



Student Guild of Curtin University

53rd Guild Council – Meeting #2

To be held at 5.30PM on Thursday 25th of August 2022

In Council Chambers 100.301

AGENDA

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;
- 2.2. Others Present;
- 2.3. Apologies and Leave of Absence;
- 2.4. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting and Circular Resolutions

4.1. Previous Meeting Minutes

Motion: That the Guild Council approves the minutes of the previous meeting held on the 28/07/2022, as a true and accurate record of proceedings at that meeting.

Moved: Theodora Rohl (Secretary)

Seconded:

4.2. Circular Resolutions

N/A

5. Business on Notice

5.1. Waiving Notice Period

Motion: That the Guild Council waives its four (4) weeks' notice requirement for Madison Ainsworth, instead requiring only (2) weeks.

Moved: Dylan Botica (President)

Seconded: Theodora Rohl (Secretary)

5.2. Annual Election in Person Electronic Voting

Motion: Guild Council requests that the Returning Officer for the Curtin Student Guild Annual Elections (2022 and onwards) ensures that:

- Voting at the polling locations to be in person using i-voting (electronic ballots)
- Some paper ballots to be available at polling locations for accessibility purposes

Moved: Dylan Botica (President)

Seconded: Theodora Rohl (Secretary)

5.3. Café Lease Extensions

Motion: That Guild Council approves the Guild entering into the following lease extensions to 31 December 2025 with Curtin University:

- a) Angazi Café in part of Building 408;
- b) Library Café in part of Building 105;
- c) Basement Café in part of Building 204;
- d) Mallokup Café in part of Building 210.

Moved: Dylan Botica (President)

Seconded: Theodora Rohl (Secretary)

5.4. Employee Collective Agreement

Motion: The Guild Council approve:

- a) The general nature of the proposed changes to the Curtin Student Guild Enterprise Collective Agreement and any changes needed to address matters raised by the Guild's lawyers;
- b) Delegate to the President the authority to sign the Curtin Student Guild Enterprise Collective Agreement 2023-2025 on behalf of the Guild for submission to the Fair Work Authority; and
- c) Delegate to the Managing Director the authority to do all things necessary to resolve and implement any undertakings required by the Fair Work Commission in relation to the Curtin Student Guild Enterprise Collective Agreement 2023-2025.

Moved: Theodora Rohl (Secretary)

Seconded: Dylan Botica (President)

5.5. Ordinary Guild Membership

Action: That the Guild Council discuss and agree upon the principles of Ordinary Guild membership. An enrolled student is one which is enrolled at Curtin University.

5.6. Review of Guild Strategy

Action: That the Guild Council reviews and provides feedback on the Guild's Strategy.

5.7. Unregistered student societies

Action: That the Guild Council discusses unregistered student societies

5.8. Commercial competition and The Exchange

Action: That the Guild Council discusses commercial competition and The Exchange.

5.9. Safety Report

Action: That the Guild Council discusses the Safety Report.

Motion: That the Guild Council notes the Safety Report.

Moved: Dylan Botica

Seconded: Theodora Rohl

6. Reports

- 6.1. President – Submitted
- 6.2. Vice President – Education – Submitted
- 6.3. Vice President – Activities – Submitted
- 6.4. Secretary – Not Submitted
- 6.5. Managing Director – Submitted

Motion: That the Guild Council approves the reports.

Moved: Theodora Rohl (Secretary)

Seconded:

7. Minutes of Committees Reporting to the Guild Council

- 7.1. Representation Board – Meeting held on 21/07/22
- 7.2. Executive Committee – N/A
- 7.3. Finance and Risk Committee – Meeting held on 11/05/22
- 7.4. Activities Committee – N/A
- 7.5. Commercial Services Committee – N/A
- 7.6. Legal Committee – N/A

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

Moved: Theodora Rohl (Secretary)

Seconded:

8. General Business

9. Next Meeting

The next ordinary meeting of the Guild Council is Thursday, 29th of September at 5:30PM to be held at Council Chambers. Documents and motions are to be submitted no later than 4:30PM on Thursday 22nd of September to secretary@guild.curtin.edu.au

Membership Category & Name of Member

<p>(a) President; Dylan Botica</p>
<p>(b) Secretary; Theodora Rohl <i>Elected as Secretary, 23.06.2022 – 30.11.2022. Pursuant to Regulation 29(4) of the Student Guild (Guild Council) Regulations 2018.</i></p>
<p>(c) Vice President - Education; Madison Ainsworth</p>
<p>(d) Vice President - Activities; February Metcalf</p>
<p>(e) Chair of Representation Board; Jasmyne Tweed <i>Elected as Chair of Representation Board, 1.12.2020 – 30.11.2021. Pursuant to Regulation 4(2)(f) and 18 of the Student Guild (Guild Council) Regulations 2018.</i></p>
<p>(f) Chair of Guild Council; Yie Xin Cheong</p>
<p>(g) Deputy Chair of Guild Council; Hameed Mohammad</p>
<p>(h) Guild Councillors (term ending November 2023) Sophie Scott Yie Xin Cheong (Appointed as Chair) Hameed Mohammad (Appointed as Deputy) Athina Hilman Adam Reader Cassidy Pemberton</p>
<p>(i) Guild Councillors (term ending November 2022) Theodora Rohl (Appointed as Secretary) February Rachel Taylor Joshua Cooper Dylan Botica Harry Brooking</p>

Standing Invite Category & Name of Invite

<p>(a) Immediate Past President; Jesse Naylor Zambrano</p>

(b) Manager Director; David Luketina
(c) Minute Secretary Maryanne Shaddick



Student Guild of Curtin University

53rd Guild Council – Meeting #8

To be held at 5.30PM on Thursday 28th of July 2022

5.30pm opened

MINUTES

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; Yie Xin Cheong (Chair), Theodora Rohl (online), February Metcalf (online), Dylan Botica, Hameed Mohammed, Sophie Scott, Rachel Taylor, Jasmyne Tweed, Athina Hilman, Cassidy Pemberton (online), Harry Brooking, Adam Reader
- 2.2. Others Present; David Luketina (Managing Director), Maryanne Shaddick (minute secretary) Peter Dunne (observer)
- 2.3. Apologies and Leave of Absence; Joshua Copper, Madison Ainsworth
- 2.4. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest. Dylan Botica said potentially he could have a conflict with item 6.5 and he did not know if it was material or not. Jasmyne Tweed had a conflict with 4.2. Rachel Taylor asked if Cassidy Pemberton had a conflict with NUS affiliation fee. Cassidy Pemberton said they believed they had no material conflict of interest. Theodora Rohl said it was not a conflict as delegates did not get paid. Dylan said the students were not representatives of the NUS but rather representatives of the Guilds to the NUS.

4. Minutes of the Previous Meeting and Circular Resolutions

- 4.1. Previous Meeting Minutes

RESOLVED GC#61/22

Motion: That the Guild Council approves the minutes of the previous meeting held on the 23/06/2022 as a true and accurate record of proceedings at that meeting.

Moved: Theodora Rohl (Secretary)

Seconded: Rachel Taylor

Carried

- 4.2. Circular Resolution – Jasmyne Tweed for Acting President

RESOLVED GC CR#62/22

Motion: that Jasmyne Tweed be appointed to the role of Acting President for 21/7/22 and 22/7/22.

Moved: Dylan Botica

Seconded: Theodora Rohl

Carried

5. Reports

- 5.1. President – Submitted. Dylan Botica noted that Guild launched more action on the parking campaign. The Guild was encouraging people to share their stories with the university and Guild. Dylan reported that the Guild had a car at O Day to collect student responses (by writing on the car) about parking. He said that the Guild was working to achieve an increase to SSAF and the University grant. He noted additional changes to the way the university was approaching how they are going to plan for courses in the future. Student discipline panel membership had now opened. Hameed Mohammed asked whether the vaccination mandate would stay. Dylan said that the university had abolished the response team. Decisions were now at the discretion of COO and the senior executive team of the university. Regarding transmission of the virus, the key factors for lowering transmission appeared to be mask wearing, isolation, distribution of RATS. All teaching rooms were reviewed for ventilation. About 30 rooms not being used at this time. Curtin was likely to rescind the mandate and was not enforcing it. Peter Dunne asked who was eligible to be a member of the discipline panel. Dylan said any Curtin student was eligible. Rachel Taylor discussed the process for the student discipline panels.
- 5.2. Vice President – Education – Submitted. No questions.
- 5.3. Vice President – Activities – Submitted. February Metcalf noted that O Day went well. Toga was taking place tomorrow.
- 5.4. Secretary – Submitted. As tabled. Theodora Rohl noted that she was Chair of Remuneration Tribunal. Dylan asked about the status of the governance review and regulations. Theodora said the work was being undertaken.
- 5.5. Managing Director – Submitted. David Luketina noted the business plan. Some projects were running behind mainly as a result of Covid. Hameed Mohammed asked about donuts as there had been some social media feedback. David said there had been changes made to the production process. David said he would follow up if there was a problem at a specific site. The new donuts were slightly smaller. Jasmyne Tweed asked if we would go back to making them from scratch once the staffing situation improved. Rachel Taylor asked about price increases at various outlets. She was unaware of increases for Tav daily specials. David Luketina said that he would keep representatives informed. Adam Reader said he saw complaints with regard to O Day. Cassidy Pemberton asked how donuts were cooked. David said most products were par-baked. Partly cooked and frozen then they were finished off in the oven on the day. Cassidy said that the donuts had become a staple for the Guild. They said we should communicate that the product had changed. Rachel Taylor said there was no official complaint we should not change procedures. The new process may be better for the Guild. People may be talking the issue up a lot. Dylan Botica raised issue of club renewals. It was noted that the number of clubs had reduced from last year. Dylan asked about whether there was a strategy to retain and grow student societies them. February Metcalf said the issue was looked into at the beginning of the year to identify clubs that had not renewed. February was happy to follow up with individual clubs.

RESOLVED GC#63/22

Motion: That the Guild Council approves the reports.

Moved: Theodora Rohl (Secretary)

Seconded: Rachel Taylor

Carried

Procedural motion from Dylan that we move items 6.2,6.3, 6.4, 6.5.and 6.6 en bloc

Hameed seconded

1 abstention

Carried

6.1. Safety Report

Action: That the Guild Council discussed the Safety Report. Motion: That the Guild Council notes the Safety Report.

Dylan Botica noted that there was an increase in office bearer training being completed. Dylan asked about casual training completion. David Luketina said it was a function of turnover. The aim was for 80%. Rachel Taylor asked if there were office bearers who had not completed training. Theodora Rohl said that was the case. Dylan Botica said it could be tied to remuneration. Rachel asked if this was a risk to Guild. David Luketina said it did present a risk to the Guild and that he had recommended to the Remuneration Tribunal that officer training was linked to KPIs. However, there were safety checks regularly carried out. Dylan noted that Guild Council had not seen health and safety committee minutes recently. Rachel Taylor said she was mindful that office bearers were not under same level of supervision as other staff. February Metcalf asked about recent evacuations. David Luketina said there were a couple of issues including that the alarm in the post graduate room was very quiet. At the Lab, sensors had now been isolated and would be replaced with heat sensors. David Luketina said the sensors had been physically isolated and that there were minimal fire hazards in the area. No open flames just heating in a rice cooker and waffle maker. It was much safer than a normal kitchen.

Moved: Dylan Botica

Seconded: Theodora Rohl

Carried

6.2. SSAF Project "Outlet Refurbishment" Revision

RESOLVED GC#64/22

Motion: That, upon the recommendation of the SSAFEAC Committee, the Guild Council recommends to the Guild President that they approve the proposed revised expenditure on the Student Guild SSAF Project 'Outlet Refurbishment' for 2022 as per the table below. The total amount is unchanged.

Moved: Dylan Botica

Seconded: Theo Rohl

6.3. Reappointment of External Member for the Finance and Risk Committee

RESOLVED GC#65/22

Motion: That the Guild approves the appointment of Mr Kenny Lye to an additional term (of two-years) as an external member of the Finance and Risk Committee – the term commencing on 1 January 2023 and ending 31 December 2024.

Moved: Theo Rohl (Secretary)

Seconded: Dylan Botica (President)

6.4. Appointment to the Postgraduate Student Committee

RESOLVED GC#66/22

Motion: That the Guild Council ratify the appointment of Ashok Radhakrishnan as PSC Secretary.

Moved: Theodora Rohl (Secretary)

Seconded:

6.5. Clarification of Appointment of President and Secretary

That Guild Council:

- ▷ Notes that Theo Rohl has indicated that she is unable/unwilling to perform the role of President for the remainder of her term.
- ▷ Grants leave to Theo Rohl (for the remainder of her term in the role of President)
- ▷ Notes the additional explanation with regard to the regulations and by-laws regarding the appointment of Theodora Rohl as Secretary and confirms this appointment.
- ▷ Notes the additional explanation with regard to the regulations and by-laws regarding the appointment of Dylan Botica to the role of President and confirms this appointment (as Acting President).

Moved: Theodora Rohl
Seconded: Dylan Botica

6.6. Establishing Operations Committee

RESOLVED GC#67/22

Motion: That the Guild Council, effective 1st December 2022 rescind:

- D Activities Committee Constitution
- D Commercial Operations Constitution
- D Clubs and Societies Constitution
- D Employee Consultative Committee Constitution
- D Women Equity Collective Constitution
- D First Nations Equity Collective Constitution
- D Queer Equity Collective Constitution
- D Accessibility Equity Collective Constitution
- D Student Housing Advisory Committee Constitution
- D First Year Committee Constitution

And establish:

- D Operations Committee Constitution

Moved: Dylan Botica
Seconded: Theodora Rohl

6.7. National Union of Students (NUS) Affiliation Fee

RESOLVED GC#68/22

Motion: That the Guild Council approve a NUS affiliation fee of \$30,000 as recommended by the Representation Board.

Moved: Jasmyne Tweed
Seconded: Dylan Botica

Jasmyne spoke to the motion noting that there had been a lively discussion at Representation Board and that there was a wide range of opinions about what was an appropriate affiliation fee. Factors taken into consideration were size of the Guild, ability to pay and commercial operations. Dylan Botica recommended that Guild Council should consider a fee of more than \$30,000. David Luketina recommended setting an amount exclusive of GST. Dylan Botica suggested setting KPIs that were specific and tied to a dollar amount. He said that the Guild should set financial KPIs before the national conference. At the same time, Dylan said that NUS office bearers especially the president worked hard and at a national level. Dylan said that the NUS should not necessarily get involved in state issues. Dylan spoke about the NUS referendum held earlier this year.

Hameed requested the Council consider changing the motion to an affiliation fee of \$20,000.

Moved: Hameed Mohammed
Seconded: Rachel Taylor

Rachel Taylor said the Guild increased funding last year to support NUS. However, we had experienced changed financial circumstances this year. As well, COVID has hit WA hard. Our focus needed to be service provision for our students.

Jasmyne Tweed clarified that SSAF did not go toward affiliation fees and that she did not recommend an affiliation fee below \$30,000. Adam Reader said NUS did not include WA in its activities. However, the executive recommended a range and that is what we should affiliate for. Adam Reader recommended \$25k excluding tax. Dylan Botica said we should not pull down our

national union. Theodora Rohl said that if we want changes at a national level we needed a national union. Theodora would not support an amendment.

Dylan Botica requested a procedural motion that amendment to the motion be put to a vote.
Carried

Vote to amend the motion that the Guild Council approve a NUS affiliation fee of \$20,000.
2 votes for, 1 abstention, 8 votes against
Motion fails

It was noted that council would now vote on the original motion.

Dylan asked Jasmyne if she was amenable to increasing the affiliation fee to 35K.

Hameed Mohammed said he was opposed to an increase and would like to see the money used for other things. David Luketina said there were three sources of Guild funding: SSAF, grant and profits from outlets. Rachel Taylor said not many students voted in the NUS referendum and while students may be apathetic the result meant that the NUS was not doing enough for our students. It was Rachel Taylor's view that the Guild should not increase the affiliation fee to \$35,000. Rachel Taylor said that she was amendable to \$30,000. Hameed Mohammed said the Guild should save the money for the student experience and set the affiliation fee at \$30,000 as recommended by the Representation Board. Dylan discussed the relevance of the NUS referendum in terms of what was an appropriate NUS affiliation fee. Adam Reader spoke about his experience talking to students during the referendum.

Jasmyne Tweed requested a procedural motion that an amendment to the motion be put to a vote.
Carried

Vote to amend the motion to the Council approve an increase in NUS affiliation fee of \$35,000 exclusive of GST.
6 votes for, 4 votes against, 1 abstention
Carried

Vote on the motion: The Council approve an NUS affiliation fee of \$35,000 exclusive of GST.
Moved Jasmyne Tweed
Seconded Dylan Botica
Carried

Vote for: Jasmyne Tweed, Dylan Botica, Theodora Rohl, Harry Brooking, February Metcalf, Adam Metcalf, Athina Hilman, Sophie Scott, Cassidy Pemberton
Vote against Rachel Taylor, Hameed Mohammed
Carried

Peter Dunne removed from meeting at 6.41pm for disorderly conduct.

7. Minutes of Committees Reporting to the Guild Council
 - 7.1. Representation Board – Meeting held on 16/05/2022
 - 7.2. Executive Committee – Nil
 - 7.3. Finance and Risk Committee – Meeting held on 11/05/2022
 - 7.4. Activities Committee – Meeting held on 21/06/2022
 - 7.5. Commercial Services Committee – Nil
 - 7.6. Legal Committee – Nil

RESOLVED GC#69/22

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

Moved: Theodora Rohl (Secretary)

Seconded: Rachal Taylor

Carried

8. General Business. Dylan Botica moved that standing order 12 be suspended to consider an item not on the agenda.
Seconded Adam Reader.
Carried

Dylan moved two motions. Motion 1: That the Guild Council ratify the acting appointment under delegated authority of Veronica Gobba to act as Humanities representative until the end of this term as required.
Seconded Adam Reader.

Dylan Botica spoke about Veronica Gobba's suitability.

Vote on Motion 1:

Carried with one abstention

Meeting adjourned at 7.06pm. Reinstated 7.09pm.

RESOLVED GC#70/22

Motion 2: The Guild Council believes that future appointments for the 53rd Guild Council should be acting appointments up to the remainder of this term.

Moved: Dylan Botica

Seconded: Adam Reader.

Carried

Dylan Botica spoke about the national day of action and encouraged participation. As well Dylan noted the differing views about the NUS affiliation fee and invited council members to discuss the matter further with him outside of the meeting.

9. Next Meeting

The next ordinary meeting of the Guild Council is Thursday, 25th of August at 5:30PM to be held at Council Chambers. Documents and motions are to be submitted no later than 4:30PM on Thursday 18th of August to secretary@guild.curtin.edu.au

Meeting closed at 7.10pm.



Student Guild of Curtin University

53rd Guild Council – Meeting #9

To be held at 5.30pm on the 25th of August 2022

In Council Chambers – Building 100

Motion: Waiving Notice Period

Motion: That the Guild Council waives its four (4) weeks' notice requirement for Madison Ainsworth, instead requiring only (2) weeks.

Moved: Dylan Botica (President)

Seconded:

Background:

Madison Ainsworth submitted a resignation to the Secretary on the 22nd of August 2022 with notice issued for two weeks.

The Regulations require four (4) weeks of notice for Executive Officers **unless** waived by Council.

Confidentiality: Open



Student Guild of Curtin University

53rd Guild Council – Meeting #9

To be held at 5.30pm on the 25th of August 2022

In Council Chambers – Building 100

Motion - Annual Election in Person Electronic Voting

Motion:

Motion: Guild Council requests that the Returning Officer for the Curtin Student Guild Annual Elections (2022 and onwards) ensures that:

- Voting at the polling locations to be in person using i-voting (electronic ballots)
- Some paper ballots to be available at polling locations for accessibility purposes

Moved: Dylan Botica (President)

Seconded: Theodora Rohl (Secretary)

Background

As per Regulation 9 (i) of the *Student Guild (Election and Referenda) Regulations 2018*, with Guild Council's consent, electronic systems can be used to distribute and receive ballot papers.

Due to circumstances surrounding Covid-19 and the Guild's budget situation in 2020, the Guild Council requested that the Returning Officer run in person voting using i-voting (ie electronic ballot) for the annual Guild Council elections. The Guild council also requested that in person i-voting be used in 2021.

This provided the following advantages:

- Cost savings as counting is automated and ballot papers do not need to be printed.
- Minimal waste / consumption of paper (ballot papers and paper electoral rolls fill many boxes)
- Counting takes less than an hour (as opposed to over a day with paper ballots).

One downside of the i-voting is that some voters could obtain credentials (student ID and date of birth) from other students and vote 'on-behalf' of these students while in the polling place. For 2022 and onwards, the required credentials will be the student ID and a PIN code that is issued by the returning officer (each PIN being unique) – this will prevent multiple votes being cast by one person.

Note that Qualtrics survey software is used for the electronic ballots with only the returning officer and election officials having access to the ballot data.

Confidentiality: Open



Student Guild of Curtin University

53rd Guild Council – Meeting #9

To be held at 5.30pm on the 25th of August 2022

In Council Chambers – Building 100

Motion: Cafe Lease Extensions

That Guild Council approves the Guild entering into the following lease extensions to 31 December 2025 with Curtin University:

- (a) Angazi Café in part of Building 408;
- (b) Library Café in part of Building 105;
- (c) Basement Café in part of Building 204;
- (d) Mallokup Café in part of Building 210.

Moved: Dylan Botica (President)

Seconded: Theodora Rohl (Secretary)

Background:

Lease negotiations with Curtin University have concluded to extend the leases for the following cafes (details of the existing leases are attached):

Cafe	Current expiry	New expiry	Current Annual Rent
Angazi	31 December 2023	31 December 2025	\$87,369.84
Library	31 December 2022	31 December 2025	\$81,249.36
Basement	31 December 2022	31 December 2025	\$84,803.32
Mallokup	31 December 2022	31 December 2025	\$48,150.60

The key terms and conditions are essentially the same. The following is a brief summary of the key terms:

- Annual rent review apply on 1 January and are based on CPI except that a market review applies on 1 January 2024 for Angazi Café and 1 January 2023 for the other cafes.
- We continue to pay for electricity and water and most maintenance items.
- The existing relocation clause has been updated to be more specific (essentially Curtin can relocate a café to alternate premises provided that we have at least six months written notice of the relocation). Note that Curtin must pay the costs of relocation.

Confidentiality:

Confidential.

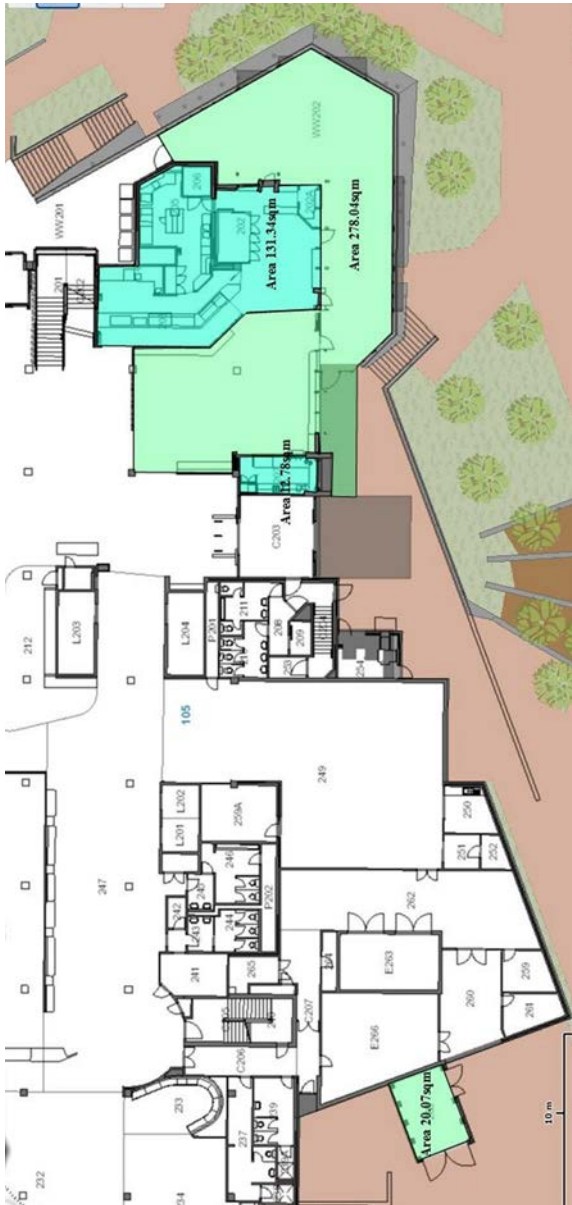
Attachment A – Current Retail Lease for part of Building 408, Angazi Cafe.

Land	Lot 1884 on Deposited Plan 213723 being the land comprised in Certificate of Crown Land Title Volume LR3093 Folio 106.	
Premises	That part of the Building known as Building 408 constructed on the Land having a Lettable Area of 277.54m ² as is more particularly shown for identification purposes on the plan attached at appendix 3 shaded blue.	
Licensed Area	<ul style="list-style-type: none"> • Alfresco Area means that part of the Land immediately adjoining the Premises measuring approximately 74.65m² and shown shaded in green on the plan attached at appendix 3; • Storage Area means that part of the Land measuring approximately 5.54m² and shown shaded in green on the plan attached at appendix 3. 	
Term	6 years commencing on 1 January 2018 and expiring 31 December 2023.	
Commencement Date	1 January 2018	
Permitted Use	The operation of a café/coffee shop including the preparation, cooking and sale of food and beverages including the sale of liquor for consumption on the Premises and the Alfresco Area.	
Rent	<p>\$84,897.85 (plus GST) per annum payable in equal monthly instalments of \$7,074.82 (plus GST) plus turnover rent paid yearly on 10% of turnover above \$1,100,000*</p> <p>*amount indexed.</p>	
Rent Review Dates and Method of Review	Rent Review Dates	Method of Review
	On each anniversary of the Commencement Date (including during any Option Term) except where a market review applies	CPI
Fixed Increase Percentage	Not applicable	
Further Term(s)	None.	
Further Term Rent	Not applicable	
Liquor Licences	Allowed.	

Attachment B – Current Retail Lease for part of Building 105, Library Cafe.

Land	Lot 1884 on Deposited Plan 213723 being the land comprised in Certificate of Crown Land Title Volume LR3093 Folio 106.	
Premises	Part of Building B105 constructed on the Land having a Lettable Area of 144.12m ² (comprising the café area and coffee servery) as is more particularly shown for identification purposes on the plan attached at appendix 4 shaded blue.	
Licensed Area	<ul style="list-style-type: none"> • Bin Storage Area means means that part of the Land measuring approximately 20.07m² and shown shaded in light green on the plan attached at appendix 4; and • Seating Areas means the internal and external seating areas on the Land immediately adjoining the Premises measuring approximately 278.04m² and shown shaded in light green on the plan attached at appendix 4. <p>Use of these areas is non-exclusive.</p>	
Term	5 years commencing on 1 January 2018 and expiring 31 December 2022.	
Commencement Date	1 January 2018	
Permitted Use	The operation of a café/coffee shop including the preparation, cooking and sale of food and non-alcoholic beverages.	
Rent	\$78,950.50 (plus GST) per annum payable in equal monthly instalments of \$6,579.21 (plus GST) except that 0% of the total rent paid in 2018, 33% in 2019, 66% in 2020 and 100% from 2021 onward.	
Rent Review Dates and Method of Review	Rent Review Dates	Method of Review
	On each anniversary of the Commencement Date (including during any Option Term) except where a market review applies	CPI
Fixed Increase Percentage	Not applicable	
Further Term(s)	None.	
Further Term Rent	Not applicable	

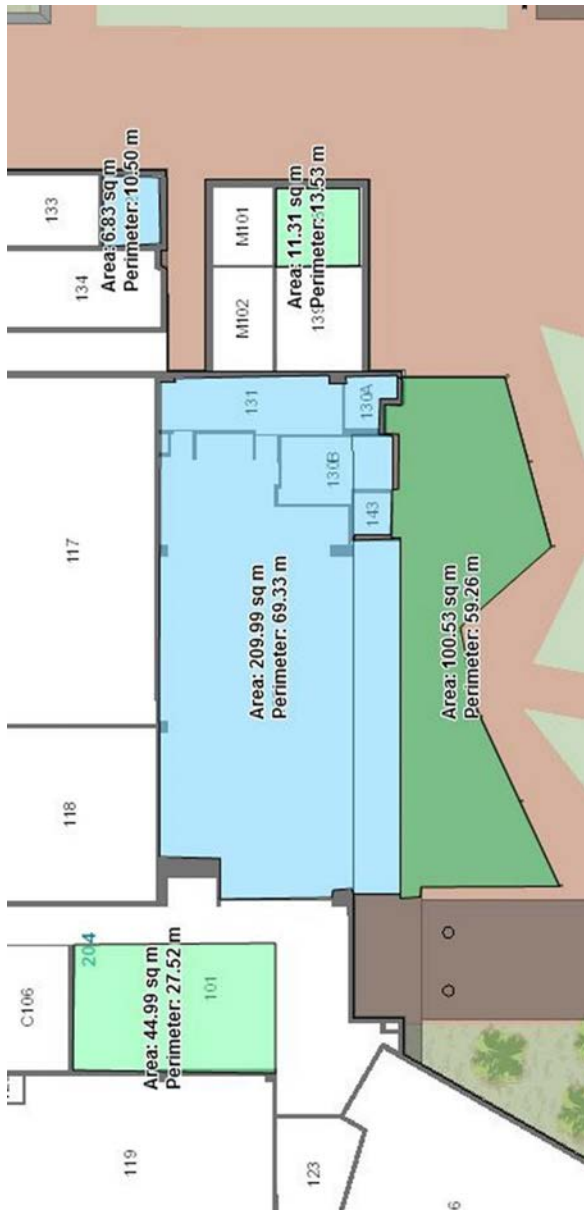
Appendix 2:



Attachment C – Current Retail Lease for part of Building 204, Basement Cafe.

Land	Lot 1884 on Deposited Plan 213723 being the land comprised in Certificate of Crown Land Title Volume LR3093 Folio 106.	
Premises	Part of Building B204 constructed on the Land having a Lettable Area of 216.82m ² (comprising the café area and store room) as is more particularly shown for identification purposes on the plan attached at appendix 5 shaded blue.	
Licensed Area	<ul style="list-style-type: none"> • Alfresco Area means the alfresco seating area on the Land immediately adjoining the Premises measuring approximately 100.53m² and shown shaded in dark green on the plan attached at appendix 5; • Bin Storage Area means means that part of the Land measuring approximately 11.31m² and shown shaded in light green on the plan attached at appendix 5; and • Foyer means the internal foyer / seating area on the Land measuring approximately 44.99m² and shown shaded in light green on the plan attached at appendix 5. <p>Use of the Alfresco Area is exclusive, the other areas are non-exclusive.</p>	
Term	5 years commencing on 1 January 2018 and expiring 31 December 2022.	
Commencement Date	1 January 2018	
Permitted Use	The operation of a café/coffee shop including the preparation, cooking and sale of food and non-alcoholic beverages.	
Rent	\$82,403.00 (plus GST) per annum payable in equal monthly instalments of \$6,866.92 (plus GST) except that 0% of the total rent paid in 2018, 33% in 2019, 66% in 2020 and 100% from 2021 onward.	
Rent Review Dates and Method of Review	Rent Review Dates	Method of Review
	On each anniversary of the Commencement Date (including during any Option Term) except where a market review applies	CPI
Fixed Increase Percentage	Not applicable	
Further Term(s)	None.	
Further Term Rent	Not applicable	

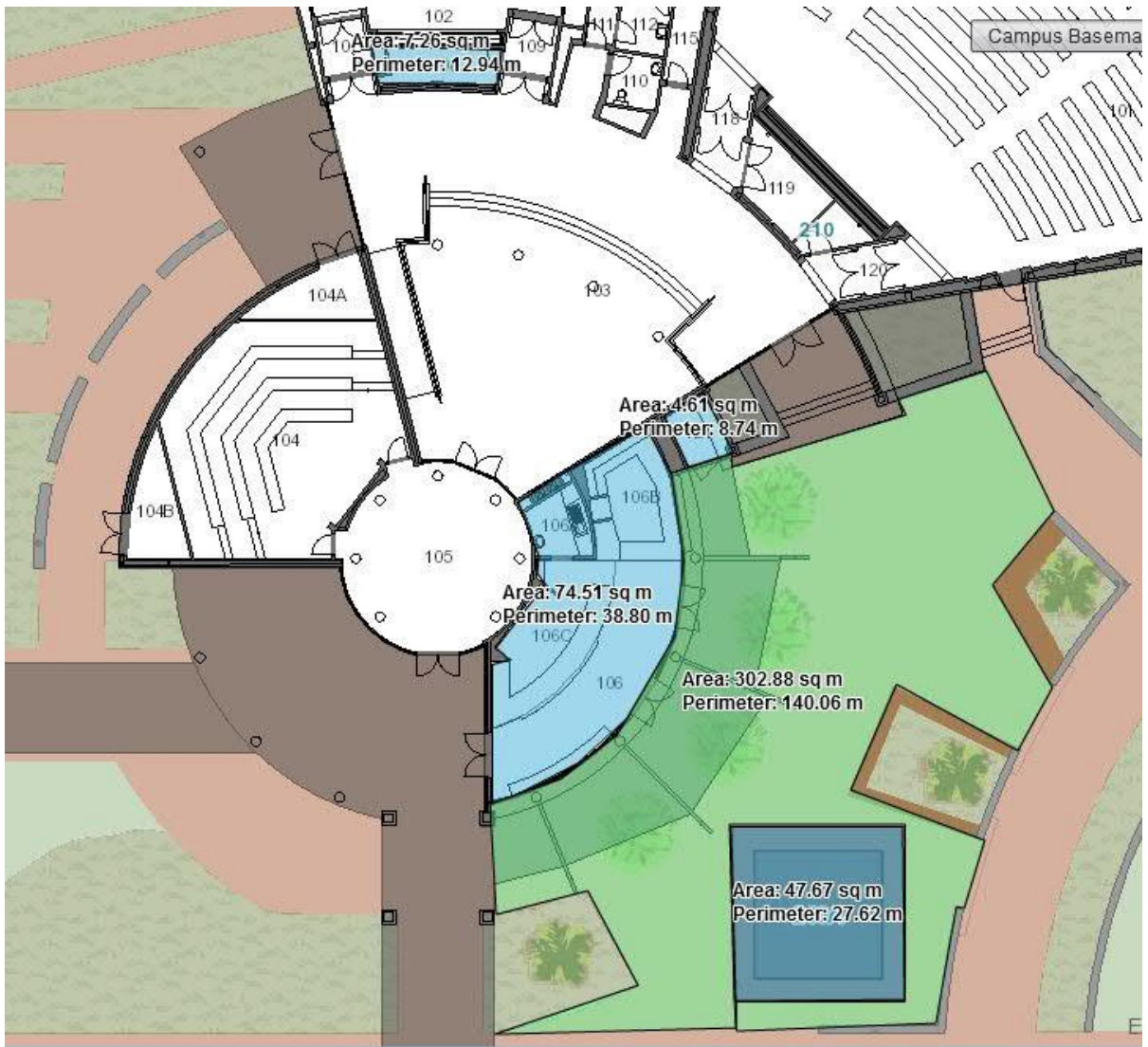
Appendix 3:

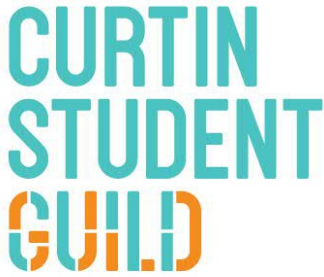


Attachment D – Current Retail Lease for part of Building 210, Mallokup Cafe.

Land	Lot 1884 on Deposited Plan 213723 being the land comprised in Certificate of Crown Land Title Volume LR3093 Folio 106.	
Premises	Part of Building B210 constructed on the Land having a Lettable Area of 134.05m ² (comprising the café area, coffee mart, store room and bin room) as is more particularly shown for identification purposes on the plan attached at appendix 6 shaded blue.	
Licensed Area	Alfresco Area means the alfresco seating area on the Land immediately adjoining the Premises measuring approximately 302.88m ² and shown shaded in green on the plan attached at appendix 6. Use of the Alfresco Area is non-exclusive.	
Term	5 years commencing on 1 January 2018 and expiring 31 December 2022.	
Commencement Date	1 January 2018	
Permitted Use	The operation of a café/coffee shop including the preparation, cooking and sale of food and non-alcoholic beverages.	
Rent	\$46,788.25 (plus GST) per annum payable in equal monthly instalments of \$3,899.02 (plus GST) except that 0% of the total rent paid in 2018, 33% in 2019, 66% in 2020 and 100% from 2021 onward.	
Rent Review Dates and Method of Review	Rent Review Dates	Method of Review
	On each anniversary of the Commencement Date (including during any Option Term) except where a market review applies	CPI
Fixed Increase Percentage	Not applicable	
Further Term(s)	None.	
Further Term Rent	Not applicable	

Appendix 4:





Student Guild of Curtin University

53rd Guild Council – Meeting #9

To be held at 5.30pm on the 25th of August 2022

In Council Chambers – Building 100

Motion: Employee Collective Agreement

The Guild Council approve:

- a) The general nature of the proposed changes to the Curtin Student Guild Enterprise Collective Agreement and any changes needed to address matters raised by the Guild's lawyers;
- b) Delegate to the President the authority to sign the Curtin Student Guild Enterprise Collective Agreement 2023-2025 on behalf of the Guild for submission to the Fair Work Authority; and
- c) Delegate to the Managing Director the authority to do all things necessary to resolve and implement any undertakings required by the Fair Work Commission in relation to the Curtin Student Guild Enterprise Collective Agreement 2023-2025.

Moved: Theodora Rohl (Secretary)

Seconded: Dylan Botica (President)

Background:

The Guild's current Employee Collective Agreement (ECA) runs until 31 December 2022 and covers professional staff (currently 20 staff).

A new draft agreement for the period 1 January 2023 to 31 December 2025 has been negotiated between employee bargaining representatives and the Managing Director supported by the HR Officer (Nika Velios). Note that the Managing Director has a separate contract and is not covered by the ECA. The National Tertiary Education Union (NTEU) is not a party to the agreement as no ECA staff are members of the NTEU.

The draft agreement is currently being reviewed by the Guild's lawyers and has also been reviewed internally to ensure that the requirements of the ECA are practical to implement.

The expected next steps in the process are:

1. Explain the changes from the current ECA to employees.
2. Conduct a ballot of employees.
3. Assuming that a majority of employees vote in favour of the new ECA, sign and lodge the ECA with the Fair Work Commission (FWC) for approval.
4. FWC approves the ECA subject to any undertakings (ie required changes/corrections)

5. The Guild agrees to the undertakings and incorporates them into the ECA.
6. The new ECA is in effect the latter of 7 days after FWC approval or 1 January 2023.

Approval is sought for:

1. The general changes to the ECA
2. Any changes to address matters raised by the Guild's lawyers
3. The President to sign the ECA to be lodged with the Fair Work Commission
4. The Managing Director to resolve/handle any undertakings required by the Fair Work Commission.

General Changes to the ECA:

There are some minor changes to the ECA to improve clarity and provide greater certainty. The material changes regarding entitlements are summarised below:

- Greater clarity and/or flexibility around hours of work for flexitime staff:
 - Bringing forward the starting time and/or delaying the finishing time. This allows the Guild to give staff the option to start before 6am and finish after 8pm
 - Limiting maximum hours worked in one day to no more than 10 hours unless required for operational reasons. Minimum hours shall be least 3 hours on each working day unless agreed otherwise by the Guild.
 - Up to one day per quarter (January-March, April-June, July-September, October-December) can be taken as leave using flexi credits and must be approved in advance.
 - Don't automatically have to work during core time periods (currently 10am to 2pm).
- Easter Sunday is now a public holiday in WA. Full time and part time employees who would normally work on Easter Sunday are entitled to a paid public holiday. If required to work, they get public holiday rates rather than Sunday rates.
- An employee working on a public holiday that is not recognised by Curtin University will be provided leave on another (substitute day). This allows our operations to be aligned with Curtin University's calendar (which can change).
- The Managing Director now has discretion to allow unpaid leave when it wouldn't otherwise be available.
- Dispute settlement procedure modified so that all (rather than some) of the relevant sub clauses are time bound.
- Updated the Family and Domestic Violence leave clause to ensure that it matches current *Fair Work Act* (FWA) requirements and entitlements and will work with proposed changes to the FWA.
- Closure Period dates set and result in an additional two days of leave (over the period of the agreement) compared to the current agreement.
- Flexible Work Arrangements clause added to reflect that an employee is entitled to make a request for Flexible Working Arrangements under the FWA.
- Defence Force leave arrangements clause added to meet the requirements of the *Defence Reserve Service (Protection) Act 2001*.
- Added that the Guild is supportive of working from home arrangements that benefit the employee provided that they enable the Guild to operate effectively. Such arrangements will be covered by Guild Policy at the discretion of the Guild.

- Added that an employee may be directed to work from home for health and safety reasons (eg pandemic; to protect the employee and/or other employees)

Wage Changes to the ECA:

Guild 'A' classification employees are paid around 19% above market and 'B' classification (more recent) employees at around or slightly below the WA Guild/University market.

ECA increases were 1.2% in 2020, 1.2% in 2021 and 5.66% (CPI based) in 2022 – equivalent to an annual increase of 2.67% pa while the average increase for enterprise agreements over the same period was 2.50% pa. In addition, the superannuation guarantee increased by 0.5% pa from 2020 to 2022.

The overall situation is:

- ECA 'A' classification staff are well remunerated and 'B' at around or slightly below market,
- Wage increases for recently negotiated enterprise agreements are at around 2.6% pa,
- ECA employees are virtually all funded by SSAF and a grant provided by the university. Although SSAF is indexed, the grant is not, resulting in the combined income typically increasing by around 1.2 to 2.1% pa (the variability is due to changes in student enrolments and CPI). An average increase would be around 1.65%.
- Curtin has forecast that SSAF funding for 2023 will be the same as for 2022 (ie no increase)

For these reasons, the Guild negotiated:

- Annual wage increases of 0.00%, 1.85% and 2.00% per annum for 'A' classification staff
- Annual wage increases of 2.60% per annum for 'B' classification staff
- CPI protection does not apply
- The additional cost of the above wage increases and superannuation increases to the Guild corresponds to an average of 2.00% pa (or \$250k in total over 3 years).

Other changes related to wages are:

- For 'A' classification staff, the wage absorbs all payments for penalty rates for weekends, public holidays and/or overtime.

Superannuation Changes to the ECA:

Statutory superannuation (Government Superannuation Guarantee - GSG) increases of 0.5% will occur in mid-2023, mid-2024 and mid-2025.

The Guild has a Superannuation Contributory Program where the Guild and the employee both contribute additional superannuation. This has been adjusted for the upcoming increases to the GSG so that the total co-contribution paid by the Guild will remain about the same for those staff who are participating in the contributory program.

Confidentiality:

Confidential.



Student Guild of Curtin University

53rd Guild Council – Meeting #9

To be held at 5.30pm on the 25th of August 2022

In Council Chambers – Building 100

Item: Ordinary Guild Membership

Action: That the Guild Council discuss and agree upon the principles of Ordinary Guild membership. An enrolled student is one which is enrolled at Curtin University.

Principles: An enrolled student is one in which either:

- The institution of study is wholly Curtin University owned; or
- The study results in an award from Curtin University; or
- Academic affairs are entirely within the control of Curtin University (including academic progression, assessment, learning and teaching etc);

Background:

Subject to the Act all enrolled students may be Ordinary Guild Members.

Note: section 44(5)-(9) of the Act states –

- 5) Any **enrolled** student is eligible to be a member of the Student Guild.
- 6) Subject to subsection (7), a student becomes a member of the Student Guild upon enrolment, for the period of enrolment.
- 7) A student may elect at the time of enrolment not to become a member of the Student Guild, and an enrolled student may resign at any time as a member of the Student Guild.
 - a) An enrolled student cannot hold an elective office of the Student Guild unless that enrolled student is a member of the Student Guild.
- 8) No academic benefit, right or privilege shall be denied to or withheld from any enrolled student by reason of that student not being a member of the Student Guild.
- 9) The University shall not act in a way that may dissuade or discourage an enrolled student, or person seeking enrolment as a student, from being or becoming a member of the Student Guild

The Act simply defines an enrolled student as a student enrolled in the University.

This creates problems with classifying non-traditional Curtin University students. For example, those students in UniReady, Curtin College, Open Universities Australia, Offshore and those undertaking Credentials.

Principles, whilst imperfect, are suggested to guide the Guild through its classification of enrolment at the University.

Examples of which the principles will be applied:

A student enrolled at Curtin University in Bentley for a Bachelor of Commerce from Curtin University (**curtin award**) is a Guild member.

A student enrolled in UniReady enabling program does not receive any award, but is completing Curtin University units and a program within the control and ownership of the University and is a Guild member.

A student completing a diploma of commerce at Curtin College with aspirations to enter Curtin University **is not** a Guild member. As Curtin College is not wholly owned and operated by the University and the award is not conferred by the Council of Curtin University.

A student enrolled at Curtin University offshore (owned by Navitas) is nonetheless undertaking a course with academic progression controlled by the University and award from the Council. Therefore, they **are a Guild member**.

A student completing OUA studies is receiving an Bachelor of Science from the University of Technology Sydney. They are completing units through Curtin University. They do not fill any of the principles outlined and are **not** a Guild member.

Confidentiality: Open



Student Guild of Curtin University

53rd Guild Council – Meeting #9

To be held at 5.30pm on the 25th of August 2022

In Council Chambers – Building 100

Action: Review of Guild Strategy

Action: That the Guild Council reviews and provides feedback on the Guild's Strategy.

Background:

Clause 13(4) of *Statute No. 4 Student Guild* requires that:

The Guild Council must prepare, adopt and publish a strategic plan that –

- a) covers at least the next 3 Guild financial years;
- b) sets out the condition, aspirations and objectives of the Guild for that period; and
- c) is reviewed at least annually.

The Guild uses a Strategy Map to meet these requirements. A strategy map shows an organisation's strategy on a page (long strategic documents may look impressive but they rarely get looked at or used).

In particular, strategy maps:

- Make it easy to communicate the key overarching objectives with people inside and outside of the organisation.
- Ensure thoroughness with focus - key perspectives and stakeholders/areas are defined and then strategies developed for those areas. The key perspectives and stakeholders/areas chosen for the Guild's strategy map are:
 - Members
 - Financial
 - People and Culture
 - University
 - Good Governance

At any one time, only so many strategies can be implemented. For this reason, not all strategies on the strategy map will be underway at the same time.

The strategy map in action is mostly shown by the Managing Director's annual business plan and Officers' plans and KPIs.

Next Steps:

It is requested that Guild Council reviews the strategy map and provides feedback.

Any feedback would be incorporated and the Strategy Map be presented to the September 2022 meeting of Guild Council for approval.

Confidentiality: Open

Strategy → Performance: Strategy Map

Members

- We will maintain our relevance through expanded engagement with our members
- We will implement service delivery to members external to the Bentley campus
- We will advance the active and informed participation of students in all levels of University decision making
- We will maximise the benefits to students from clubs and events
- We will deliver advocacy, support and welfare services that maximise student outcomes
- Our food and beverage offerings will be diverse and offer value for money
- We will grow external service provision where we can safely leverage off and give scale to existing services

Financial

- We will be financially sustainable over the longterm
- Implement a long-term capital works program
- Our service delivery is efficient and fit for purpose
- Our procurement approach is robust

People and Culture

- We are values driven and understand the context for what we do
- We plan, set clear goals and empower and motivate our employees and Elected Officers to achieve them
- Develop an environment that facilitates collaboration and learning
- Recognise and promote our success and achievements
- Use technology to enhance workflows, management and improve access to services
- We invest in our people so both they and the organisation benefit

University

Acknowledge our symbiotic relationship with the University whilst striving for autonomy by:

- Engagement and consultation with the University
- Keep the University accountable whilst showing respect
- Position ourselves as the “first choice” service provider within the University
- We will invest in amenity beyond our lease line
- We will preserve our representation services at all costs

Good Governance

- Office Bearers and employees are clear on how they work together
- Implement rolling three year strategic plans and annual business plans
- We will understand our strategic and operational plan and measure performance
- We make decisions based upon data, risk and strategic alignment
- Preserve our status as a not for profit (NFP) organisation and apply the AICD NFP governance principles
- We will strive to be as environmentally friendly as practicable
- We support access and equity within the workplace

Motion: Safety Report

Action: That the Guild Council discusses the Safety Report.

Motion: That the Guild Council notes the Safety Report.

Moved: Dylan Botica

Seconded: Theodora Rohl

Performance:

- Safety inspections conducted on time (as % of planned inspections): 100%
- Workers compensation claims (as hours of paid compensation over the past 12 months): 288.65 Hours

Incidents and Hazards to note:

There were two triggered full evacuations for Building 106 over two consecutive days in July. On both occasions The Lab triggered the smoke sensor when cooking sago; a fairly large amount of steam is produced in this process. Action Items following the evacuations:

- Rectify issues with B106E (HDR) access for Wardens
- The Lab smoke sensor(s) to be reviewed by Curtin and to resolve the issue. Note that:
 - The correct type of sensors for a cooking environment do not seem to have been fitted.
 - Currently, The Lab detectors are individually isolated until the situation can be resolved, awareness to relevant key individuals has been raised of the risk in this circumstance.

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

- B106C loading bay barriers consistently not put back into place

No reported injuries, near misses or hazards for the month of July.

General Safety Update for the Month:

The Guild's Health and Safety Committee was postponed due to availability and leave, with the deferred July meeting occurring on 18 August 2022.

Office Bearer online training status indicates two individuals' still remaining to complete their training since the last meeting.

Confidentiality: Open

REPORT – PRESIDENT - AUGUST 2022

Coverage

20th of July 2022 – 18th August 2022

Meetings

Date/s	Meeting	Comments
20/7/22	Higher Education	
20/7/22	Briefing for DVC-A Away Day	
20/7/22	Weekly 1:1 Check Up	With Representative
21/7/22	Student Parking Meeting	
21/7/22	Representation Board	
22/7/22	DVC-A Away Day Student Briefing	
22/7/22	Academic Board	
25/7/22	President x MD Weekly Meeting	
25/7/22	Catch Up Student Engagement x President	
26/7/22	DVC-A Away Day	Very cursed
27/7/22	O-Day	
28/7/22	Executive Committee	
28/7/22	Guild Council	
01/8/22	Catch Up Student Engagement x President	
01/8/22	NTEU x Guild Executive	
02/8/22	Students as Partners Community of Practice	
02/8/22	Meeting with Student RE: Equity Issue	
03/8/22	Higher Education	
08/8/22	President x MD Weekly Meeting	
08/8/22	Catch Up Student Engagement x President	
09/8/22	Librarian Catch Up	
09/8/22	Activities Committee	
09/8/22	Job Ready Graduates Discussion	
09/8/22	Global Leaders Network	
10/8/22	Meeting Humanities Student Engagement	
10/8/22	Higher Education	
10/8/22	Placements Discussion	
11/8/22	Executive Committee	
11/8/22	Curtin Volunteers	
12/8/22	DVC-G & President Meeting	

15/8/22	President x MD Weekly Meeting	
15/8/22	Catch Up Student Engagement x President	
15/8/22	Disability Awareness Workshop	
16/8/22	Executive & PMs	
17/8/22	Higher Education Developments	
17/8/22	Public Sector Wage Rally	
17/8/22	John Curtin Gallery	
17/8/22	Representative Meeting	
18/8/22	Representation Board	

Significant Items

Parking

Parking continues to be the hot button issue on campus for students. We launched our petition as well as our car stunt which gained a large amount of interest. We are informed the Senior Executive Team issued clear orders to staff not to take photos or distribute images of the car.

The petition has gained over 2,500 signatures. We will deliver these to the Chief Operating Officer.

I appeared on ABC 720 to discuss the parking concerns at Curtin University. The University pulled out of the appearance.

We will be rolling out mass distribution of material over the next couple of weeks. The University must be prepared to acknowledge this campaign is in its infancy and will continue to escalate should no movements be made. Jasmyne and February continue to be rockstars.



Img: Students writing messages about Curtin Parking on a Getz

WIL

Students on work integrated learning continue to experience exploitation and poor conditions. The University appears to be taking steps to address our concerns. Hameed is spearheading this issue and has continued to keep the University accountable to the needs of students.

Other Items

- I recorded a video welcoming all New to Curtin students to campus.
- I presented a proposal to the University and Minister Ellery regarding improvements to the Guild funding arrangement. These are critical to ensure that the Guild is able to have the autonomy and resources to continue to fight for students.
- Artwork will be provided for display in the reception area. This is provided without any direct cost to the Guild.
- I wrote a proposal for a multi-faith room on the north of campus. This issue has been raised by numerous stakeholders.
- Student discipline panel nominations have been opened and closed.
- Committee restructure proposals have been adopted by Guild Council.
- Excellence in Teaching Awards are open, and I encourage nominations.
- The Guild Elections are in full swing with nominations now open. The Guild will be served well by an independent returning officer with WAEC experience.

TL;DR I have been committed to supporting student activism and advocacy on the issues that students identified are key priorities. These are: Parking, Placements and Climate.

Video: Report in Video Form

<https://drive.google.com/file/d/1PG2RJyByp1UxSvCdQnmHoYaUosLLD1w/view?usp=sharing>

Vice President—Education Report

Report Duration: 22/07/2022- 18/08/2022

On Leave: 15/08/2022-19/08/2022

Madison Ainsworth

Guild Meetings

Date	Meeting	Notes
27/07/2022	O-Day	
28/07/2022	Executive Committee	
02/08/2022	First Nations Position Discussion	Met with Lori Wilkinson who was able to send out the job position through her channels
09/08/2022	JRG Discussion	Met with Jo Ann, Dylan, and Maryanne to discuss comms for the Jobs Ready Graduate package

University Meetings

Date	Meeting	Notes
22/07/2022	DVC-A Planning Day Briefing Session	Completed some pre-activities and was given pre-readings
26/07/2022	DVC-A Planning Day	
27/07/2022	Inclusive Language Guide	
28/07/2022	JRG Meeting	Heard the Uni's thoughts on the Job Ready Graduates Package
28/07/2022	Students with Disability Procedures	Attended with Rey
02/08/2022	Courses Committee	
08/08/2022	Learning and Student Experience Committee	

Other Fun Things

Interview with Tricia Rivera

Had a phone interview with Tricia Rivera after getting permission from Dylan to discuss online and recycled content for The Australian

Executive Summary

There are a lot of issues right now with Australian education; the Jobs Ready Package, forced online learning, the current lack of an Inclusive Language Guide, Deadnaming were things I discussed this week and am making plans to fight against on our campus.

		Start Dav	Start Lunch	Finish Lunch	Finish Dav	Hours Worked
Dav	Date	hr min	hr min	hr min	hr min	
Monday	18/07/2022	15 40			22 55	7.25
Tuesday	19/07/2022	8 10	11 30	15 50	18 0	5.50
Wednesday	20/07/2022	8 20			17 0	8.67
Thursday	21/07/2022	15 0			17 0	2.00
Friday	22/07/2022	9 0			13 0	4.00
Saturday	23/07/2022					0.00
Sunday	24/07/2022					0.00
Monday	25/07/2022	7 10	7 30	10 40	14 10	3.83
Tuesday	26/07/2022	7 25	17 0	19 30	19 50	9.92
Wednesday	27/07/2022	7 30	14 50	15 10	15 50	8.00
Thursday	28/07/2022	8 0	17 30	21 15	22 0	10.25
Friday	29/07/2022	11 50			13 40	1.83
Saturday	30/07/2022					0.00
Sunday	31/07/2022					0.00

		Time (use 24 hour clock)				
		Start Dav	Start Lunch	Finish Lunch	Finish Dav	Hours Worked
Dav	Date	hr min	hr min	hr min	hr min	
Monday	1/08/2022	8 0			20 15	12.25
Tuesday	2/08/2022	10 30			16 35	6.08
Wednesday	3/08/2022	13 0	14 30	15 45	19 45	5.50
Thursday	4/08/2022	9 0			17 0	8.00
Friday	5/08/2022	13 15			15 20	2.08
Saturday	6/08/2022					0.00
Sunday	7/08/2022					0.00
Monday	8/08/2022	8 50			16 20	7.50
Tuesday	9/08/2022	16 10	16 55	22 50	23 5	1.00
Wednesday	10/08/2022	15 10			21 45	6.58
Thursday	11/08/2022	12 0			18 10	6.17
Friday	12/08/2022	6 0	11 0	12 20	14 40	7.33
Saturday	13/08/2022					0.00
Sunday	14/08/2022					0.00

Vice President – Activities

Report #7
February Metcalf

Meeting Date: 25/08/22

Date Submitted: 23/08/22

Meetings:

Date	Meeting	Comments
19/7/22	Guild Uni Survival Guide Orientation Session	
19/7/22	Events x VPA	
19/7/22	Friend Speed Dating	
20/7/22	Clubs x VPA	
21/7/22	Parking Meeting	
1/8/22	NTEU x Exec	
8/8/22	Clubs x VPA	
8/8/22	University Health and Safety Committee	
8/8/22	Events x VPA	
9/8/22	Activities Committee Meeting	
16/8/22	Exec and PMs	
17/8/22	Higher Ed	
17/8/22	Public Sector Wage Rally	
17/8/22	Ball Theming Presentation	
18/8/22	Health and Safety Committee	
18/8/22	Clubs and Societies Committee	

Events:

Date	Meeting	Comments
27/8/22	O-Day	Full Rep turn out, went very well
11/8/22	First Year Movie Night	Good turn out, strong response
16/8/22	Business and Law Grill the Guild	We didn't have enough sausages—have increased for following BBQs

18/8/22	Club Stalls at Barefoot Lunch	Low turnout and low commitment from Clubs—we had a Humanities Stall that went well.
22-26/8/22	Rad Sex and Consent Week	Ongoing at the moment with low turn out at in person events. Social media is running concurrently.

Notes:

O-Day went smoothly both overall and in the Reps area—I worked with the Reps to make sure all stalls were prepared and coordinating promotion for Toga and the Parking Campaign at the Education Stall.

Semester 2 is chock full of events. I worked with Jess and the Reps to make sure we had events scheduled for all areas to complement the events from Semester 1. Those are all booked in and ready to go! Now it's time to show up and have fun @)

The Parking Campaign had a good start at O-Day and I have been popped on this project ongoing—we will be continuing to promote the survey.

Leave:

Annual Leave: 10/8/22 – 12/8/22

Due to my health I am working three days a week, Tuesday to Thursday. I am taking Leave Without Pay for the hours I can't achieve.

TL;DR:

Business as usual with a very busy Semester 2 coming up!

Managing Director's Report

Guild Council 2022

25 August 2022

KEY DEVELOPMENTS

Commercial Leases

Documents for the lease extensions for Bookmark Café, Vege Patch Cafe, Basement Café and Angazi Café have been provided by Curtin and approval to extend the leases is covered in a separate paper.

Guild WASM Premises

The WASM Kalgoorlie leases have expired and we provided proposed lease documents to Curtin in February 2022. We are awaiting feedback. A meeting has been held with the Curtin's lawyers and drafting is underway. It was hoped that the lease could come to Guild Council for approval at its August meeting. However, the lease is still with Curtin to progress.

Refurbishment Update

The status of active projects is:

- The Lab – The Lab is now open. We have some issues with the fire sensors that need to be resolved (the wrong type of sensors have been fitted) and also need to install a sound system.
- Guild Café Library – detailed plans are well progressed and we are planning to go to tender next month. The intention is to be open for semester 1, 2023. However, this will be a challenge due to delays in handover to us to undertake the works.
- The Retreat (the meeting room between the 106 courtyards) – planning has commenced to open up the storage area and to improve the meeting area.
- Club HQ Storeroom – secure lockers have been installed for use by clubs. They will be available starting next week.
- Guild Café Basement Refresh – planning will commence around September.

Employee Consultative Agreement (ECA)

The existing ECA (which covers professional staff) expires at the end of 2022. Bargaining negotiations are complete other than incorporating feedback from the Guild's lawyers (to ensure compliance with relevant legislation). A separate paper is seeking authorisation from Guild Council to progress/execute the agreement.

Elections

Annual Elections

As per the election schedule as below, notice of the election, the election manual and nominations forms have been posted.

Action	Date (in 2022)
Notice inviting Nominations	5pm Wednesday 10 of August
Opening of Nominations & Notification to NUS	10am Monday 15 of August
Close of Nominations and Group Registrations	12 noon Thursday 1 September
Deadline to add candidates to a Group or for candidates to withdraw from a Group	12 noon Thursday 8 September
Commencement of Campaigning	12.01am Monday 12 of September
Opening of Polls	10am Monday 19 of September
Close of Polls and acceptance of Postal Votes	4pm Thursday 22 of September

Aspects include:

- Polling will take place at Club HQ and Curtin South (near Mallokup Café) from 10am to 4pm each polling day.
- Facilitated postal voting for WASM (subject to securing a local returning officer)
- Democracy sausages (once at each voting site during the polling period)
- In person online voting as in preceding years
- It appears that last year some voters obtained other students' credentials (student number and date of birth) and voted more than once when in the polling station. This year a unique PIN will be issued to each voter when they enter the polling place – thereby preventing them from voting more than once.

PERFORMANCE – STUDENT ENGAGEMENT

Facebook 30-day performance to 17 August 2022:

Past 28 days Curtin Facebook had an organic reach of 12.5k (- 8%) and engagement of 8.3k (+ 95%).

Total followers 22,540

Most successful posts were:

- O Week is in full swing with a reach of 4k and engagement rate (ER) of 3%
- O Week continues with a reach of 4.6k and ER of 4%
- We're celebrating 50 Years of Good Times Tav with reach of 3.5% and ER of 7%
- Guild O Day map had a reach of 4.5k and ER of 4%
- Toga winter edition this Friday had a reach of 5.6k and ET of 3%
- Welcome to Swan Lake had a reach of 4.5k and ER of 4%
- Referencing. Every student's favourite pastime had a reach of 4k and ET of 3%
- New likes 107 (+ 60%)
- New followers 125 (+ 98%)
- Page visits 2150 (+80%)
- Story reach 2000 (+ 20%)
- Video views 2400 (+ 60%)



Instagram 30-day performance to 17 August 2022:

- Total followers 9984
- New likes 316
- Accounts reached 13.7k (+26%)
- Engagement by unique accounts 2.3k (+10%)
- Content engagement 9.8k. Post, story, reel, video post interactions. (+40%)
- Total followers 9780 (+1.6%)
- Story content reach 4.3k
- IGTV video content reach 5.1k
- Post content reach 16k
- 34 posts, 101 stories, 1 IGTV video, 5.8k likes, 961 comments, 1380 shares, replies 13
- 7.4k follower accounts reached. 6.2k non-follower accounts reached (+100%)

Top posts by engagement:

- Swan Lake (421 likes)
- Referencing (365 likes)
- Free RATS (312 likes)
- Orientation give-aways (266 likes)

Top posts by reach:

- Swan Lake 6.3k
- Free RATS 5.7k
- Referencing 5.4k
- Toga 5.3k
- First Year Committee Movie Night 5.3k

Top stories by reach:


- Hello Guild O Day 1.7k
- Soup of the Day 1.5k
- Guild O Day x 3 1.5k

IGTV video O Day overview 5.3k reach, interactions 280

Tik Tok 30-day performance to 17 August 2022:



curtinguild
Curtin Student Guild

 Edit profile

10 Following 50 Followers 191 Likes

Student life through our lens! 📷

Follow our IG for more Curtin Guild content!



The parking fine shark c...

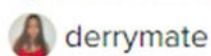


O-Week vibes were 🤔 ...

Other mentions of Guild activities



Curtin's The Lab is super slay
#perth #curtin #perthfood



derrymate

▶ 18.6K



I spend too much time on
campus but that's showbiz bab...



brontesparr...

▶ 16.4K

EDM (Electronic Direct mail) 30 day performance to 17 August 2022

- Guild Elections – Nominations Open 41% open rate and 0.3% click thru rate (all students)
- Guild elections – Nominations Opening soon 34.5% open rate and 3% click thru rate (all students)
- Guild Ball – Tix on Sale 36% open rate and 0.7% click thru (all students)
- Guild Ball – Discount Tix closing Soon 75.5% open rate and 0.9% click thru (sent to those who opened previous email)
- Parking and Campus News 42% open rate and 3.9% click thru rate (all students)
- Low Completion rate information 42% open rate and 0.4% click thru rate (new to Curtin and new to course)
- Excellence in teaching awards 44% open rate and 2.15 click thru (all students)
- Clubs at Curtin – 46% average open rate average and 2% average click thru (segmented sem1, sem 2 international and domestic new to Curtin students)
- Message from the Guild President 48% open rate and 0.6% click thru (all students)
- Guild Orientation/O Day various – average 50% open rate 6% click thru (segmented new to Curtin domestic and international)
- Message from PSC President 54.6% open rate and 0.9% click thru (PG students)

Website 30-day performance to 15 July 2022:

16k users (+53%)

Top Page views:

- Home 4.8k
- Shop 4.7k
- G Mart Printing 2.8k
- Clubs search 2.7k
- Eats 2.6k
- Clubs 2k
- Discounts 1.3k
- Name Badges 1.2k
- Clubs application 1k
- Shop checkout 0.7k
- Excellence in Teaching 0.6k
- Academic advice 0.4k
- Advice academic status 0.4k

Grok for June/July:

Views July 3.3k and visitors 2.2k, Aug views 3.3k and visitors 2.2k

Posts published year to date 27

The Fight to Fix Parking on Campus. 27 views

Rob ready Package Impacts Student Fees. 66 views

PERFORMANCE – STUDENT ASSIST

Case statistics for Student Assist is as follows:

	May	Jun	Jul
Academic sessions	289	283	307
Financial Counselling sessions	29	32	35
LifeHacks	116	41	124

As final results were released on 6 July, academic sessions in the month were mainly focused on Assessment Appeals and Academic Misconduct.

Welfare

Student Assist provided emergency relief to 2 students in the form of Student Assist's Childcare grants. Both students were undergraduate domestic students

5 Loan Laptops were loaned out.

PERFORMANCE – STUDENT EXPERIENCE

Events

Guild O-Day was hugely successful and received positive feedback from attendees, clubs and Guild reps! Moving the 'Reduced Noise Period' to the last hour of the event meant it achieved its intended outcome for students who require the initiative. An estimated 5000-6000 people attended O-Day, with crowds being well spread across the 3.5hr event, creating a more relaxed atmosphere compared to when crowds have accelerated in the first hour of the event.

The events calendar for semester 2, including rep-led events, has been finalised and circulated. The calendar of events is now at capacity and planning/delivery of these activities are well underway. Large-scale end of semester events, including Oktoberfest and Pasar Malam are in the beginning phases of planning/bookings.

Guild Ball tickets were released on Friday 5th August and have been selling quickly ever since. Tickets are very close to being sold out and are set to sell out in the next week. Club Awards have been reformatted as they can no longer coincide with being presented at Guild Ball. Guild Ball now falls too early in the semester for club achievements in semester 2 to be properly recognised. Club Awards will now be a separate event, scheduled for October 7th.

Event highlights in August:

- Welcome Movie Night in the Tav: 11th August
- Business & Law Grill the Guild: 16th August
- Club Stalls at Explore's Barefoot Lunch: 18th August
- Rad, Sex and Consent Week: 22nd – 26th August

Clubs & Societies

- Currently registered/renewed clubs: 85
- New clubs in 2022: 3

Clubs are currently gearing up for AGM season, with an AGM guideline being presented at the next Clubs & Societies Committee meeting.

Club storage will be opened in the next week, so clubs can access storage space including lockers for their equipment on campus. Club storage is attached to Club HQ and the Student Kitchen.

Club Award nominations will be opened shortly to encourage clubs to submit a nomination for their club, and/or encourage Curtin stakeholders and fellow clubs to nominate them for 'People's Choice'.

Total number of club events & bookings in August: 158

Club Event Snapshot in August:

- Electronic Music Appreciation Society: DJ Lessons
- EXP.Share: Games Night
- Curtin Mechanical Society: Pancake BBQ
- Western Australian Pharmacy Students Association: Trade Show
- Vegans @ Curtin: Vegan BBQ
- Curtin Association of Medical Students: Wear it Purple Day

- Curtin Robotics Club: Build Nights

PERFORMANCE – COMMERCIAL SERVICES

Veronica Mistry has commenced as Functions and Retail Leader and is working closely with Cheri Davis thoroughly rolling out full instructional operations for Kirribilli. I am hopeful the website for ordering online from Kirribilli Catering will be up and running in September.

The Lab is now in full operation with consistent trade. The Gelato ice-cream machine has been supplied and the Bubble Waffles, desert sushi and fruit cream sandwiches have been introduced. An official opening will be arranged within the next month.

The Tav hosted the “Winter Edition Toga Event” on Friday 29th July. The event was free and maintained 300 patrons constantly throughout the event. Documentation is underway to obtain a letter of consent from the University to host the End of Semester- Oktoberfest Event on Friday 21st October. This will be a ticketed event with festivities from 4pm-midnight.

Now that staffing shortfalls have eased, Basement Café has returned to 5.30pm closing Monday-Friday.

GC Library refurbishment concepts are being finalized for completion at the commencement of 2023. The Library and Café at this point is scheduled to be ready to open in O’Week 2023.

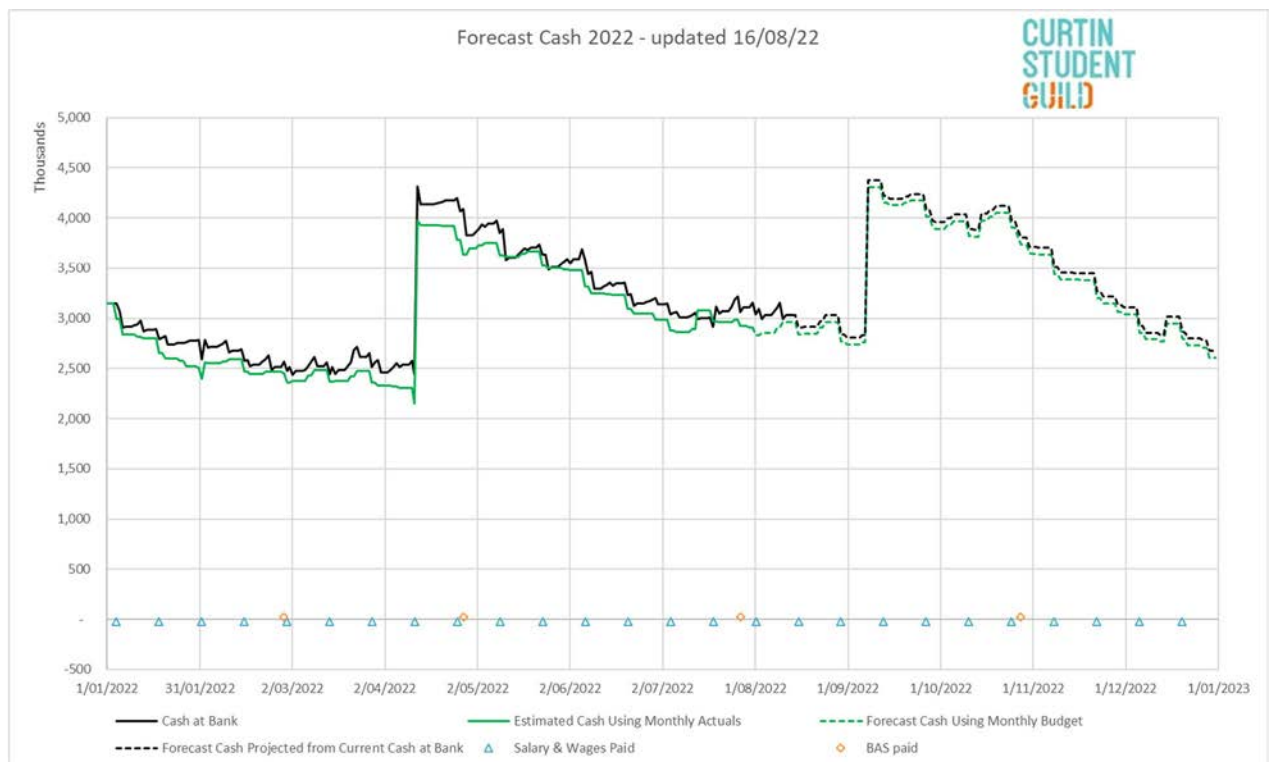
FINANCIALS

Cash Flow

The 2022 Forecast Cash Flow Graph below includes the following assumptions:

- Actuals are reflected for January to July;
- Budgeted figures from the Operating and Capital Budgets are used for the remainder of the year.

Please Note, the Capital Saver Account, which currently has a balance of \$990k remains untouched and is not included in the Cash Flow Graph. The Capital Saver account is made up of the funds that the Guild set aside after receiving an exemption and refund of payroll tax in 2018 to be used for refurbishments and provisions.



Statement of Financial Position

Notable changes Month to Date (MTD) to July and/or Year to Date (YTD) in 2022:

- Cash decreased in July by \$158k. This is the usual trend for this time of year, with July including only 1 week of semester trade.
- Receivables increased by \$244k in July being SSAF due from Curtin University spent during the month. This payment will be received in September, as per the agreed schedule.
- Inventory increased by \$67k in July, with outlets stocking up for the start of semester.
- Net assets at the end of July are a healthy \$4.7M demonstrating that the Guild is solvent.

Statement of Financial Performance

Notable variances MTD and/or YTD in 2022:

- Net sales in July were higher than budgeted, as per the table below. Kirribilli Catering, G-Mart (with high uniform, smartrider and grocery sales), Café Basement and Angazi all exceeded their budget. The Tav, with their impromptu toga event also exceeded budget in July. And the Lab opened in July, along the main Guild promenade.

July 2022 – Net Sales			
	Actual	Budget	Difference
Angazi Café	67,215	58,573	8,642
Concept Coffee Co.	37,224	47,481	(10,257)
G-Mart	130,713	69,893	60,820
Guild Café Basement	106,380	74,095	32,285
Guild Café Central	24,606	45,096	(20,490)
Kirribilli Catering	27,178	7,955	19,223
Mallokup	26,619	47,279	(20,660)
The Lab	4,108	9,226	(5,118)
The Tav	42,536	20,805	21,731
Total Net Sales	466,579	380,403	86,176
Central Kitchen (food supplied for sale in the outlets)	57,395	51,950	5,445

- Cost of sales percentage was slightly higher in July however this was due to the change in split of sales between catering & retail, and between food and beverage.
- Wages are under budget by \$88k for the month of July, with a \$50k saving in commercial and \$28k in non-commercial.
- Other revenue for July is up on budget by \$8k, however this is a timing difference only.
- In Other Expenses, July spending was under budget by \$24k split across most areas.
- The Guild made a profit in July of \$74k compared to a budgeted loss of \$85k.
- Year to date Net Profit for 2022 is \$173k compared to a budgeted loss for the same period of time of \$203k.

Statement of Financial Position

as at: 31 July 2022

Opening Balance		Start of Month	End of Month	Movement this Month	Movement this Year
	Current Assets				
4,170,796	Cash	4,154,862	3,996,790	(158,072)	(174,005)
197,313	Receivables	145,127	389,552	244,425	192,240
222,243	Inventory	302,918	370,146	67,227	147,902
65,993	Other	64,292	77,985	13,693	11,992
4,656,345	Current Assets	4,667,199	4,834,473	167,273	178,128
	Non-Current Assets				
1,482,348	Property Plant & Equipment	1,562,161	1,568,116	5,955	85,768
984,447	Right-of-use Assets	861,391	840,881	(20,509)	(143,565)
2,466,795	Non-Current Assets	2,423,552	2,408,997	(14,554)	(57,798)
7,123,140	Total Assets	7,090,751	7,243,470	152,719	120,331
	Current Liabilities				
727,245	Creditors & Borrowings	661,628	811,145	149,517	83,899
276,351	Lease Liability	276,351	276,351	0	0
710,397	Provisions	789,966	745,234	(44,732)	34,837
1,713,993	Current Liabilities	1,727,945	1,832,730	104,784	118,737
	Non-Current Liabilities				
9,673	Provisions	4,456	2,275	(2,180)	(7,398)
871,143	Lease Liability	730,213	706,724	(23,488)	(164,419)
880,816	Non-Current Liabilities	734,668	709,000	(25,669)	(171,817)
2,594,809	Total Liabilities	2,462,614	2,541,729	79,116	(53,080)
4,528,331	Net Assets	4,628,138	4,701,741	73,603	173,411
	Guild Equity				
4,528,331	Retained Earnings	4,528,331	4,528,331	0	0
0	YTD Profit	99,807	173,411	73,603	173,411
4,528,331	Guild Equity	4,628,138	4,701,741	73,603	173,411

Curtin Student Guild - Statement of Financial Performance



For Period: (2022M07) July

Department: Total _ CSG CSG Overview

	YTD			Month			2022 Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Sales Total	3,634,050	3,684,739	(50,689)	495,090	410,598	84,492	6,622,196
Total Discounts	(220,495) 6%	(259,590) 7%	(2,508)	(28,511) 6%	(30,195) 7%	1,683	(476,553) 7%
Net Sales	3,413,555	3,425,149	(11,594)	466,579	380,403	86,176	6,145,643
Cost of Sales Total	(1,414,669) 41%	(1,314,963) 38%	(99,706)	(192,670) 41%	(147,906) 39%	(44,765)	(2,340,915) 38%
Gross Profit	1,998,886	2,110,186	(111,300)	273,909	232,498	41,411	3,804,728
Wages Total	(3,069,601) 90%	(3,440,023) 100%	370,422	(409,141) 88%	(486,615) 128%	77,473	(6,080,874) 99%
Other Revenue Total	153,995	189,096	(35,101)	37,864	29,989	7,874	516,710
Administrative Expenses	(263,856)	(262,242)	(1,614)	(16,660)	(30,287)	13,627	(404,137)
Consumables	(116,338)	(115,199)	(1,139)	(20,828)	(16,743)	(4,085)	(196,811)
Equipment Repairs & Maint	(53,168)	(51,239)	(1,929)	(13,686)	(7,183)	(6,503)	(87,152)
Events	(134,210)	(173,766)	39,556	(12,595)	(14,637)	2,042	(377,172)
Finance Costs	(32,335)	(30,204)	(2,131)	(3,839)	(3,899)	60	(82,872)
Grants	(28,356)	(66,602)	38,246	(1,500)	(11,064)	9,564	(128,588)
Occupancy Expenses	(324,427)	(321,060)	(3,367)	(50,873)	(47,162)	(3,711)	(466,062)
Promotional Expenses	(35,689)	(49,208)	13,519	(1,836)	(5,096)	3,260	(76,893)
Travel & Conferences	(5,814)	(22,387)	16,573	(2,063)	(3,872)	1,809	(35,034)
General Expenses	(49,611)	(107,562)	57,951	(5,388)	(13,542)	8,153	(214,911)
Total Other Expenses	(1,043,804)	(1,199,470)	155,666	(129,269)	(153,484)	24,215	(2,069,632)
Net Profit/(Loss) before ADSG	(1,960,523)	(2,340,211)	379,688	(226,638)	(377,611)	150,973	(3,829,067)
Total SSAF & Grant	2,321,151	2,343,135	(21,984)	328,747	334,734	(5,987)	4,016,803
Net Profit before A&D	360,628	2,924	357,704	102,109	(42,878)	144,986	187,736
Total Amortisation & Depn	(208,071)	(203,153)	(4,918)	(31,484)	(41,525)	10,041	(407,567)
Underlying Net profit	152,557	(200,228)	352,786	70,624	(84,403)	155,027	(219,831)
Offset Adjusting Rent (acctg Ent)	164,419	164,419	0	23,488	23,488	0	0
Depreciation Right-to-use-Asset	(143,565)	(167,320)	23,755	(20,509)	(23,903)	3,394	(286,834)
Net Profit	173,411	(203,130)	376,540	73,603	(84,817)	158,421	(506,666)

SSAF and Grant Acquittal

SSAF Acquittal - Detail	YTD Actual to July 2022	2022 Amended Budget	2022 Approved SSAF	% Acquitted	% of Project Complete
Student Representation	348,639	579,369	579,369	60%	58%
Student Engagement	174,529	299,190	299,190	58%	58%
Student Assist	351,543	655,897	655,897	54%	58%
Student Experience - Clubs & Events	592,119	1,134,046	1,134,046	52%	58%
Student access to convenient, quality and affordable Food & Bev	126,732	217,255	217,255	58%	58%
Outlet Refurbishment (2022)	149,345	354,738	501,045	42%	30%
Outlet Refurbishment (2021 SSAF & 2021 Project)	96,803	0	0	100%	100%
	1,839,710	3,240,495	3,386,802		

* \$96,803 was brought forward from 2021 and acquitted early 2022 against the 2021 Outlet Refurbishment project.

Guild Grant Acquittal - Detail	2022 Actual to July 2022	2022 Budget	% Acquitted	% of Project Complete
Student Engagement	91,114	199,817	46%	58%
SSAF Fees	70,000	120,000	58%	58%
Administration	276,386	430,183	64%	58%
	437,500	750,000	58%	58%

Summary

Key points are:

- Lease extensions for Cafes – approval is sought.
- WASM lease extension – still waiting on Curtin.
- Refurbishment –The Lab is open, Guild Café Library design is progressing well, Club HQ Storeroom lockers to be available for clubs starting next week.
- Employee Consultative Agreement negotiations are well progressed and approval sought to execute documents.
- Elections are on track.
- Student Assist case load is busy with academic matters.
- Next event is – Rad, Sex and Consent Week. Ball tickets selling extremely well.
- Clubs – 85 clubs registered.
- Financial performance continues to be better than budget.



Student Guild of Curtin University

Representation Board - Meeting #8

To be held at 5.30pm on Thursday the 21st of July 2022

Council Chambers 100.301

Meeting opened 5.32pm

MINUTES

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; Dylan Botica (online), Madison Ainsworth, Adam Reader, Marcus Fernihough (online), Amber Hilston (online), Cassidy Pemberton (online), Salwa Kilzi (online), Sofia González Torres (online) Hameed Mohammed (7pm), Jasmyne Tweed, Sophie Scott (online), Rey Nairn (online)
- 2.2. Others Present; Jack Washington (observer), Maryanne Shaddick (minute secretary), Jo-Ann Naidu, Theodora Rohl (online)
- 2.3. Apologies and Leave of Absence; Rachel Taylor
- 2.4. Absent; Zoe Wing, Elizabeth Powell, Gabbi Marsh

3. Disclosure of any potential or perceived Conflicts of Interest.

Madison Officer disclosed a potential conflict with item 7.3 as she was an NUS Office Bearer. Dylan Botica disclosed a potential conflict with item 7.2 as he was an United Workers delegate. Dylan requested to stay for item 7.2. Theodora Rohl asked for Madison Ainsworth to stay for item 7.3. Theodora moved a motion for Dylan and Madison to stay for items 7.2 and 7.3 and to be able to vote. This was seconded by Adam Reader. The motion was carried.

4. Minutes of the Previous Meeting:

- 4.1. Previous Meeting Minutes:

Motion: That the Representation Board approves the minutes of the previous meeting, held on 16/06/2022, as a true and accurate record of the proceedings.

Moved: Amber Hilston
Seconded: Salwa Kilzi
1 abstention
Carried

5. Matters Arising from the Minutes. None

6. Items Not for Discussion. None

7. Items for Discussion and Resolution

7.1. Solidarity with Abortion Rights Protestors and Endorsement of Pro-abortion Campaigns.

Motion: That the Representation Board condemns the historic attack on the right to abortion in the United States following the US Supreme Court's decision to repeal Roe v. Wade, and stands with solidarity with pro-choice protestors in the US and across the world. That the Representation Board also support the campaign by 'Defend Abortion Action Group Perth 'to remove abortion from the criminal code in WA and improve access. The Guild will help support this campaign by promoting the groups petition of the WA government and printing material and sharing on social media the upcoming protest on July 29th.

There was discussion about the issue and planned action and protest. Marcus Fernihough, Cassidy Pemberton and Salwa Kilzi spoke to the motion. It was noted that WA still had abortion in its criminal code.

Moved: Marcus Fernihough
Seconded. Cassidy Pemberton
Carried

7.2 Solidarity with Health Services Union & United Workers UnionWorkers

Motion: The Representation Board stands in solidarity with public sector workers in the health Services Union and the United Workers Union following their historic industrial action on the July 6th where over 600 healthcare workers, hospital services attendants, **enrolled and assistant nurses**, orderlies, clerks and clinical staff walked off the job at QE2 Medical Centre to rally for pay rises. The Representation Board wishes them luck with the upcoming stop work meetings at Fiona Stanley Hospital and with further actions in August. These workers are leading the charge in WA against rising cost of living and inflation being pushed onto workers by suppressing their wages. **The Representation Committee condemns the Australian Nursing Federation leadership in WA for failing to agree to take any industrial action against its members wishes.**

There was discussion about the issues impacting and the support required by health care workers. There was discussion about the need for changes to wages

policy. There was criticism of the WA branch of the WA Nurses Federation. Dylan Botica proposed amendments to the motion (highlighted in yellow). Marcus was amendable to the changes.

Moved: Marcus Fernihough
Seconded: Dylan Botica
Carried

7.3 NUS Affiliation

Motion: That the Representation Board recommend a NUS affiliation fee to the Guild Council.

Moved: Dylan Botica
Seconded: Adam Reader

There was discussion about how the NUS had performed and what fee range was appropriate to recommend to Guild Council. It was noted that the Guild Executive recommended a range between \$27,500 to \$33,000. It was noted that the Guild could not use SSAF to pay NUS affiliation. Cassidy Pemberton discussed concerns about NUS performance noting that there was no documentation about what the Guild wanted the NUS to achieve. Madison Ainsworth discussed concerns that the NUS was not adequately representing WA students. Theodora Rohl said that Rachel Taylor (who was on a leave of absence) was in favour of the fee being at the lower end of the recommendation. Marcus Fernihough did not support reducing the fee. There was discussion about the NUS support for the WA climate action campaign and the issue of tickets available for WA delegates at the recent NUS conference. Dylan Botica spoke about administrative weaknesses of the NUS. It was noted that the Guild had requested tighter governance in the past and that the NUS had refused to supply audited financial reports. Adam Reader said that a fee of \$27,000 was more than other university student associations paid. Dylan Botica said that his recommendation was 33k. Madison Ainsworth supported an affiliation fee of \$29,000. Marcus Fernihough supported paying the same fee as last year. Dylan Botica said the Guild could not afford to pay the same amount as last year. There was a show of hands to indicate support for different fee ranges.

Dylan Botica moved that the Representation Board recommend a NUS affiliation fee of \$30,000 to the Guild Council.

Seconded: Madison Ainsworth
Carried

For: Dylan Botica, Amber Hilston, Sofia González Torres, Sophie Scott, Salwa Kilzi, Madison Ainsworth, Cassidy Pemberton
Against: Marcus Fernihough, Adam Reader

8. Reports

8.1. President – Submitted. Dylan Botica added that the parking campaign would be taking off in semester two. Dylan noted that the Guild had a win with the introduction of a 30-day parking permit option for green bays. Marcus Fernihough asked about vaccination discussions with the university. Dylan

Botica said that the Guild had asked for mask mandate. The university supported the wearing of masks but there would be no mandate at this time. There was agreement on ventilation. An independent review was carried out of all buildings. There would be no classes held in rooms with ventilation issues. Dylan Botica would be checking rooms. If Curtin was not able to sustain the vaccination mandate there would be measures put in place for immunocompromised students including very small classes of three to four people. As well RATS would be distributed on campus. Marcus Fernihough said that he was worried about segregation of students. Dylan Botica said he was happy to publish the agreed outcomes of negotiations with the university. In terms of workload standards, universities agreed to amend them. Dylan Botica said he would circulate the amended standards once received.

- 8.2. Vice President of Education - Submitted. As tabled. No questions
- 8.3. Faculty of Business and Law – Submitted. Jasmyne noted some wins in parking campaign. The university had agreed to 30-day parking sessions which would primarily assist on campus residents. The 30-day sessions were also available to all students. No questions
- 8.4. Faculty of Science and Engineering Representative – Submitted. No questions.
- 8.5. Faculty of Health Sciences Representative – Submitted. As tabled. No questions.
- 8.6. Faculty of Humanities Representative – Not Submitted. Verbal report. Adam Reader said that there were no major changes discussed at Courses Committee. Adam said that he discussed with the university improving the feedback system from students. Adam noted that this was his final Representation Board meeting.
- 8.7. Student Assist – Submitted. As tabled. No questions
- 8.8. International Students Committee President – Submitted. It was noted that Sofia González Torres was no longer contactable online.
- 8.9. Postgraduate Students Committee President – Submitted. As tabled. Dylan Botica asked about mental health first aid workshops. Hameed Mohammed spoke about the support required for the role. There was discussion about the work that took place in trying to get the mental health first aid off the ground. Hameed spoke about the handover process and said that he felt he was not adequately prepared for his role.
 - 8.9.1. Key Performance Indicator Review – Submitted
- 8.10. Queer Officer – Submitted. As tabled. No questions. Cassidy Pemberton noted a meeting with a Steering Group.
- 8.11. Women’s Officer – Submitted. As tabled. Dylan Botica asked if Salwa Kilzi had spoken to the NUS Women’s Officer about an upcoming campaign.
- 8.12. Fist Nations Officer – Vacant
- 8.13. Accessibility Officer – Submitted. As tabled. Rey Nairn noted that they were in contact with NUS accessibility officers and representatives from other universities. No questions.
- 8.14. Higher Education Developments – Submitted. Dylan Botica asked about media in relation to the Federal Government’s education accord. Maryanne Shaddick responded that there had been no new media about the specifics of the accord.
- 8.15. Chair of Representation Board* - Verbal Report. Jasmyne said that there had been good discussions about duty of care issues. No questions.

Motion: That the Representation Board notes the Reports.

Moved: Salwa Kilzi

Seconded: Adam Reader

Carried

Motion: That the Representation Board notes the KPI review.

Moved: Dylan Botica

Seconded: Cassidy

Carried

9. Minutes of Committees Reporting to the Representation Board
 - 9.1. International Student Committee – Nil
 - 9.2. Postgraduate Student Committee – 27/06/22
 - 9.3. Queer Collective – Nil
 - 9.4. Women’s Collective – Nil
 - 9.5. First Nations Collective - Nil
 - 9.6. Accessibility Collective – 13/06/22
 - 9.7. Student Housing Advisory Committee –
 - 9.8. First Year Committee – Nil

Motion: That the Representation Board notes the minutes of the committees and collectives en bloc

Moved: Adam Reader

Seconded: Salwa Kilzi

Carried

10. General Business. Marcus Fernihough asked if the Guild could publish the outcome of negotiations with the university regarding the vaccination mandate. Theodora Rohl spoke about the value of the fortnightly meetings with Education Vice President. Theodora Rohl asked a question on behalf of Rachel Taylor in relation to social media faculty pages. It was noted that there were social media guidelines.

Madison Ainsworth moved to suspend standing order no.12 (4).

Seconded. Adam Reader.

Carried by absolute majority.

Motion: That the Curtin Student Guild supports the NUS week of action regarding the Climate Crisis at 1pm on 5 August at Forrest Chase.

Moved by Madison Ainsworth

Seconded by Adam Reader.

Carried

Adam Reader called for Representation Board members to appeal the Scarborough Gas Project. Dylan Botica said the Guild would lodge an appeal.

11. Next Meeting

The next ordinary meeting of the Representation Board is Thursday the 18th of August at 5:30pm to be held at Council Chambers. Documents and motions are to be

submitted no later than 4:35pm on Thursday the 11th of August 2022 to
chair.representation@guild.curtin.edu.au and secretary@guild.curtin.edu.au
Meeting closed at 7.24pm

MINUTES

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to 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: Hameed Mohammed (Chair), Yie Xin Cheong, Adam Reader, Rachel Kogiopoulos
- 2.2. Others Present: Dylan Botica, Jo Boldison, Karen Rennie, David Luketina
- 2.3. Apologies and Leave of Absence; Athina Hilman, Gabbi Marsh, Kenny Lye
- 2.4. Absent; Theodora Rohl

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting:

- 4.1. Previous Meeting Minutes –

Motion: That the Finance and Risk Committee **approve** the previous minutes of the Finance and Risk Committee held on the 16th March 2022 (*Attachment 4.1*).

Moved: Yie Xin Cheong

Seconded: Adam Reader

- 4.2. Any Circular Resolutions – N/A

5. Matters Arising from the Minutes

- 5.1. Action List (*Attachment 5.1*).
- 5.2. Finance and Risk Committee Work Plan 2021 (*Attachment 5.2*)
All Items on the work plan are included in the agenda.

David advised that organising an independent review of the Business Continuity Plan was due for this meeting, but due to Covid, staffing impacts and restructuring of the Commercial division, this will be delayed. Rachel suggested moving it to this time next year. David advised that it would be expected that the current issues would be resolved by the end of the year and this can be presented in May 2023.

6. Items for Decision

- 6.1 Risk Policy and Procedure Review (*Attachment 6.1a-b*)
David advised that they are reviewed annually and we have got to the stage that there are very minor changes to them and the changes are attached.

Motion: The Committee to recommend that Guild Council approve the revised Risk Policy and Risk Procedure.

Moved: Rachel Kogiopoulos
Seconded: Adam Reader

6.2 Review of Finance Policy's (*Attachment 6.2a-b*)

Dylan queried expenditure and when approving invoices, it is sometimes too late to stop the approval if the expenditure has already happened. Is there a process that prevents people from entering into agreements for large sums of money and then the ultimate financial approval.

David advised that an employee is legally bound and can only enter into a contract if they are approve to do so. In any organisation there is no means to stop anyone doing that other than that arrangement.

Rachel queried where the formal delegations are kept, which David advised that the Delegations are in Policy and/or the Delegations Register that exist with all the delegations from Guild Council.

Big organisations may have purchase orders and typically most big organisations have credit cards so it is after the fact that they are really approving. With the size of the Guild it wouldn't be beneficial due to the complexity of purchase orders for us to use them.

Motion: The Committee to recommend that Guild Council approves the revised Budget Policy and the Expenditure and Assets Policy.

Moved: Adam Reader
Seconded: Rachel Kogiopoulos

6.3 2022 Capital Budget Amendment

David mentioned that when the capital budget was put together we only had very broad estimates of what might be required and until we get more detailed plan and design information it's often hard to know the costs until further down the track.

There are 2 main changes. The first is that the Library building is now being renovated and it is now clearer the changes Curtin are making, so we can now see what we need to do with our refurbishment of the café area.

The second change is in response to the building industry, in its current state with significant delays and cost increases, we are concerned that if we push ahead with the Central Café, being the most expensive project, we will end up paying a lot of extra money. With the size and scope there will potentially be delays so we are better off focussing on the smaller and better-defined projects.

Rachel queried if there was about \$500k coming out of reserves. It was clarified that a good chunk comes from SSAF, with about \$270k coming from reserves.

Adam queried when the Central Café refurbishment will be on the schedule again. David stated that we are still continuing with planning, designing and some equipment

being the lower cost items. With the work being so extensive it needs to take place during a semester break, so it will either be Mid Semester or End of Semester 2023. At the end of this year we will have a plan and know how much can be done in the mid-year break.

Motion: That the Finance & Risk recommends that Guild Council approves the proposed Capital Budget amendment.

Moved: Rachel Kogiopoulos
Seconded: Adam Reader

7. Items for Discussion

7.1. Data and Privacy Plan (*Attachment 7.1-7.1b*)

David advised that this is reviewed each year and this is part of an annual review. There are very few changes and they are shown with tracked changes. Rachel queried who manages data backups and is that an external company. David advised we back up internally to tape and it is done on a daily, weekly and monthly basis. The tapes are kept in another building a fair distance away. We are setting up to not require the tapes and will have a separate mini data centre in another building well away from the main building. Rachel queried if they need to be restored if the capability is inhouse as well, which David confirmed it is.

Hameed queried if have been any data breaches, which David advised there haven't been any. The Guild has 2 quite separate layers of protection. Firstly, someone has to come in through Curtin University systems as we sit inside that and it is well protected. We also have our own protection in place with virus software and other things, such as regular scanning for intrusions and the key thing is to regularly patch and update systems, which we do.

7.2. Business Continuity Plan (*Attachment 7.2a*)

David advised that the Business Continuity Plan is renewed annually with minor changes. Those changes are made so that the plan reflects the current environment like the inflation which was predicted, but we now know the amount, and removing second hand books as we don't sell books anymore, so just small changes.

8. Items for Noting

8.1. March 2022 Financial Reports (*Attachment 8.1-8.1c*)

Karen noted that the results are showing fairly good performance so far for year to date. In terms of April we are also on budget for sales and wages and other expenses are down so we have produced a nett profit of about \$155k compared to a budgeted loss of \$107k.

8.2. Quarterly SSAF and Grant Report (*Attachment 8.2*)

Karen advised this is March's figures but the SSAF is tracking on par with the only changes to be made to the Capital project, Outlet Refurbishment.

8.3. Update on Audit Recommendations (*Attachment 8.3*)

Noted

9. General Business

None

10. Items to be Communicated

Recommendations from this meeting to go to Guild Council.

11. Next Meeting –

The next Finance and Risk Committee meeting will be held on the 20th July at 12.30 via Video Conference