |
| 29/04/2022 | Pulse Check | Discussed the outcomes of the pulse check. Unfortunately low response rate but aside from one comment all replies were constructive and |

| | | |
|------------|--------------------------|---|
| | | appropriate. Will be collecting feedback from staff and students involved and will be running a second pulse check next semester with a different year group. |
| 01/05/2022 | Undergrad expo | Went to the Undergrad expo with February and ran a wheel for gifts along with telling potential Curtin students about the purpose of the Guild. |
| 03/05/2022 | Courses Committee | |
| 04/05/2022 | Sustainability on Campus | Took this meeting as Theo was on leave, discussed potential projects and statistics on our sustainability at Curtin. |
| 06/05/2022 | Ally Training | Took part in an Ally Training session with a number of Guild Representatives. |
| 07/05/2022 | Anon Marking | Met with Tara Felton to discuss a paper we have been assigned by LSEC. |
| 07/05/2022 | LSEC | |
| 12/05/2022 | Sci-Eng Interviews | Was on a panel for a position in the Science and Engineering Faculty. |

Other Fun Things

I was asked to be interviewed for a piece on rural and regional students due to my position in the guild and because I come from Bunbury. It was fun!

Executive Summary

Tara and I commenced our work on a paper about Anonymous Marking, the first meeting for Students Voice on Learning and Teaching was unfortunately unsuccessful due to a lack of student interest, we have decided our next steps for the Pulse Check and I took part in the Undergrad Expo and met a few potential students who seemed really interested in our equity departments. I also did an interview about coming from a rural and regional background.

Guild 2022 Key Performance Indicator Mid-Year Review Matrix

Representative:

Date:

Date for KPI Mid-Year Review completion: May Representation Board

This document is to be attached and provided to the reviewed representative.

| Key Performance Indicator | Status | Comments |
|---------------------------------|--|--|
| (Number of the KPI & KPI Title) | <p>Completed (KPI has been met and no further work is required)</p> <p>Ongoing (KPI is continuing but is being actively practiced.) Pending (KPI has not been completed and is not under progress)</p> <p>Incompleted (KPI is no longer applicable/was not completed for set task)</p> | <p>Insert any comments on the KPI for updates, to ensure that you can reach your KPI objectives by the end of your term.</p> |

| Key Performance Indicator | Status | Comments |
|---|---------|---|
| <p>1. Be prepared for all meetings</p> <ul style="list-style-type: none"> - Submitting reports in a timely and well-done manner -Reading all necessary documents | Ongoing | This KPI will not be completed until the final review due to its nature |
| <p>2. Push for Guild awareness to be increased among students</p> | Ongoing | Have discussed with LITEC to have Guild material included in first day “house-keeping” material, needs to be finalised and implemented |
| <p>3. Supporting office bearers</p> <ul style="list-style-type: none"> - Responding to emails in a timely manner -Be in the office during my posted hours -Attending meetings when requested -Assisting to find solutions -Informing of any relevant information -Meet with office bearers at the beginning, middle and | Ongoing | For the most part this has been followed, however there have been changes to two of these points—unfortunately due to my weak immune system for a while it has not been safe for me to come into the office, especially with a number of staff out due to COVID related things, and secondly I have been meeting with reps fortnightly rather than only |

| | | |
|--|----------|---|
| end of the term for check ups | | three times throughout the term to increase the support that I may be able to provide |
| 4. Support the president - Take on any reasonable task that is asked of me - Responding to emails in a timely manner - Assisting in planning events, campaigns and rallies | Ongoing | This KPI will not be completed until the final review due to its nature |
| 5. Use the Guild's collaborative workgroups with LITEC— Students Voice on Learning and Teaching—to include students in the discussion and advocate for student's quality of education - Having standing invites for students who want to attend - Having regulations that give all students the same speaking rights as permanent attendees - Adding student raised issues to the agenda and having the minutes publicly accessible | Ongoing | All of these steps are put in place, I only need interested students |
| 6. Uphold an advocacy space where students can feel comfortable and secure while having the opportunity to contribute to change - Forming a list of student contacts and whether they feel comfortable attending rallies - Having alternative options to rallies for students to voice their concerns | Complete | The list has been established and the form will be sent around again soon to update the list. The Students Voice on Learning and Teaching working group functions as the alternative to rallies |
| 7. Push for increased effort to be directed to rural and regional high school students in hopes of removing the disadvantages associated with not coming to Curtin from the metro area | Complete | R&R students are now included in more services to provide support and several staff have admitted to not considering the difficulties prior, but will now take them into account |
| 8. Strive to ensure that students are receiving quality education that fits their needs | Ongoing | Reluctant to mark as complete because COVID is also ongoing and things may change but I believe that the steps taken by |

| | | |
|---|----------|--|
| despite any changes that COVID may bring | | the university to keep us safe during our COVID spike was not detrimental to our education |
| 9. Push for more accessible assessments - Clearer unit outlines - Easier access to materials needed for assessments - More access to exemplars | Pending | This KPI has not yet begun to be worked on |
| 10. Ensure student needs are being heard and, where possible, assisted | Complete | The Guild is implementing a trial for the hello@guild email to be used as a triage to ensure that students are being handled in the most effective and responsive way possible |
| 11. Endeavour to be informed on issues that may impact office bearers' portfolio | Ongoing | This KPI will not be completed until the final review due to its nature I use the fortnightly meetings to pass on any information that I have heard regarding the representatives portfolio and also to hear things I may have missed |
| 12. Work toward a better feedback system for tutors and lecturers to understand student wants and needs | Ongoing | The Pulse Check does this |

Vice President – Activities

Report #4

February

Meeting Date: 26/05/22

Date Submitted: 19/05/22

Meetings:

| Date | Meeting | Comments |
|---------|---------------------------------|---|
| 21/4/22 | Executive Committee | |
| 26/4/22 | Pub Quiz Questions | Met with FBL Student Engagement to plan the questions for the FBL Pub Quiz, a collaboration between the Faculty Rep and FBL SE. |
| 26/4/22 | Exec and PMs | |
| 27/4/22 | Higher Ed | |
| 27/4/22 | Clubs x VPA Catchup | |
| 27/4/22 | Events x VPA Catch-Up | |
| 28/4/22 | Commercial Operations Committee | Attended as an Observer as Acting President— Zoe chaired and did very well |
| 28/4/22 | Guild Council | |
| 2/5/22 | Acting President x MD | Touched base with David on how to cover the upcoming week |
| 2/5/22 | Acting President x MS | Chatted to Maryanne about the Federal Election Campaign and Guild Tiktok |
| 3/5/22 | Parking Campaign Meeting | Reps involved in the Parking Campaign met to discuss what we would say at the upcoming meeting with Fiona Notely |
| 3/5/22 | NRW Meeting | (National Reconciliation Meeting) I proxied for Theo and continued to work with the team on the Sorry Day Event Collaboration |
| 3/5/22 | Womens Officer Touch base | Salwa and I chatted about the upcoming Women’s Department Picnic |
| 3/5/22 | Stress Less Weeks | Jasmyne and I touched base on plans for Stress Less Week |
| 3/5/22 | Exec Check-In | Exec took some time to have a casual check in and make sure we were all on the same page in the tumultuous times (e.g. Dylan and Feb going to Kalgoorlie) |
| 4/5/22 | Kalgoorlie Clubs | Dylan and I met with some students who run clubs in Kalgoorlie about how the Guild could support them in the context of the clubs scene at |

| | | |
|---------|-----------------------------------|---|
| | | WASM—regular guild affiliation isn't suitable for these clubs for a few reasons, e.g. they don't have members because the community is small and they serve the whole community so they cannot meet membership requirements. |
| 4/5/22 | Kalgoorlie Exec | Dylan and I sat in on the WASM Committee meeting |
| 5/5/22 | Exec Committee | Dylan and I held Exec Committee on the Prospector and Maddie and Jasmyne called in. We did not have consistent signal and it was a disaster. PLEASE read these minutes. |
| 6/5/22 | Events x VPA Catch-Up | |
| 9/5/22 | Acting President x MD | I touched base with David and pitched an idea about having free popcorn in the Tav. I have since been informed that this is under investigation by Tanya. |
| 9/5/22 | Acting President x MS | Maryanne and I discussed promotion for the Student Hub Consultation. |
| 9/5/22 | NRW Meeting | I met with the NRW team again and we got some updates which translated to actions for me, Jess and Maryanne. The Guild is involved in ordering and setting up a lunch, + promoting the events to students through our channels |
| 9/5/22 | UHSC | I took some notes in this meeting about the University's Duty of Care for students in regards to incidents on Placements/Fieldwork including psychosocial incidents and SA/SH. This is relevant to the current research the Guild is doing in regards to student on placement and problems they face. |
| 10/5/22 | Parking Campaign Meeting | The Exec met to come up with a plan, ultimately producing a list of Student Claims to present to Fiona Notely. |
| 10/5/22 | Activities Committee | We had Activities Committee as normal and particularly discussed the Pyjama Party!!! Come to this even or else (knife emoji) |
| 10/5/22 | DAIP Outcome | I attended this meeting on Theo's behalf. It is the first in a series of workshops that Theo will go on to attend. Rey also attended. |
| 11/5/22 | Parking Meeting | Jasmyne, Dylan and I met with Fiona Notely and presented our Student Claims. Despite us passing on Student Feedback Fiona Notely denies there is a problem unless individual students report it directly. |
| 12/5/22 | Kalgoorlie Debrief | Dylan and I met with Bec and Shelley about Clubs recon in Kalgoorlie and the Student Hub. |
| 13/5/22 | NRW Meeting | Another check in, everything is on track. |
| 18/5/22 | AGM | I was on leave this day but the only way I'm missing the AGM is if I'm dead |
| 18/5/22 | Twin Dolphin Hall Parking Meeting | We attended a meeting between residents and Uni Lodge and were able to inform them of what |

| | | |
|---------|---------------------|--|
| | | the Guild was doing and hear important background from the students. |
| 19/5/22 | Executive Committee | |

Upcoming Meetings:

| Date | Meeting |
|---------|-------------------------------------|
| 23/5/22 | Exec and PMs |
| 24/5/22 | Events x VPA Catch-Up |
| 25/5/22 | Hyatt Site Visit |
| 25/5/22 | Higher Ed |
| 26/5/22 | Health and Safety Committee (Guild) |

Events:

| Date | Meeting | Comments |
|---------|----------------------|---|
| 21/4/22 | ISC Movie Night | Really great attendance of 40 people! |
| 26/4/22 | Public Speaking Comp | Imari (Women's Collective) and I attended this collaborative event between the Women's Department and the Soroptomist Club (an external club). It went well. |
| 28/4/22 | B&L Grill the Guild | Great Sausage Sizzle. Had a few volunteers needing to cancel but the three of us managed 😊 |
| 28/4/22 | FBL Pub Quiz | Low attendance, high cost per head. |
| 1/5/22 | Undergrad Expo | Great Stall! In the future would have some sort of "What even is a Guild" flyer for the prospective students. |
| 6/5/22 | Comedy Night | Lovely Judges Theo and Adam. Approximatey 40 people showed up—I have requested a profit/loss summary to determine if this event could be improved in terms of attendance/value. |
| 12/5/22 | QD Powerpoint Party | I wasn't able to attend but heard it went well! |

Notes:

Whiteboard: I bought a whiteboard for my desk and it has been a gamechanger in two main ways. Now my tasks stay in front of my face instead of me forgetting them when I turn to a new page in my notebook. Also, after I finish the task I rub it out and forget that I did it which is making reporting significantly harder than when I wrote them all down in my notebook

Acting President: A lot of my time in the past few weeks has been taken up with correspondence, making arrangements for Theo's calendar and attending meetings on Theo's behalf and then actioning these e.g. the Sorry Day Collaboration. The Exec passed the role of Acting President around a bit to accommodate our prior commitments and the late notice, and divided meetings/projects between us as appropriate. Ultimately we were able to maintain communications with key people in the University and make great progress on some very time sensitive projects 😊 Thanks to all the Reps for being so understanding in this time as we tried to communicate what was going on.

Student Hub Consultation: After last Guild Council's feedback I have launched a consultation period that will include an in-person consultation room, online portal and consultation at the next Clubs and Societies Meeting. A webpage has been produced under the Clubs tab on the Guild Website.

Therapy Dog Program: I have investigated the costs associated with the Guild having a Therapy Dog Program, particularly the cost of getting Therapy Dogs from an external organization to visit students on campus vs the costs of the Guild acquiring and maintaining it's own Therapy Dog. Costs much less for the Guild to have own Dog so I will now be investigating how to develop that program with Rey.

Christian Clubs Review: Currently there are ~8 clubs that duplicate their activities and objectives that existed before the Clubs Charter outlawed this. I will be investigating how to transition those clubs to comply with the current Clubs Charter for next year.

Room Bookings Pilot: Still no progress on this from the University.

End of Semester Pajama Party: End of Semester Party is going ahead in a fun, cosy format! Everyone has to attend to prove there's a demand for Toga in Sem 2 😊

Leave:

16/5/22-18/5/22: Took leave due to illness

19/5/22-20/5/22: Worked reduced hours due to recovery/lower capacity

TL;DR:

I am working on Student Hub Consultation, Therapy Dog Program and Rep events as well as routine tasks. I was the Acting President for some of this time.

RECORD OF HOURS OF CONTRIBUTION 2022

| Name | | February (Clare Metcalf) | | Portfolio | | Representation | | Fortnightly Hours Tracking: | | 3.10 | | | | |
|--------------------------|------------|-----------------------------|-----|-------------|-----|----------------|-----|-----------------------------|-----|-------|--------------------|-----------------|---------------------------------|------------------|
| Position | | Vice President - Activities | | | | | | | | | | | | |
| Period Beginning: | | 11/04/2022 | | | | | | | | | | | | |
| Period Ending: | | 24/04/2022 | | | | | | | | | | | | |
| Time (use 24 hour clock) | | | | | | | | | | Notes | FLEX Hours Balance | Running Balance | Daily Comments/Additional Notes | |
| Day | Date | Start Day | | Start Lunch | | Finish Lunch | | Finish Day | | | | | | Hours Worked |
| | | hr | min | hr | min | hr | min | hr | min | | | | | |
| Monday | 11/04/2022 | 8:45 | | 14:35 | | 14:55 | | 16:45 | | 7.67 | | 2.47 | 5.57 | |
| Tuesday | 12/04/2022 | 9:25 | | 13:15 | | 14:15 | | 16:20 | | 5.92 | | 0.72 | 6.28 | |
| Wednesday | 13/04/2022 | 9:5 | | 13:45 | | 14:0 | | 15:15 | | 5.92 | | 0.72 | 7.00 | |
| Thursday | 14/04/2022 | 9:30 | | 10:40 | | 12:30 | | 12:50 | | 1.50 | | -3.70 | 3.30 | |
| Friday | 15/04/2022 | | | | | | | | | 5.20 | PH | 0.00 | 3.30 | |
| Saturday | 16/04/2022 | | | | | | | | | 0.00 | | 0.00 | 3.30 | |
| Sunday | 17/04/2022 | | | | | | | | | 0.00 | | 0.00 | 3.30 | |
| Monday | 18/04/2022 | | | | | | | | | 5.20 | PH | 0.00 | 3.30 | |
| Tuesday | 19/04/2022 | | | | | | | | | 0.00 | | -5.20 | -1.90 | |
| Wednesday | 20/04/2022 | 8:55 | | 10:30 | | 11:0 | | 16:55 | | 7.50 | | 2.30 | 0.40 | Acting President |
| Thursday | 21/04/2022 | 9:10 | | 13:20 | | 13:50 | | 17:55 | | 8.25 | | 3.05 | 3.45 | |
| Friday | 22/04/2022 | 7:15 | | 11:5 | | 11:45 | | 15:30 | | 7.58 | | 2.38 | 5.83 | Acting President |
| Saturday | 23/04/2022 | | | | | | | | | 0.00 | | 0.00 | 5.83 | |
| Sunday | 24/04/2022 | | | | | | | | | 0.00 | | 0.00 | 5.83 | |
| | | | | | | | | | | 54.73 | | 5.83 | | |

RECORD OF HOURS OF CONTRIBUTION 2022

| Name | | February (Clare Metcalf) | | Portfolio | | Representation | | Fortnightly Hours Tracking: | | 5.83 | | | | |
|--------------------------|--|-----------------------------|-----|-------------|-----|----------------|-----|-----------------------------|-----|-------|--------------------|-----------------|---------------------------------|------------------|
| Position | | Vice President - Activities | | | | | | | | | | | | |
| Period Beginning: | | 25/04/2022 | | | | | | | | | | | | |
| Period Ending: | | 8/05/2022 | | | | | | | | | | | | |
| Time (use 24 hour clock) | | | | | | | | | | Notes | FLEX Hours Balance | Running Balance | Daily Comments/Additional Notes | |
| Date | | Start Day | | Start Lunch | | Finish Lunch | | Finish Day | | | | | | Hours Worked |
| | | hr | min | hr | min | hr | min | hr | min | | | | | |
| 25/04/2022 | | | | | | | | | | 5.20 | PH | 0.00 | 5.83 | |
| 26/04/2022 | | 9:35 | | 14:0 | | 16:30 | | 20:5 | | 8.00 | | 2.80 | 8.63 | |
| 27/04/2022 | | 9:35 | | 10:50 | | 13:0 | | 16:5 | | 4.33 | | -0.87 | 7.77 | |
| 28/04/2022 | | 9:20 | | 14:20 | | 15:55 | | 17:55 | | 7.00 | | 1.80 | 9.57 | Acting President |
| 29/04/2022 | | | | | | | | | | 0.00 | | -5.20 | 4.37 | |
| 30/04/2022 | | | | | | | | | | 0.00 | | 0.00 | 4.37 | |
| 1/05/2022 | | 8:30 | | | | | | 14:15 | | 5.75 | | 5.75 | 10.12 | Undergrad Expo |
| 2/05/2022 | | 8:35 | | 13:30 | | 13:40 | | 16:15 | | 7.50 | | 2.30 | 12.42 | Acting President |
| 3/05/2022 | | 9:30 | | 14:30 | | 14:45 | | 16:15 | | 6.50 | | 1.30 | 13.72 | Acting President |
| 4/05/2022 | | 5:0 | | | | | | 13:30 | | 8.50 | | 3.30 | 17.02 | Kalgoorlie |
| 5/05/2022 | | 6:45 | | | | | | 15:50 | | 9.08 | | 3.88 | 20.90 | Kalgoorlie |
| 6/05/2022 | | 15:45 | | | | | | 16:30 | | 0.75 | | -4.45 | 16.45 | |
| 7/05/2022 | | | | | | | | | | 0.00 | | 0.00 | 16.45 | |
| 8/05/2022 | | | | | | | | | | 0.00 | | 0.00 | 16.45 | |
| | | | | | | | | | | 62.62 | | 16.45 | | |

RECORD OF HOURS OF CONTRIBUTION 2022

| Name | | February (Clare Metcalf) | | Portfolio | | Representation | | Fortnightly Hours Tracking: | | 16.45 | | | | |
|--------------------------|------------|-----------------------------|-----|-------------|-----|----------------|-----|-----------------------------|-----|--------|--------------------|-----------------|---------------------------------|------------------|
| Position | | Vice President - Activities | | | | | | | | | | | | |
| Period Beginning: | | 9/05/2022 | | | | | | | | | | | | |
| Period Ending: | | 22/05/2022 | | | | | | | | | | | | |
| Time (use 24 hour clock) | | | | | | | | | | Notes | FLEX Hours Balance | Running Balance | Daily Comments/Additional Notes | |
| Day | Date | Start Day | | Start Lunch | | Finish Lunch | | Finish Day | | | | | | Hours Worked |
| | | hr | min | hr | min | hr | min | hr | min | | | | | |
| Monday | 9/05/2022 | 9:10 | | 14:40 | | 14:50 | | 17:15 | | 7.92 | | 2.72 | 19.17 | Acting President |
| Tuesday | 10/05/2022 | 9:40 | | | | | | 16:30 | | 6.83 | | 1.63 | 20.80 | Acting President |
| Wednesday | 11/05/2022 | 9:10 | | 11:30 | | 12:30 | | 17:0 | | 6.83 | | 1.63 | 22.43 | Acting President |
| Thursday | 12/05/2022 | 10:20 | | 12:30 | | 13:0 | | 13:40 | | 2.83 | | -2.37 | 20.07 | Acting President |
| Friday | 13/05/2022 | 10:0 | | 10:30 | | 17:0 | | 17:15 | | 0.75 | | -4.45 | 15.62 | Acting President |
| Saturday | 14/05/2022 | | | | | | | | | 0.00 | | 0.00 | 15.62 | |
| Sunday | 15/05/2022 | | | | | | | | | 0.00 | | 0.00 | 15.62 | |
| Monday | 16/05/2022 | | | | | | | | | 5.20 | PL | 0.00 | 15.62 | |
| Tuesday | 17/05/2022 | | | | | | | | | 5.20 | PL | 0.00 | 15.62 | |
| Wednesday | 18/05/2022 | | | | | | | | | 5.20 | PL | 0.00 | 15.62 | |
| Thursday | 19/05/2022 | 12:0 | | 13:40 | | 20:25 | | | | -18.75 | | -23.95 | -8.33 | WFH/Low Capacity |
| Friday | 20/05/2022 | | | | | | | | | 0.00 | | -5.20 | -13.53 | WFH/Low Capacity |
| Saturday | 21/05/2022 | | | | | | | | | 0.00 | | 0.00 | -13.53 | |
| Sunday | 22/05/2022 | | | | | | | | | 0.00 | | 0.00 | -13.53 | |
| | | | | | | | | | | 22.02 | | -13.53 | | |

Vice President – Activities

Key Performance Indicators – Mid-Year Review

February Metcalf

| Overview | |
|----------|---|
| 1 | In Progress – on track |
| 2 | In Progress – on track |
| 3 | In Progress – on track |
| 4 | In Progress – some work done, no results seen yet |
| 5 | In Progress – on track |
| 6 | Ongoing |
| 7 | Ongoing |
| 8 | Ongoing |
| 9 | Ongoing |
| 10 | In Progress – on track |
| 11 | Ongoing |
| 12 | Ongoing |

1. Advocate for a Student Hub on campus

- Continue to consult with clubs on what they would want a Hub to look like
- Follow the RITP process

A consultation plan and timeline has been presented to and endorsed by Guild Council. There will be extensive consultation with club committees, students and other stakeholders. Preparations will be made to engage the RITP process in 2023.

2. Work towards completing the transition of clubs onto the TidyHQ platform and the Guild's processes being updated accordingly

Transition to TidyHQ is underway but behind. I have heard and addressed feedback from clubs and checked in with renewal processes from a club perspective.

3. Investigate the clubs/activities scene at WASM and review the Guild's processes and how we can better support WASM clubs

I have visited WASM (with Dylan), talked with Clubs and planned how we can make changes to better support WASM clubs. The goal is to have these processes set up and the clubs affiliated for 2023.

4. Pursue structural improvements for clubs with the University

- Advocate to the University for Clubs to be able to use resource booker directly
- Advocate for less hoops for clubs to jump through to deliver events

I have pursued this opportunistically but do not have a plan of attack. The Uni has expressed they are willing to connect clubs with resource booker but are experiencing delays in establishing this. The Uni has introduced more hoops for clubs to jump through and I will be advocating against this once we (in collaboration with the Clubs Staff) are able to formulate a strong reasoning.

5. Promote clubs outside of O-Day

- Support the delivery of clubs carnival and clubs week
- Create a one-stop shop for students to browse and sign up for clubs

Clubs Carnival was successful in a lower capacity format. We continue to promote club spotlights on the Guild socials. Progress on a one-stop shop (in the form of TidyHQ) is underway.

6. Support relationships between academic clubs and faculty representatives

- Oversee contact between faculty reps and clubs where appropriate
- Encourage and assist with event (or other) collaborations where possible

I encourage Faculty Reps to CC me when they are communicating with clubs. I could be taking a more proactive approach to facilitating collaboration.

7. Promote events that provide free food to students, including Grill the Guild sausage sizzles or donut giveaways

With the team we have delivered 4 Grill The Guilds and 1 Donut Giveaway this semester, as well as offering free food at a range of Rep events via Kiribilli catering and the Tav. A greater concentration of free food will be available during Stress Less Promotion including free breakfast, Brinner, and food drops.

8. Support Reps, especially equity reps, to deliver events for their communities

I have dropped the ball on a few Rep events but the Reps have largely picked up the slack in delivering their events and all equity reps have delivered a great number of events for their community.

9. Actively participate in events and the culture at Curtin

- Assist with the delivery of rep and core events where appropriate
- Attend rep events, core events and club events where possible

I have not attended as many events as I would have liked but I am out there as much as possible! See you all at the Pyjama Party on Friday

10. Deliver staple campus events, not limited to:

- Guild Ball
- Mental Health Week
- Rad Sex and Consent Week
- Pasar Malam

None of these name events have occurred yet but staple events including O-Day, Wellbeing Fair, Upcycle Markets and Cat Café have been delivered with great success.

11. Act as a link between the Student Experience Team and the Reps Team

I have worked closely with Reps and Student Experience to manage communication, workload and ideas.

12. Stay connected to the portfolios of other Exec and Exec Committee projects, be prepared to Act as President or proxy for other Exec when they are on leave

I have stayed connected and assisted other Exec a few times where appropriate or necessary.