

Guild Council Report

Christopher Hall (He/Him)

2020 – Vice President Education



OH HEY, CHRIS

Education Vice-President-ing is a tough job. Chris makes sure all of the university's academic policies and procedures are in the best interests of the students.

Chris Hall | Vice President - Education
 Pronouns: He/Him
educationvp@guild.curtin.edu.au

Guild and University Meetings:

| Date: | Prominent Meetings: |
|--------------------------------------|--|
| 28 th Jan | - Guild Regulation Review Meeting |
| 29 th Jan | - School of Public Health Changes Meeting. - Guild meeting with Jill Downey. |
| 30 th Jan | - Meeting with Tara Felton on the Universities Assessment Procedures and Student Data privy to the Guild. |
| 31 st Jan | - Change meeting for the Clubs and Societies Constitution. |
| 3 rd -5 th Feb | - Away on leave. |
| 10 th Feb | - Learning and Student Experience Committee. |
| 11 th Feb | - GetSet/Talk Campus Project Proposal Meeting. - Properties and Facilities Management Introductory Meeting. - Induction Meeting with Jason Kim - Graduation Ceremony. |
| 12 th Feb | - Guild Executive Meeting. - Student Services and Amenities Fees Expenditure Advisory Committee (SSAFEAC) Induction. - Graduation Ceremony. |
| 13 th Feb | - Postgraduate President Catch-up Meeting (Election notice) - Faculty Representative Induction Meeting. |

| | |
|----------------------|--|
| | <ul style="list-style-type: none"> - Meeting with Hana and the PVC of Health Sciences, Archie Clements. - Clubs Meeting. |
| 17 th Jan | <ul style="list-style-type: none"> - O'Day Welcome Breakfast - Top Tips for student presentation 1. - Friendship Speed Dating 1. - Health Science Orientation Welcome. |
| 18 th Jan | <ul style="list-style-type: none"> - University Health and Safety Meeting. - Science Student Welcome Panel. - Brand Rollout Meeting. - Guild Insider Tour. |
| 19 th Jan | <ul style="list-style-type: none"> - Guild O'Day! - You're a member of your Student Guild Presentation Session. |
| 20 th Jan | <ul style="list-style-type: none"> - Top Tips for Students Presentation 2. - Portfolio Managers Meeting. - University Council. - Representation Board January. |
| 24 th Jan | <ul style="list-style-type: none"> - Science and Engineering Leads Introduction Meeting. - Student Voice Australia Working Group Meeting. |
| 25 th Jan | <ul style="list-style-type: none"> - SSAFEAC Meeting. - Students as Partners Meeting. |

Items of note (*); Highlighted Parts Address Feedback from Council.

Julie Howells Office – Student Experience and Student Life-Cycle Meeting.

Some clarification has now been brought about as to what one of the students as partners projects will be, which is the GetSet/Talk Campus App. The objective is to Developing resources that benefit the Mental Health Outcomes for students.

For this app to be successful, it needs to achieve and target the following:

- Online students and Regional, international campuses, first years.
- Sometimes students don't even know their own issue and therefore don't know what to look for.
- The app cannot expect peer to peer student engagement to solve their problems.
- Help isolation in mental health and wellbeing.
- Those students don't know where to go or what is available because they aren't here.
- Someone needs to be there that Guides students, It always needs to lead to an actual person.
- Triaging online.
- Giving momentum to students who need to be pushed to seek help.

The overall outcomes are around Connectedness, Wellbeing, Belonging. Because the funding is not SSAF, the expected funding for this project cannot go into other health services on campus. \$4.7million of Federal Funding for Higher Education Participation and Partnerships Program (HEPPP). Must be spent annually; HEPPP funding explicitly may not be spent on:

- Infrastructure, generic facilities, services or transportation assets that are integral to the provision of education for all students;
- Direct recruitment of Curtin students or promotion of Curtin programs; or
- Activities that may be considered part of Curtin's core business.

Orientation Day Semester 1 2020! - New to Curtin Guide *Attached

Thank you to everyone who participated in the planning, lead up and overall turn out of Orientation week – specifically O'Day! Although we got off to a stressful start, the positivity and enthusiasm for the day was amazing. I really enjoyed presenting to students throughout the week, spreading the guild message and having fun! I have also attached the "New to Curtin Guide" for council members to look at, as this is one of the primary resources developed by the first-year committee in efforts to better facilitate new to Curtin students over O'Week and Week 1.

Special Compliments to Bry and Dylan for their stall activities, I think they were not only very effective but really captured the essence of your departments and spirit.

Results of the Activities:

Jar Activity (Voting on 4 categories, where each student has 1 vote)

1. Environment: 71 Votes
2. Employment: 37 Votes
3. Quality Education: 22 Votes
4. Welfare: 15 Votes

Total Votes: 145

We had 100 participants in our "Guild Bingo" where students had to visit the other Guild stalls and once they did they got a stamp on the bingo card. A fully completed card got the person a number of prizes as well as an entry into an additional prize pool. For future years I would have Grok inside the Guild zone as they are on the bingo activity, we also forgot to change the accessibility name on the bingo card which will be updated next semester. Each completed sheet got a student a water bottle, USB, pen and notepad.

Students as Partners – Plan on a page *Attached:

Please see the attached draft workplan for the students as partners project. This is still in its draft form, but I wanted to show the council and open to any feedback as to how this project is developing with the university.

Curtin Graduations:

I got to attend my very first graduation ceremonies. I attended the School of Public Health, Biomedical and Physiotherapy Graduation. As well as the Design and Built Environment Ceremony, where Professor Simon Forrest was the keynote speaker. I really enjoyed the time up on stage, I think it is really important to have students up on the stage along with many staff and alumni.

Statement on the COVID-19 Situation.

I released a statement on behalf of the Guild on the Coronavirus/COVID-19 Situation. My Statement is below.

***The Curtin Student Guild** stands in support and solidarity with the staff and students affected by the coronavirus outbreak, and those who are unable to travel to Australia due to the ban.*

*Universities around Australia are being called upon by the National Union of Students to ensure their services are available to those affected. For those directly or indirectly affected, we ask that you contact our **Student Assist** service for financial, housing and wellbeing support - we are here for you, free of charge.*

Email: student.assist@guild.curtin.edu.au

Phone: (08) 9266 2900

Location: Building 106F, Curtin University

Opening Hours: 9:00am – 4:00pm, Monday – Friday.

Curtin University is already making adjustments for those who have had their enrolment, assessments or graduation affected. For those who may have concerns, contact Student Wellbeing 1800 244 043 or studentwellbeing@curtin.edu.au or Curtin Counselling 9266 7850 (during working hours).


We understand that many people will feel anxious as news of the virus spreads. We remind all members of the student community to treat everyone equally, and remember Curtin's values of respect and integrity.

***The Curtin Student Guild has a zero tolerance policy against racism and condemns any forms of racism in our community.** We ask that students be patient with your peers, and recognise the stress that has been put on many domestic and international students, especially those with family abroad.*

We call upon all other universities in Western Australia, to open up their services to students and stand with Curtin and UWA in their zero tolerance policies against racism.

*Christopher Hall,
Vice President - Education.*

Sustainable Regards,



**Chris Hall,
2020 Curtin Student Guild VP-E.**

Learning and Student Experience

1. Initiate the Students as Partners model across learning and student experience

SET Sponsor: Professor Jill Downie Project Lead/s: Hana Arai, Catherine Clark Chris Hall, Julie Howell,

Rationale for the 2020 priority – Why this project is a priority:

- An effective Students as Partners model has the potential to improve learning and teaching, inform management decisions, increase student engagement, enhance the student experience and evaluate student satisfaction. These are all areas that fit with the Good University's Guide rating for Support Services and the Curtin University Retention Strategy.
- In addition, international research indicates supporting students to participate equally in governance and project co-creation potentially informs knowledge about a changing student body; generates data for research, and enables stronger dialogue with, and for, students, all these outcomes are aligned with employability.

Objectives – We will achieve:

- A University-wide culture of building authentic partnerships between students and staff at all levels of decision-making and governance.
- Establishment of engagement practices and procedures to provide opportunities for every student to present views, and be heard from the outset, on issues that affect them. This will include establishment of processes for incorporating the voices of currently underrepresented student groups.
- Appropriate education and training that allows all members of the University community to understand the benefits and ways of implementing a Students as Partners model.
- Strong student leaders who undertake key roles in providing professional representation of student interests.
- Forms of engagement and representation that are valued, with Curtin having clear approaches for recognition of student engagement.
- A series of case studies from Curtin's curricula and co-curricular areas which can be used to demonstrate the Students as Partners model in decision making, governance and co-design of learning and teaching materials.

Key milestones – How will we measure progress:

- Alignment and proposed engagement with Student Voice Australia (SVA) (Q1).
- Existing Students as Partners initiatives at Curtin mapped, identifying good practice, gaps and opportunities (Q2).
- Communication and Engagement strategy developed and implemented (Q2).
- Formal Curtin Guild and Curtin University Partnership Agreement established (Q2).
- Outcomes framework to better identify and determine the level of traction and impact that occurs within each program and across Curtin University developed (Q3).
- An evidence base demonstrating a commitment to measurement and evaluation delivered (Q3).
- At least four new Students as Partners Projects piloted (Q4 2020).
- Ongoing training, resources, support, networking and events for students and staff delivered (Q4).

Outcomes - How we measure success

- Students and staff empowered to participate fully and meaningfully in student engagement activities inclusive of:
 - respectful and open-ended conversations to ensure partnerships are dynamic and inclusive;
 - associated 'closing the loop' activities are delivered at a time which will benefit students; and
 - formal recognition of training and extracurricular leadership experiences, alongside a means of reward, are in place.
- A suite of staff and student resources are developed and easily accessible to support best practice.
- Student representative structures provide a framework for meaningful consultation and discussions on student feedback and continue to evolve.
 - Inclusivity & diversity measures and targets are in place to ensure all students have the opportunity to be heard and contribute to decision making processes in a meaningful way.
- Curtin's Students as Partners Model is evaluated and reviewed annually with a view to sustainability and supporting continuous improvement.

Stakeholders - Who needs to be involved (progressing the work) and who are the key stakeholders (impacted by the work)?

- Guild Executive and Post Graduate Student Representative
- All student cohort groups
- SET, Faculty and Central Areas
- Student Voice Australia

Risk management – What are the top key risks for the priority? Please rate each risk: High, Medium, Low

- Lack of engagement of key stakeholders (L)
- Pretense of equal partnership hiding the real disparities of power, consistent with authors (M)
- May lead to accusations of student leaders 'being co-opted' and having their legitimacy questioned (M)
- The Students as Partners Model may be a step too far for many and not fit current patterns of identity and power relations (M)
- The reification of student voice occludes some voices while privileging others (L)

Out of Scope

- Re-writing of Policy and procedures
- Delivering and/or resourcing for additional projects

DRAFT

NEW TO CURTIN

Kick off first year the right way
with our hot tips!

CURTIN STUDENT
GUILD

LEVEL UP YOUR FIRST YEAR

Here are 9 steps to help you kick off on the right foot this year!

1 Get your student ID Card and 2020 Student Sticker

Use to access library services, buildings, for your exams and to vote in the Guild elections! Pre-order through OASIS and collect them from Curtin Connect (Building102).

2 Get your FREE Guild Sticker

All Curtin students are automatically members of the Guild! Show us your Student ID Card and 2020 Student Sticker to get your FREE 2020 Guild sticker and diary to start saving on food, drinks, activities and online discounts.

3 Get social

Follow us for info on giveaways, competitions, student services, and the best food on campus!

@/CURTINGUILD
@/FOODATCURTIN
@/CIIRTINTAV

8 Connect with your Equity Departments

Our Equity Departments are here to get the best outcome for students on all. Follow their Facebook page to stay up to date on events, activities, and giveaways.

9 Finding classrooms

If your class is in 100.301, it means you're in building 100, room 302. Room 302 will be on the 3rd floor.

4 Join a Guild Club

Clubs are the best way to make friends on campus. Go to our website to find one that's right for you. You'll receive two \$5 Club vouchers with your 2020 sticker to help cover the sign-up fee!

GUILD.CURTIN.EDU.AU

7 Join your faculty Facebook group

Connect with other students in your faculty, ask questions and get support. Find your group on the Guild FB page.

@/CURTINGUILD

6 Get ready to start classes

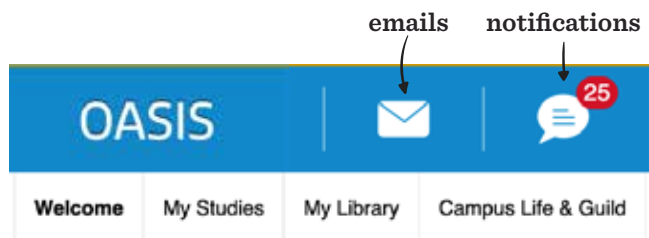
OASIS is where you receive Official Communication and Alerts from Curtin and Blackboard is where you'll access info on your units and submit digital assignments. Don't forget, you won't be able to access your grades until you complete the Academic Integrity Exam (AIP) on Blackboard.

5 Get sustainable

The Guild is taking action to reduce the impact of our activities on the environment. Pick up a reusable straw from any Guild café for \$2.50 and check out our compost bins!

GET TO KNOW YOUR DIGITAL LAUNCHPAD

OASIS is your student online portal. It is where you can access your Curtin information, online resources, and notifications.



Welcome: essentials, student emails, reminders, latest news.

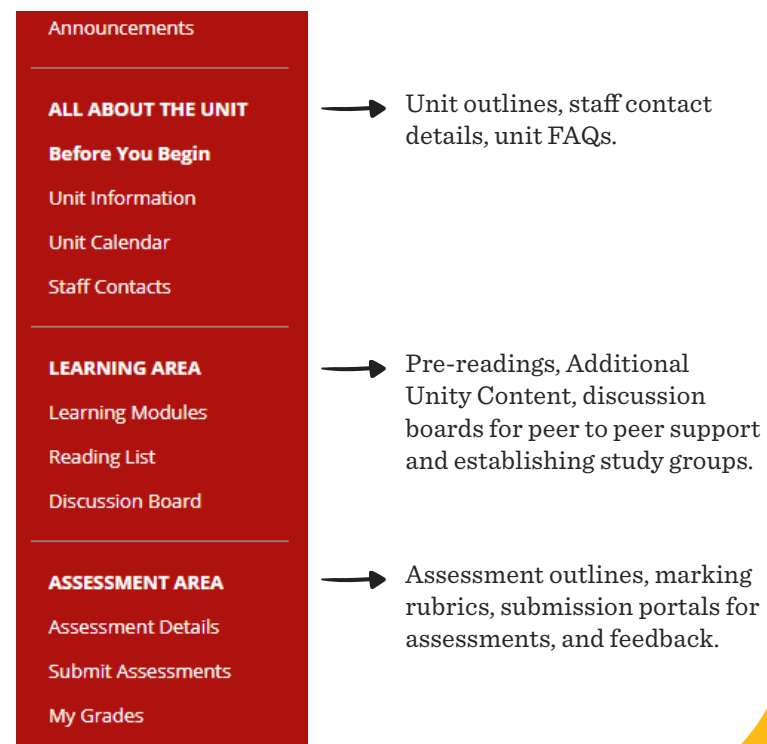
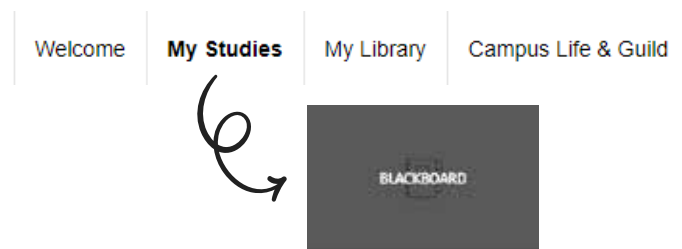
My Studies: enrolment info such as unit outlines, Blackboard (for submitting assessments) and “quick forms” including:

- Submitting an assessment extension
- Appealing against assessment results
- Changing your personal details
- Applying for units

My Library: study room bookings, book loans, referencing guides

Campus Life & Guild: where to eat on campus, how to fast track your student ID or SmartRider, top-up your print card, and how to join clubs!

My Studies has one of your most valuable resources; BLACKBOARD! This online tool gives you all your information on your individual units.



YOUR VOICE ON CAMPUS

Be the first to know about our freebies, event deets, competitions, news, and exclusive offers by following us!

  /CURTINGUILD

  /CURTINTAV

  /FOODATCURTIN

Curtin Student Guild is committed to providing quality services and activities to represent you, the students.



Your Faculty Representatives can help you learn the ropes of uni life, and can also provide peer and faculty support. Go to the fac rep page on our website for more info.



Student Assist offers free, unbiased, confidential support on personal, academic and financial issues, including help with your tax!

7 Handy apps that every Curtin student should have on their phones:



CelloPark



Elsie



Spotify



Thesaurus



Outlook



Lost On Campus



Unidays

Curtin Student Guild represent and advocate for you throughout the year on important issues. We make sure you leave Curtin with more than just a paper.

**CURTIN STUDENT
GUILD**

**BUILDING 106F
CURTIN UNIVERSITY
(08) 9266 2900
HELLO@GUILD.CURTIN.EDU.AU**

**@ /CURTINGUILD
GUILD.CURTIN.EDU.AU**

Vice President – Activities’ Report

Prepared by: Bridge Truell

DATE SUBMITTED: 25/2/20

SUBMITTED TO: GUILD COUNCIL (THROUGH SECRETARY)

1. Vice President – Activities’ Diary

| University Meetings | |
|--|--|
| DATE: | MEETINGS & NOTES: |
| 6/2/20 | <p>STUDENTS AS PARTNERS MEETING</p> <p>Hana, Chris and Lachy were away from February 3rd – 7th so I served as acting president, and proxied for Hana at the Students as Partners meeting. As the year had just begun, this meeting primarily consisted of introductions and a brief from each member of what their area of the University was up to. Most were understandably overrun with O-Week preparation, however this meeting was a really wonderful opportunity to hear about some of the programs and initiatives being run at Curtin that I wasn’t aware of.</p> |
| Guild Meetings | |
| DATE: | MEETINGS & NOTES: |
| 29/1/20 (CURRENTLY REOCCURRING WEEKLY – USUALLY FORTNIGHTLY) | <p>GUILD EXECUTIVE COMMITTEE MEETING</p> <p>Hana discussed the Public Health restructure, the success of the pre-Invasion Day rally event held on campus and hopes to repeat it next year, the huge success of the Beers & Boardgames fundraiser which raised \$700, and potentially writing a statement from the Guild regarding the coronavirus outbreak. Chris discussed his upcoming proposals to Student Assist, exploring the process of implementing an online student representative and discussed the upcoming rural, regional & interstate (RRI) sundowner event.</p> |
| 30/1/20 | <p>GUILD COUNCIL</p> <p>The year’s first Guild Council saw Hana discuss the School of Public Health restructure and the upcoming NUS President’s Summit which she and Lachy would be attending the following week. Chris gave an update on the Student Partnership Agreement and education reforms he’s currently working on.</p> |

| | |
|---------|---|
| 29/1/20 | <p>SOPH CHANGE PROPOSAL DISCUSSION</p> <p>Hana arranged a meeting to discuss the implications of the School of Public Health's recent change proposal, which will be resulting in multiple redundancies. This issue is still ongoing. We reconvened on 12/2 for an update and to discuss our plans moving forward.</p> |
| 31/1/20 | <p>MEETING RE: CLUBS & SOCIETIES COMMITTEE CONSTITUTION</p> <p>Lachy, Chris and I met with Shelley to discuss proposed reforms to the Clubs & Societies Committee Constitution (currently Student Societies Committee Constitution) to ensure it more accurately fits the needs and purpose of these meetings. The changes will pass through Legal Committee and Council when complete.</p> |
| 5/2/20 | <p>CLUBS X VP-A FORTNIGHTLY MEET-UP</p> <p>During this meeting, Shelley and I discussed Clubs Inductions (which will be taking place on Wednesday February 26th) and how to go about ensuring Clubs reps complete the Respectful Relationships module.</p> |
| 18/2/20 | <p>BRAND ROLL OUT AND WHAT IT MEANS</p> <p>This was a brief session with David and Maryanne to formally discuss the upcoming rebrand of our Guild outlets. It was extremely exciting to get a sneak peek of the proposed ideas and I can't wait to see how it all turns out.</p> |

2. Significant Developments

3. Media/Student Engagement

4. Travel

5. Other Matters of Note

On 31/1, Hana, Chris, Lachy, May and I met with the Vice Chancellor, Deputy Vice Chancellor Academic, Provost, and Vice President of Corporate Relations. It was an opportunity to introduce the new Guild Executive to them and discuss our goals for the year.

Planning for O-Day and the first Guild Orientation session at O-Week was ongoing throughout the last month.

O-Week was a lot of fun and largely ran smoothly. Highlights were definitely Friendship Speed Dating and running the Guild Insider Tours.

6. Other:

- a. Leave: 4th-18th March
- b. Higher Duties: Nil

Secretary's Report

Guild Council Meeting #3 27/02/20

Submitted – 23/02/20

Hello again, Members of the 51st Guild Council.

It has been a long month. Classes have begun again. That is all.

Guild Meetings

| Date | Meeting and Notes |
|---------|--|
| 28/1/20 | - Meeting with David Luketina and Chris to discuss regulation changes |
| 29/1/20 | - SoPH Change proposal discussion meeting - Executive Committee Meeting - Finance and Risk Committee Meeting |
| 30/1/20 | - Higher education meeting |
| 31/1/20 | - Meeting regarding the clubs and societies constitution |
| 11/2/20 | - Executive Scope Meeting, David Luketina - Activities Committee |
| 12/2/20 | - Guild Executive Meeting - SoPH Discussion meeting |
| 13/2/20 | - Higher Education meeting |
| 17/2/20 | - Welcome Breakfast - Hana's welcome speech (well done Hana) - Guild Insider Tours! |
| 18/2/20 | - More Tours! - Brand Roll out meeting with Executive and David L - Faculty Dodgeball |
| 19/2/20 | - ODAY - Get to know your guild Session |
| 20/2/20 | - Exec and Portfolio Managers Meeting |
| 21/2/20 | - Legal Committee Meeting |

UNIVERSITY MEETINGS

| Date | Meeting |
|---------|---|
| 28/1/20 | - David Menarry introduction meeting - Pauline Tavani introduction meeting |
| 31/1/20 | - Executive introduction meeting with VC team |
| 20/2/20 | - Engineering Welcome with Fatma |

Travel

This month, from the 3rd of February to the 9th of February, Hana and I were in Melbourne, attending the NUS Presidents' Summit, which ran from the 11th to the 13th, and while it was a short conference, it was a very informative conference. I got the chance to learn about many things I was previously inexperienced about, such as media releases, defamation cases and parliamentary processes, as well as hear what the new NUS officer bearers are planning for the coming year, I am very excited about many of the campaigns they intend to run and can't wait for them to come to our campus!

Hana and I also had the chance to get to know our counterparts from around the country, and for me this was my first-time meeting many of them, I was very impressed by the level of professionalism shown by all attendees.

For transparency purposes, I will state that while Hana and I remained in Melbourne until the 9th of February, however the day after the conference ended we secured our own accommodations and food, no additional charges were afforded to the Guild through us staying past the end of the conference.

Other Items of Business

Induction Paperwork

Chris Grant, thank you for coming in to see me, I am sorry I was out of office and unable to give you your paperwork.

KATELYN COLSEN AND CHRISTOPHER GRANT, you are the final two people who have not completed your CV checks, I would appreciate them before Guild Council, and I will note that it is a requirement of your roll to have them completed.

THE BIG MOVE

As some of you may be aware, the guild offices are undergoing refurbishment, and as such the guild representatives have been displaced, I am happy to note that these works are now nearly completed and the executive will be moving downstairs again very soon.

As one of my KPI's this year, I aimed to complete and audit of the secretary's office, and remove all unnecessary paper that had been taking up space. I am happy to report to the council, that I have reduced the number of physical documents and items of sentimental value from 18 large boxes of mostly rubbish, to only 17 small boxes of documents, 14 of which are potentially vital, and 3 of which are important to the Guild's cultural history, I estimate this is a reduction of roughly 50% by volume. As the move continues these documents will be looked at again to determine what is absolutely vital.

PSC Elections

I am currently enjoying the pleasure of being the PSC elections returning officer, this has taken up a portion of my time, but is now running smoothly, with a ballot scheduled for Tuesday the 10th of March. We did not receive enough nominations to fill out the committee, so if you know any postgrads who want to sign up, please get them to email me!

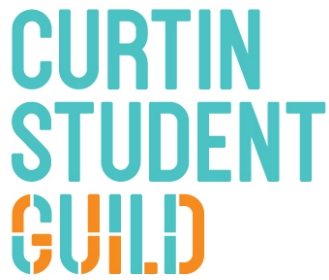
Regards,



LACHLAN LEE
HE/HIM [learn about pronouns](#)
SECRETARY
E SECRETARY@GUILD.CURTIN.EDU.AU
T +61 8 9266 2918 M +61 411 752 404
GUILD.CURTIN.EDU.AU

I attend my office on Tuesday through to Thursday from 9am to 5:30 pm each week, outside of these times I may be slow to reply or unavailable.

I acknowledge that Curtin University is on the lands of the Whadjuk people of the Noongar nation. This land is stolen land and was never ceded. I pay my respects to their elders past, present and emerging.



Student Guild of Curtin University

2020 Representation Board - Meeting #2

University Council Chambers, Thursday the 23 January 2020

Minutes – Inquorate meeting

Inquorate meeting opened at 10.11am

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; Hana Arai, Fatma Sehic, Concetta Martelli, Bry Jagoe, May Majimbi, Ben Grassi, Clare Metcalf, Lucy Rohl, Luke Gibson

2.2. Others Present; Maryanne Shaddick, Andrew Cameron, Lachlan Lee

2.3. Apologies and Leave of Absence; Star Castillo, Amelia Nguyen, Jeru Sundar, Jesse Naylor Zambrano

2.4. Absent;

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

4. Minutes of the Previous Meeting

a) Previous Minutes

Motion: That the Representation Board **approves** the minutes of its meeting on 17/10/2019 as true and accurate record of the proceedings.

b) Circular Resolution - N/A

Motion could not be moved due to lack of quorum

5. Matters Arising from the Minutes – N/A

6. Items Not for Discussion – N/A

7. Reports

- 7.1. President – Hana Arai reported on preparations for O Week, the Beers and Board Games bush fire relief fundraiser and the Indigenous Culture and Solidarity event which aimed to raise awareness of issues around celebrating Australia Day. Hana noted that Guild staff had been invited to work on the Australia Day public holiday but that it was not compulsory. She said that no penalty rates would be paid for ECA staff who did work the public holiday. Hana attended the Students of Sustainability Conference 2020 which provided insights into climate justice and activism.
- 7.2. Vice President – Education – *no report submitted*
- 7.3. Faculty of Business and Law Representative – *no report submitted*
- 7.4. Faculty of Sciences and Engineering Representative. Fatma Sehic spoke to her KPIs and discussed establishing herself as a point of contact. She said that her KPIs were about engaging with staff and students. Fatma noted that faculty groups were now on Face Book which was an exciting place to be. She said that physical presence was not the only way to communicate. She said that positive engagement was essential in 2020. Lucy Rohl said that the faculty groups were too large. She thought they were not small enough to feel like a community. Fatma said that she would take that feedback onboard.
- 7.5. Faculty of Health Sciences Representative – Not submitted
- 7.6. Faculty of Humanities Representative – Connie Martelli discussed her KPI around action and responses to cuts. She also spoke about an initiative to start a music club. Connie said that music was part of Humanities and that there was nothing outside of EMAS. She said that song writing sessions and an end of year concert a possibility. Connie discussed that surveys were needed to keep up to date with what Humanities students wanted. She said that it was important to make students aware of fair trade issues. Connie said that she wanted to increase engagement with the Guild. She said that people did not understand what the Guild was and as well it was important to work closely with clubs. Fatma Sehic said that a music club was a great idea.
- 7.7. International Students Committee President – Not submitted
- 7.8. Postgraduate Students Committee President. May said she intended to increase communications with the PGS cohort as they tend to be among the most isolated students and were often juggling multiple commitments. May said she intended to distribute quarterly bulletins addressing student concerns and keeping them up to date about issues. As well May said she wanted to focus on more social activities to help PG students make new connections. May would also be rolling out the Mental Health First Aid program which was set up by the previous PGS Committee President.
- 7.9. Queer Officer - Bry said that the major social event for Curtin's Queer community would happen in semester two. Bry said it was difficult to get new people to these events and that in semester two we may have better attendance. Bry intended to focus on peer support, counselling and some new smaller events. One event under

consideration was a pool party. May asked whether student involvement tapered off at end of year. Bry said that student involvement increased as the year went on noting that at the start of the year people from the previous year were engaged plus a few new ones. Bry said that engagement picked up over time as word of mouth spread and at the start of semester 2 new students had worked up the courage to come. Hana asked if Bry was going to do monthly meet and greets. Bry said yes that hopefully these would be held during Wednesday's Common Free Time. Bry noted that they had a work placement to work around.

- 7.10. Student Assist Report. Andrew Cameron noted that there were 1100 terminations in December. Student Assist held workshops but attendance was significantly lower than expected. Andrew said that normally these sessions attracted 30 students but this year only five people attended. Andrew reported that there had been a change to how students get informed of OCCs and that as a result Student Assist was concerned that students no longer recognised official communications. He said Student Assist understood that the open rate of OCCs had decreased but that Curtin could not collect stats at this time because of computer error. Andrew said that only 200 appeals had been received by Curtin from the 1100 terminations. Student Assist had seen 100 of those who had been terminated. Andrew said that usually Student Assist would see about 500 students. Andrew said that to help combat this the Guild had sent out an all student email. This had a 41% open rate. Andrew said another issue Student Assist was dealing with was a change to refunding of fees under extreme circumstances. Andrew said that students' marks were not being changed from fail to withdraw. This was because of a procedural change within Curtin whereby the Heads of School did not have to justify why they made a decision. Andrew said that Student Assist was hoping to get Chris and Hana's support to address this with the University. Andrew noted that Student Assist was dealing with a lot of delayed academic misconduct cases. Andrew reported that more than 40 HDR students had lost their supervisors as a result of redundancy in the Health Science area. Luke asked why Curtin had made a change to the official communications portal. Andrew said it appeared to be to make the look more appealing. Hana said that Curtin employed a new head of IT at the beginning of last year which had resulted in many changes. Andrew said students that he had seen reported that they did not know where to find official communications.
- 7.11. Women's Officer - *not in attendance*
- 7.12. Indigenous Officer – *(not in attendance)*
- 7.13. Accessibility Department Officer – Not submitted
- 7.14. Higher Education Developments (*verbal report*) Maryanne Shaddick to distribute the media monitoring about the carbon story and the Snow Fellowship
- 7.15. Other Reports – N/A

Motion: That the Representation Board **notes** the reports.

Moved: ??

8. Items for Discussion and Resolution

Clare commented that a lot of the KPIS were a bit vague and not measurable. Hana said that KPIS should be more general because at the beginning of the year everyone was unsure of

workloads and requirements. However Hana noted that adding more specificity was a good idea.
Committee Minutes

- 1.1. International Students Committee - N/A
- 1.2. Postgraduate Students Committee – N/A
- 1.3. Student Consultative Committee Minutes – N/A

10. General Business. Hana said Deborah Terry was leaving Curtin and that the university had embarked on a recruitment process to find her replacement. Hana said that the university was consulting with different stakeholders and that the Guild had already met with representatives from the recruitment agency. Hana said the Guild raised the issues of the environmental crisis, passionate workforce, and respect for the autonomy of academics, understanding of the diverse range of students and the need for a safe and inclusive community. Fatma said that the Science and Engineering has changed to Sci-eng@guild.curtin.edu.au

11. The next meeting of the Representation Board will be on 20 February at 6pm in the University Council Chambers.

Meeting concluded at 10.52am

.



Student Guild of Curtin University

Representation Board

Meeting #1

10 am on Thursday the 9th of January 2020

G Mart

Meeting opened 10.05am

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; Hana Arai, Chris Hall, Fatma Sehic, Connie Martelli, Amelia Nguyen, May Majimbi, Bry Jagoe, Star Castillo, Ben Grassi, Lucy Rohl, Luke Gibson, Clare Metcalf,
- 2.2. Others Present; Bridge Truell, Lachlan Lee, Maryanne Shaddick (minute secretary)
- 2.3. Apologies and Leave of Absence; Jesse Naylor Zambrano
- 2.4. Absent; Cheyenne Conway, Dylan Botica, Alexandra Pannell, Erin Russell, Jeru Sundar

3. Disclosure of any potential or perceived Conflicts of Interest N/A

4. Appointments

Motion: that the Guild council approves the appointments of the following members to the positions/boards and Committees:

One (1) Member of the Legal Committee:
Clare Metcalf

Two (2) members of the Commercial Services Committee:
Dylan Botica
Bry Jagoe

Moved: Hana Arai (President). Seconded Chris Hall. Motion carried

5. Ballot elections

5.1. Election of One (1) Chair of the Representation Board

Nominations have been received from:

Dylan Botica (Statement Attached)

Jesse Naylor Zambrano (Statement Attached)

Chris Hall told the committee that Dylan Botica had withdrawn his nomination. A motion was called by Chris Hall that Jesse Naylor Zambrano be appointed Chair of the Representation Board.

Moved Hana Arai. Seconded Bry Jagoe. Motion carried .

5.2. Election of One (1) member of the Finance and Risk Committee

Nominations have been received from:

Dylan Botica (Statement Attached)

Lucy Rohl (Statement Attached)

5.3. Election of Two (2) Members of the Activities Committee

Nominations have been received from:

Bry Jagoe (Statement Attached)

Clare Metcalf (Statement Attached)

Lucy Rohl (Statement Attached)

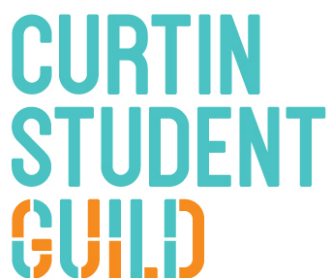
Committee members were provided ballot papers and a secret ballot was held.

6. General Business.

Luke reported that the piano near the CBS was not working. Hana Arai told the committee that the Guild was fundraising for the bushfire emergency. Donation tins had been set up at Guild outlets and a Beers and Board Games event was to be held at the Tavern on 23 January with a Happy Hour from 5pm - 6pm. Donations would go to the Australia Red Cross Disaster Relief and Recovery Appeal. Hana said the Guild was supporting a climate emergency rally on 10 January. Committee members were encouraged to attend the O Day workshop on Jan 15. Committee members were told that office bearers were expected to submit a written report prior to Representation Board meetings.
Meeting closed 10.20am.

7. Next Meeting

The next meeting of the Representation Board is TBC



Student Guild of Curtin University

2019 Representation Board - Meeting #11

Held at 6:00pm on Thursday the 14th of November, 2019

In 400.305

Minutes – Inquorate meeting

Inquorate meeting opened at 6.13pm

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; Jesse Naylor Zambrano; Lachlan Lee; Hana Arai; Romana-Rea Begicevic; Finlay Nolan, Amelia Nguyen; Fatma Sehic

2.2. Others Present; David Jorritsma; Maryanne Shaddick;

2.3. Apologies and Leave of Absence; Bridge Truell, Mike Farrell, Abhinav Gupta,

2.4. Absent; Cheyenne Conway; Alexandra Pennell; Georgia McGrath; Skye Rofe; Erin Russell; Concetta Martelli , Julien Ranguelat; Timothy Adams

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

4. Minutes of the Previous Meeting

a) Previous Minutes

Motion: That the Representation Board **approves** the minutes of its meeting on 17/10/2019 as true and accurate record of the proceedings.

Moved: Finlay Nolan (President)

b) Circular Resolution - N/A

Motion could not be moved due to lack of quorum

5. Matters Arising from the Minutes

The committee was told that Curtin Connect was receiving a lot of complaints about the Respectful Relationships module. David Jorritsma said that all new to course and new to Curtin students would be required to complete the course. He said it was not compulsory for those continuing in a course. David Jorritsma said 3000 sanctions had been applied.

Jesse Naylor Zambrano reported that as a result of feedback the name of the sustainability initiative would be the Environmental Network. The committee was informed that there would be a

special committee meeting to discuss the Guild parking report. Hana Arai said she would be circulating the course reps pilot for everyone's consideration. Finlay requested members end feedback via email if could not make the meeting.

6. Items Not for Discussion – N/A

7. Reports

- 7.1. President – (verbal report). The 50 year sundowner was well attended with a number of university staff there. The event was a good way to maintain relationships with alumni. The President said that the Guild needed to be diligent about tracking our history. Finlay Nolan reported that the Student Voice Steering committee met last week and that the national project would continue to run. There would be a Student Voice action plan every year. Student Voice Australia was a collaboration between 11 universities and TAFE colleges. The program was investigating best practice about authentic student partnership. Chris Hall said that he and Lachlan Lee visited WASM to meet with their Guild about two welfare staff being made redundant. Chris said the decision had lots of implications for students. He reported that a letter had been sent to the Head of School on behalf of WASM and the Guild.
- 7.2. Vice President – Education - (verbal report). Hana Arai reported that the course rep system pilot had officially concluded. A report submitted to Curtin's Teaching and Learning Committee was well received and meetings had been set up with the Deans of Teaching and Learning. Hana said that the Guild was now looking at implementing the course rep system in all faculties. Hana reported that there would be an environmental action event on 27 November in Perth. The Guild would be co-hosting the event on Facebook as part of its commitment to the climate emergency. As well Hana reported that the unit outline review would be submitted to the university on 20 November 2019. A diary cover had been selected from 5 finalists who entered a competition. The winner was a Curtin alumni. Hana said that the School of Public Health was undergoing a change proposal; a restructure of the school. In the past this had meant staff would be made redundant. Hana said that the Guild had met with NTU President Tony Snow to discuss potential action. The change management would impact students whose supervisors lost their jobs. It was estimated that there would be 10 staff and about 40 students impacted. There have been five or six change proposals this year. Hana reported that the Guild was considering a similar strategy to the 2017 Flinders campaign where the key messages were "Put the heart back into Flinders" and "Teachers are at the heart of this Uni."
- 7.3. Faculty of Business and Law Representative - Submitted
- 7.4. Faculty of Sciences and Engineering Representative – Submitted. Lachlan drew attention to the development of short videos to assist student learning which would be a robust resource. He noted that when in Kalgoorlie he was told of student concerns that a staff member would not have his contract renewed. The Electrical Engineering and Computer Science students felt that the staff member was highly regarded.
- 7.5. Faculty of Health Sciences Representative – Not submitted
- 7.6. Faculty of Humanities Representative – Submitted

- 7.7. International Students Committee President – Not submitted
- 7.8. Postgraduate Students Committee President – Submitted. The PSC President raised the issue of students withdrawing prior to their milestone being due. In an effort to find out why this was happening withdrawing students would be asked exit questions. The PSC President attended the Australian Council of Graduate Research Mental Health and Well Bring Forum where she gave a presentation about mental health and recommended a set of national guidelines for HDR around mental health issues. This was accepted. Romana’s presentation was also submitted to the UGSC. Romana said mental health first aid training was available to undergraduates and she had advocated to have it available to HDR students. This had now been accepted by the university.
- 7.9. Queer Officer - Submitted
- 7.10. Women’s Officer - Not submitted. Amelia said that she had been in touch with journalism students increasingly concerned about being victims of harassment. She said that these students did not know about the Respectful Relationships module. Amelia spoke about the cultural sensitivity that exists at some Curtin campuses. She said that it was important that our values are upheld elsewhere. Amelia noted that the Respectful Relationships module was based on Australian law.
- 7.11. Indigenous Officer – (verbal report)
- 7.12. Accessibility Department Officer – Not submitted
- 7.13. Higher Education Developments (verbal report)
- 7.14. Other Reports – N/A

Motion: That the Representation Board **notes** the reports.
Moved: Finlay Nolan (President)

Motion could not be moved due to lack of quorum

8. Items for Discussion and Resolution

9. Committee Minutes

- 9.1. International Students Committee - N/A
- 9.2. Postgraduate Students Committee – N/A
- 9.3. Student Consultative Committee Minutes – N/A

- 10. General Business. Chair Jesse Naylor Zambrano reported that the Environmental Network was earmarked to get off the ground at the beginning of semester one 2020. The committee was informed of a restructure proposal in which five disciplines would be consolidated into four removing one or two. Sexology would be one of them. As a result 10 full time positions would be made redundant. As well there would be relocation of a number of other positions to other disciplines mainly research staff who do undergraduate teaching. It was noted that there was

minimal mitigation planning in the proposal. It was decided that the Guild would set up a meeting with the head of school to ask about mitigation planning. The PSC President said that this was an ongoing attack. Romana said that Curtin had planned to halve supervision hours from 90 to 45 but that as a result of lobbying John Cordery the plan was abandoned. She said that the university was now targeting the same staff. Romana said that it was felt that existing students should be guaranteed to be able to finish their degrees with their established supervisors. It was noted that HDR students did not benefit from semester breaks. This change proposal does not align with Curtin's values. The committee heard that the change proposal was happening because the school was not financially viable. There were not enough enrolments. The committee discussed how to raise awareness of this issue with Hana Arai recommending first exhausting internal avenues. Another meeting will be scheduled to discuss this issue.

11. Next Meeting

The next meeting of the Representation Board is on Thursday, December 19 at 6:00pm in 400.305.

Meeting closed at 7.32pm.



Student Guild of Curtin University
2019 Representation Board - Meeting #11
held at on Thursday the 17th of October, 2019
In 400.305

AGENDA

Meeting opened 6.08pm

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:

Members Present; Alexandra Pannell, Lachlan Lee, Mike Farrell, Bridge Truell, Amelia Nguyen, Concetta Martelli, Erin Russell, Fatma Sehic, Jesse Naylor Zambrano (Chair), Julien Ranguetat, Timothy Adams

2.1. Others Present; Maryanne Shaddick (minute secretary)

2.2. Apologies and Leave of Absence; Hana Arai; Abhinav Gupta, Romana-Rea Begicevic,

2.3. Absent; Finlay Nolan, Georgia McGrath, Skye Rofe,

3. Disclosure of any potential or perceived Conflicts of Interest. None

4. Minutes of the Previous Meeting

a.) Previous Minutes

Motion: That the Representation Board **approves** the minutes of its meeting on 10/09/2019 as true and accurate record of the proceedings.

Moved: Lachlan Lee and seconded by Julien Ranguetat

Circular Resolution - N/A

5. Matters Arising from the Minutes – N/A

6. Items Not for Discussion – N/A

7. Reports

7.1. President – There was no verbal report as the President was absent from the meeting.

7.2. Vice President – Education - There was no verbal report as the Vice President Education was an apology for the meeting.

- 7.3. Faculty of Business and Law Representative – Alexandra Pannell reported on the unit outline review. She said a lot of units did not meet university policy.
- 7.4. Faculty of Sciences and Engineering Representative. Lachlan Lee noted that the unit outline review found that dates were not being applied to the information.
- 7.5. Faculty of Health Sciences Representative – Not submitted
- 7.6. Faculty of Humanities Representative. Mike Farrell reported that the unit outline review was positive with assessments aligning to policy. He noted that there was not always enough information on assessments with instructions such as “see blackboard” not good enough and that dates and times were often missing.
- 7.7. International Students Committee President – Not submitted
- 7.8. Postgraduate Students Committee President – Submitted
- 7.9. Queer Officer. Bridge Truell reported on a workshop undertaken for social work staff. Another was being planned for students. It was noted that Bridge Truell would be presenting at a pre-conference on transgender health. Erin Russell noted that the Religious Discrimination Bill was of concern to this group.
- 7.10. Women’s Officer - Submitted. Amelia Nguyen reported that participation in the Respectful Relationships module was low - less than 20%. Ms Nguyen said that a report coming out in November would provide insights into why so few people had participated. Ms Nguyen discussed an initiative to help low SES women. Donations were being accepted for clothes and assistance was being provided to skill up women for job interviews. Concetta (Connie) Martelli said that the Religious Discrimination Act had consequences for gender. She spoke of the fact that female teachers could be easily fired if they did not conform to a school’s religious standards. Jesse Naylor Zambrano asked a question about the dates applying to the in Respectful Relationships module and how this impacted students’ ability to retrieve their marks if they did not complete it.
- 7.11. Indigenous Officer – There was no verbal report as the Indigenous Officer was absent from the meeting.
- 7.12. Accessibility Department Officer – Not submitted
- 7.13. Higher Education Developments (verbal report) Erin Russell commented on a media article in relation to the Monash University Student Union and recommended a Honi Soit article that was in response to the ABC 4 Corners program “Red Flags.”
- 7.14. Other Reports – Jesse Naylor Zambrano outlined some of the recent initiatives of the Executive Committee. She spoke about setting up the Curtin Sustainability Network which aimed to engage with people who cared about climate change and sustainability. Ms Naylor Zambrano said that a committee had been formed. It was hoped that the initiative would allow the Guild to increase attendance at rallies. An all student email was planned as well as continuous activities and events leading up to 29 November climate strike. Erin Russell wondered if the name was relevant. She said that the activist element should be front and centre. Ms Russell suggested Environment Collective or something similar as an alternative name. Jesse Naylor Zambrano said it is not just about promoting the climate strike. Erin Russell said that people felt emboldened by action. Concetta (Connie) Martelli said if they cared about the environment people would come. Erin Russell said the term sustainability was passive. Concetta (Connie) Martelli outlined the meaning of sustainability and she said the name was relevant. Erin Russell said the point was about what strategies were needed for action. Jesse Naylor Zambrano said the network

could benefit from having a more general name. Erin Russell asked about establishing an environmental officer. Jesse Naylor Zambrano reported on the recent parking survey which surveyed almost 3000 students and staff.

Motion: That the Representation Board **notes** the reports. This was moved by Fatima Sehic and seconded by Mike Farrell.

8. Items for Discussion and Resolution. Erin Russell said that the Representation Board should have a say in the recommendations to the university in relation to the Parking Survey. Lachlan Lee said that a report should come back to the committee. Jesse Naylor Zambrano agreed that Representation Board should have input into the recommendations to the University. Concetta (Connie) Martelli raised the issue of fair trade coffee. She said all Guild coffee should be fair trade. There was discussion about where fair trade coffee was available on campus and it was noted that sales indicated that it was not popular among students. Fatima Sehic said not enough people knew about fair trade coffee. There was discussion about the running an information campaign to drive awareness about free trade coffee. Also discussed was the risk of driving the price of coffee up. There was discussion about whether there were free trade options that were cost effective and had a similar taste palate to the Guild's current coffee blend. As well there was discussion about whether the Guild should look more broadly at sourcing more of its products from ethical suppliers. Ms Martelli noted that there was a need for an information campaign about the benefits of the Guild sourcing ethical products.

9. Committee Minutes

- 9.1. International Students Committee - N/A
- 9.2. Postgraduate Students Committee – N/A
- 9.3. Student Consultative Committee Minutes – N/A

10. General Business

Fatima Sehic and Julien Ranguetat reported that they attended a suicide awareness program. Ms Sehic said she was impressed with the language adopted which destigmatized issues. She said it was important for Guild representatives to understand this because the Guild was dealing with so many students. Julien Ranguetat said that the training should be accessible to club leaders. There was discussion about the role of student partnerships and it was noted that this was more prevalent in the UK. It was noted that the Director of Student Engagement for the Faculty of Business and Law, Hannah Wilkinson, was making a positive impression.

11. Next Meeting

The next meeting of the Representation Board is on Thursday, November 14th at 6:00pm in 400.305.

Meeting closed at 7.03pm



Student Guild of Curtin University

Executive Committee

Meeting #4

To be held at 10:00 am on Wednesday

the 29th of January 2020

In the President's Office

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"

Meeting opens at 10:12 am

2. Attendance:

- a. Members Present; [Hana Arai](#), [Chris Hall](#), [Bridge Truell](#), [Lachy Lee](#)
- b. Others Present;
- c. Apologies and Leave of Absence; [Jesse Naylor Zambrano](#)
- d. Absent

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting: **EC#9/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 8th of January 2020 as a true and accurate record of the proceedings at that meeting.

Moved: Lachlan Lee (Secretary)

Seconded: [Chris Hall](#)

5. Matters Arising from the Minutes:

- a. Action List
 - i. Action: Lachlan to speak to Dylan about borrowing his template.
[Complete.](#)

6. Significant Items

- a. Guild Executive Verbal Reports
 - i. President;

[Hana opens stating that the School of Public Health is in the process of a change proposal that will make 10 key senior staff redundant, with roughly 44 students directly affected and an untraceable amount of collateral damage.](#)

[Hana has been having conversations with Students affected and NTEU to develop strategies moving forward in the short and long term and a campaign proposal is being drafted.](#)

Hana states that the Indigenous Culture and Solidarity event went well with 15 attendees, which is good for Saturday, there was a friendly and collaborative atmosphere with a mix of students. There was overall good feedback on the event and Hana has plans to make it an annual event. Hana also notes that Alicia is keen to work more collaboratively in the future. The Beers and Boardgames Fundraiser went well with over \$700, for 3 charities. Bridge notes there was a good attendance at the events. Hana praises the efforts of the clubs and is glad clubs were involved.

Hana raises that Red Cross donation tins are still in the outlets, and Red cross tins, being queried, Chris raises the red cross expenditure is being released in tiers and is being spread out for better disaster relief management.

Hana asks if it should be changed, Chris suggests wires or the Go Fund Me for First Nations Communities, Bridge suggest the Triple J bushfire benefit.

Hana suggests that the physical tins be changed to avoid any controversy around donations

Hana has been attending Introductory meetings with many university staff. Those have been a good experience for gaining a better understanding and building a point of contact with the university.

The university has made increasing student partnership a part of their plan for the coming year, this will mean they are more accepting of a SPA.

Hana queries if the Guild should put out a statement about coronavirus,

Chris notes that a lot of the fear surrounding the virus is due to media hype and an unfortunate issue is that this generates a lot of racist attitudes directed to Asian people.

The Guild should put out a statement about the racism surrounding the issue and specially noting that we will not be standing for it in our community and possibly get a comment from a connected club.

Hana also notes the slight problem with the invasion day post, and state that while it some people may think it is controversial it is too important an issue to stay silent on. Hana notes that most of the people commenting negatively the post did so in a racially biased manner. Lachy comments that during a previous meeting higher ed meeting Maryanne stated that younger opinions are swinging towards changing the date.

Hana informs the executive that UWA changing their parking system from a permit to a Pay as You Go parking system. Hana suggests that there is opportunity for collaboration on a parking campaign.

ACTION: Hana to talk to UWA president regarding parking Campaign.

ii. Vice President – Education;

All of the members of the executive met with Safer Communities, Chris states that he would like to book in another meeting for the executive to see the safer community's office.

Chris is currently working on the SPA and has been reaching out to conduct more research.

Chris notes for the executive that it takes a year to create a new representative, due to the large amount of paperwork, as such it is a difficult process.

ACTION: Hana to call a meeting for SV working group

Chris has sent his report to Andrew regarding the immediate exam assessment policy.

Representatives are up to date with their orientation.

Chris is planning a Rural, Regional and Interstate orientation event which will fall before census but not during Orientation week, Chris plans for this event to be a relaxed social event in the Tav.

Chris showed the executive mock- up graphics for the potential campaign against the SoPH staff cuts.

ACTION: Hana to delegate record of achievements.

International day of education passed recently, Chris wrote a media release, All compliment Chris on the statement that he put out.

Chris informs that the Survival Guide will contain a fun and interesting elective guide.

iii. Vice President – Activities;

Bridge is looking for additional help with O-week activities. Lachy will assist in MCing Guild Stage. Events are run throughout the whole day on the stage.

The planning for O-Day and the toga party are going well.

Bridge is currently sorting out materials for the toga stall. Hana asks for an update on number of stalls, Bridge states they know that there will be 45 commercial stalls will be there.

Hana advises that Executive need to be replying all, when answering emails, as information is being lost. Action: Executives to flesh out the plan for guild welcome session.

Bridge notes that the guild is going to continue selling toga tickets throughout both day and night of O-day.

There is a conversation around the climate stall and how to involve students with it, a discussion around how to distribute the T-Shirts to best engage the student body.

Action: Hana to flesh out the T-shirts idea.

iv. Secretary;

Lachy opens advising members of the executive that only 4 people remain who have not done their CV Checks.

Action: Hana do your cv check.

Lachy also notes that he was negligent around the reports for Guild Council and thanks Bridge for completing their report on time. Lachy will not be so negligent with the council reports next month.

Chris notes that the vacant position still has not been filled yet, and a number of attempts to contact the next candidate in line have gone unanswered, Chris resolves to contact the person one time further.

Action: Chris to reach out to the next Guild Councillor Candidate.

Chris notes a minor improvement of adding in page numbers to the Guild Council agenda as this will improve readability.

Action: Lachy to add in page numbers on agenda's in header and footers.

v. *Chair of the Representation Board; N/A

EC#10/2020

Motion: That the Guild Executive Committee notes the verbal reports given by the members present.

Moved: Lachlan Lee (Secretary)

Seconded: Bridge Truell (VP-A)

7. General Business

Chris Hana and Lachy will be away next week, Bridge will be acting president.

Meeting closed at 11:07 am.

8. Next Meeting

The next meeting of the Executive Committee will be Wednesday the 12th of February at 9:30 am in the President's Office.

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; Katelyn Colson, Lucy Rohl, Ms Rachel Kogiopoulos, Mr Kenny Lye
- 2.2. Others Present; Lachlan Lee, Hana Arai, Jo Boldison, Karen Rennie, David Luketina
- 2.3. Apologies and Leave of Absence; Min D Chia, Beatrice Panganiban, Fatma Sehic
- 2.4. Absent;

Due to the current Chair and Convenor, Fatma Sehic, being unable to attend the meeting Katelyn Colson nominated herself as the Chair and Convenor for this meeting. All attendees were in agreement.

3. Disclosure of any potential or perceived Conflicts of Interest - None

4. Minutes of the Previous Meeting:

4.1. Previous Meeting Minutes –

RESOLVED: FINANCE AND RISK #1/2020

Motion: That the Finance and Risk Committee **approve** the previous minutes of the Finance and Risk Committee held on the 12th of November 2019 (*Attachment 4.1*).

Moved: Kenny Lye (Member)

Seconded: Katelyn Colson (Chair)

4.2. Any Circular Resolutions – N/A

5. Matters Arising from the Minutes

5.1. Action List (*Attachment 5.1*).

There were no items on the action list.

5.2. Finance and Risk Committee Work Plan 2020 (*Attachment 5.2*)

It was noted that all items on the plan were included as part of the agenda.

6. Items for Decision

6.1. Capital Budget (*Attachment 6.1*)

David outlined for the new members the proposed changes to the 2020 Capital Budget as listed in attachment 6.1 advising that the Guild has been saving for the capital works which totals approximately one million dollars. The Guild also has \$1.5 million in the operating account. The cash flow shows that we have the necessary funds available for the capital purchases.

Katelyn queried the reason for collaboration with Murdoch in relation to the Guilds website and online presence. David explained that he regularly liaises with his counterparts at other Universities and in this case, there is a lot of similarity with both Guild's requirements and a chance to reduce the overall cost to Curtin Student Guild.

Lucy asked if there had been a budget approved previously and if there was a capacity to change the budget part way through the year. David responded that it can be changed and has been previously. Rachel queried the process for reforecasting the operating budget. Karen explained that this generally only happens if trading is considerably lower than budgeted, as most other revenue & expenses are known with some certainty when the budget is created. If however, there is a large variance compared to budget in the first few months of a year, the budget is reforecast to give better monthly comparisons.

Hana asked if the office refurbishment was costing more than originally expected. David advised that due to time constraints, the original budget was created using estimations and based on a more accurate full costing is expected to be approximately \$31.5k more.

RESOLVED: FINANCE AND RISK #1/2020

Motion: That the Finance and Risk Committee recommends the proposed changes attached to the Capital Budget (*Attachment 6.1*)

Moved: Lucy Rohl (Member)

Seconded: Rachel Kogiopoulos (Member)

7. Items for Discussion

7.1. Review of Conflicts of Interests Register (*Attachment 7.1-7.1f*)

David commented that the format of the register is the same as has been presented previously. One challenge with the register is that the students terms start 1st December and conclude on 30th November, which doesn't align with the financial year. It can be difficult to get the students to complete the form at the end of their term, with exams and holidays coinciding, so it is completed at the beginning of the year. Another challenge is that the responses can be varied as the students do not always know what constitutes a conflict of interest. However, for any meetings, conflicts of interest are always noted but these conflicts generally don't have an affect on the meeting.

David queried if this is the best and appropriate way to gather the information. Hana mentioned that being a new student, sometimes it is hard to know what to include. Some people don't respond, some fill out a small amount and some go into a lot of detail.

Karen noted that under accounting standard AASB 124 there is a requirement for Key Management Personnel of the Guild to detail any related party transactions that they may have. Currently the MD, Acting MD and Management Accountant are required to give this information.

It was decided that there would be a guide put together to help students fill in the form correctly. Also, David will speak to the Councillors at Guild Council each year. Additionally the President will be available to help any students who have questions. The Concillors will be asked to fill in the form a few months into their term. The Guild Secretary will follow up any incomplete or incorrectly filled in forms.

7.2. Interim Management Report (*Attachment 7.2*)

Karen discussed the interim audit that was completed in December and the three findings identified by the Auditors:

- Surprise cash counts at retail and food outlets should be completed
 - This has been discussed with the Commercial Manager and a process will be put in place. This is not designed to catch people stealing, but is more about being a deterrent and demonstrating good governance.
- General Journals posted by the Management Accountant should be approved by another staff member
 - Karen noted that the Guild Finance team is small and that results each month are required in a timely fashion. Consequently the Management Accountant is required to enter a small amount of journals. The Guild expects that the yearly audit will review these journals.
- Reconciliation of bank accounts were not all signed off in a timely manner
 - Karen will ensure that all bank reconciliations are signed each month moving forward.

7.3. Curtin Commerce Club (*Attachment 7.3*)

Curtin Commerce Club was discussed regarding the issues in the attachment.

Katelyn queried that if a Club organises something and they don't pay their bills, because they are affiliated with the Guild, are we obliged to cover this if the Supplier contacts the Guild? Are we to protect the club? David stated that the Guild looks after it's members and club members are members of the Guild but will try and chase after the members that are doing the wrong thing only. Complaints were lodged and although it is not technically the responsibility of Curtin University or Curtin Student Guild, to protect the reputation, both entities paid half the outstanding bill.

Kenny queried how the clubs are registered, with David explaining that they are affiliated, not incorporated so we have relatively little powers. They have to have a constitution, have an AGM, voted Office Bearers, produce minutes and an annual financial report, but the main thing we can do in these situations is to stop them being a club.

Kenny asked if there is a review of the Clubs. David mentioned that a constitution has been sorted and the insurance.

8. Items for Noting

- 8.1. Financial Performance 2019 (*Attachments 8.1 – 8.1d*)
- 8.2. Cash Flow Update 2019 (*Attachment 8.2*)
- 8.3. Financial Ratios (*Attachment 8.3*)
- 8.4. Quarterly SSAF report (*Attachment 8.4*)
- 8.5. Cashflow 2020 (*attachment 8.5*)
- 8.6. Insurance 2020 (*attachment 8.6-8.6g*)

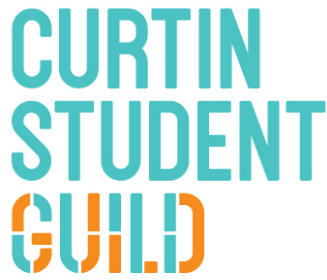
9. General Business

10. Items to be Communicated

11. Next Meeting –

The next Finance and Risk Committee will be held on Wednesday, March 18th at 12.30pm in the Guild Boardroom.

UNCONFIRMED



Student Guild of Curtin University

Finance and Risk Committee - Meeting #6

Held at 9:00am on Tuesday the 12th of November 2019

In the Bridge (Guild Boardroom)

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; Katelyn Colson, Fatma Sehic, Ms Jodie Hede, Mr Kenny Lye
- 2.2. Others Present; Finlay Nolan, Jo Boldison, Karen Rennie, David Luketina
- 2.3. Apologies and Leave of Absence; Lachlan Lee
- 2.4. Absent; Christopher Hall

3. Disclosure of any potential or perceived Conflicts of Interest - None

Katelyn passed a motion to suspend the meeting and bring in the auditor to discuss the 2019 Audit with voting members.

Before the auditor was called in Jodie provided some information to Kenny regarding the audit process. This included that the auditor was here to discuss key areas and that the committee members are given the opportunity to ask any questions. Jodie provided background on the fee requirements and that Moore Stephens has previously acted as the Guild auditors and that the committee were happy with the fee increase being inline with CPI.

Greg Godwin from Moore Stephens was called in at 9.13am to discuss the upcoming 2019 audit.

Jodie queried what Moore Stephens plan is around the new accounting standards. Only some members will be familiar with the changes.

Greg advised that the Audit Strategy Memorandum is a draft document produced from discussions with Karen and shows the significant risks and focus areas for the 2019 Audit. Greg suggested that there were a number of changes that would affect the Guild, and that he had spoken to Karen regarding management accounts and changes in accounting standards in an earlier meeting. As the Guild operates on a calendar year, the changes arising from the standards had to be introduced into the Guild management accounts in January 2019. As the Guild is a not for profit organisation, not all the accounting standard changes are applicable. The 2018 Audited accounts included disclosures regarding the changes.

The biggest changes to the Guild will be around the leases with Curtin University. Greg suggested that the Guild will need to bring the value of the leases onto the balance sheet as a right-to-use asset for the value of the lease over it's period. The Guild also has two peppercorn leases that cover the main administration buildings. Due to difficulties with valuing these kinds of leases the ATO has decided to allow not for profit organisations to show the value of these right-to-use assets at face value.

The voting members were asked what they would like the auditors to focus on. The following items were discussed:

- The Guild's new stock system;

- Tavern events being run at a loss;
- Accounting Standard changes to AASB 15 and AASB 1058 which revolve around a new approach to income recognition for not-for-profit entities;
- The closure of the Bookmark Café;
- Transfers of stock items between cafes; and
- The possibility of fraud due to the pressure being put onto outlets to produce a profit.

Jodie mentioned that David and Karen are across governance and really watch the bottom line and that the guild is in really good hands with what the year ahead has in store. Greg agreed with Jodie as they deal with a lot of organisations and a smooth audit process shows being in good hands.

Katelyn queried whether the change of student representatives would have an impact on the audit. Greg stated that there is not a massive impact as they are not involved in producing the financial reports and financial controls. The biggest risk would be if there are changes to key financial staff or management.

Greg noted that the interim audit would be carried out in December, and the auditors will flag anything of concern if needed. He said it was a good idea for Guild President or Chairperson to pass on their details to the Auditors in the event that there were any difficulties in obtaining information from staff, not that he thought that this would be the case.

It was noted that the deadline for the signing of the accounts is the 31st March 2020.

David, Finlay & Karen re-entered the meeting at 9.37am.

David flagged two items for the Auditors:

- The Guild is changing from network drives to a new Document Management System so there will be changes to the approval processes ie there will be an approval system as opposed to approval being on the actual invoice. This will not affect this year but worth noting for next year.
- It was requested that fraud be a focus for the audit next year.

Greg said that fraud would be an extension of the audit and would be better addressed with an internal investigation. They would be more than happy to provide this kind of service next year and could tailor an approach based on a budget and our needs.

Greg Godwin left the meeting at 9.46am.

The benefits of having an auditor external to that of the University's auditor were discussed.

4. Minutes of the Previous Meeting:

4.1. Previous Meeting Minutes –

RESOLVED: FINANCE AND RISK #12/2019

Motion: That the Finance and Risk Committee **approve** the previous minutes of the Finance and Risk Committee held on the 17th of September 2019 (*Attachment 4.1*).

Moved: Jodie Hede (Member)

Seconded: Katelyn Colson (Chair)

4.2. Any Circular Resolutions – N/A

5. Matters Arising from the Minutes

5.1. Action List (*Attachment 5.1*).

Karen noted that this is complete and part of the agenda in attachment 6.1

5.2. Finance and Risk Committee Work Plan 2019 (*Attachment 5.2*)

David noted that all items are provided as part of the agenda

6. Items for Decision

6.1. Approval of 2020 Operating Budget (*Attachment 6.1-6.1a*)

Jodie thanked Karen for the summary of the 2020 Operating Budget as it is much easier to read, but noted that the percentage change column heading was incorrect. Karen suggested that the monthly financial reports provided to the Finance & Risk Committee will now follow the same format.

Jodie queried if the Guild was comfortable with the plan to keep the revenue from the venues the same as 2019 revenue, given that the trend shows sales decreasing. David noted that it is hoped price increases will help offset this slowing trend. Also, it looks like the Bookmark café may close later in the year than budgeted, which will boost sales from those shown in the 2020 budget.

David detailed a conversation he recently had with staff from Curtin University with regards to spending on campus decreasing. Also, the new development on campus will introduce another 13 outlets, planned to open in the next couple of years. David feels it is unrealistic that additional revenue will be brought to campus and that the external interest would be minimal especially with Waterford shopping centre so close.

Katelyn queried if we have secured an outlet in the new development. David stated that the Convenience store is the only one to go to market at this time. David has asked for Curtin to keep us in mind when the other retail options go to market, but he is not convinced that they are a viable option. Instead, our biggest opportunity could be to manage the kitchen within the new student accommodation.

Kenny asked what options were available if the Guild's revenue continues to drop.. David suggested we could apply to Curtin University for rent relief, conduct energy reviews, and bring down energy costs in Main Café by replacing old equipment. This would also have a potential to reduce labour costs.

Jodie queried why there wasn't a larger difference between the budget for 2019 and 2020 given the Guild had been granted a payroll tax exemption at the end of 2018. Karen stated that the budget for 2019 was re-forecasted mid-year with the payroll tax excluded.

David stated that the Guild needs to continue to do things cheaper. The Guild has also progressively reduced staff over the year as opportunity has arisen. David also mentioned that branding and identity changes of outlets will be happening over the next 6 months as part of driving sales..

RESOLVED: FINANCE AND RISK #13/2019

That the Finance and Risk Committee recommend to the Guild Council that they approve the 2020 Operating Budget

Moved: Jodie Hede (Member)

Seconded: Fatma Sehic (Member)

6.2. Approval of 2020 Capital Budget (*Attachment 6.2*)

Jodie queried if the office refurbishment project will be utilising this years SSAF or next. Karen replied that the 2019 office refurbishment project that took up the under spend of the SSAF for 2019 didn't quite cover the cost of the refurbishments, so a portion of the cost was added to a 2020 SSAF proposal. Karen suggested that it is unlikely that the project will be completed in 2019.

David mentioned that Curtin is happy for part of the SSAF to be spent in operations and part in capital. If SSAF has been earmarked to be spent on capital, then Curtin are happy for current year SSAF to be spent in the following year.

Jodie commented that the Guild will need to recognise the revenue in the correct year, and could consult with the auditors to ensure that this happens. David mentioned that the majority of capital work can only be done in quiet periods, being December, January & February so there is minimal disruption to both staff and students.

RESOLVED: FINANCE AND RISK #14/2019

That the Finance and Risk Committee recommend to the Guild Council that they approve the 2020 Capital Budget

Moved: Jodie Hede (Member)

Seconded: Fatma Sehic (Member)

6.3. Risk Management Plan Update (*Attachment 6.3-6.3a*)

Jodie commented that this is extremely detailed. David responded that it is split into 2 categories. One category is high level risks, which is the focus and the other is the full list of risks. David noted that the Risk Management Plan has been back to the committee a number of times, with there being 4 changes requested. Changes requested were for the risks: fraud, financial loss, becoming irrelevant/increased competition and SSAF rules change. The changes have been completed and are indicated in the plan.

Fraud was moved up from unlikely to possible, with the main move being the level of competition and the risk of making a loss. The table of high level risks has been updated.

Jodie queried if pill testing at Guild events should be occurring given that it is a big discussion item outside of University and targets the age bracket. Katelyn and Finlay both agreed it should with Finlay advising that Curtin are not happy for testing to occur.

Katelyn asked what really counts as possible and moderate? Sexual assault, violence at an event, clubs misbehaving can be quite common events, but they are all listed as moderate. David replied saying that the risk plan is based on the impact on the entire organisation and not the individual. The business continues to function and the consequence on the Guild is not huge, but may be personally. Jodie noted that there are mitigating factors and steps put in place. Moderate is being uncomfortable with the consequence for the organisation.

Finlay queried whether changes to SSAF rules are unlikely. David responded that the SSAF is no longer listed as a motion in parliament, thereby the risk is now lower.

Finlay commented that the consequence of external political influences on guild reps is still listed as minor but seems more possible. Finlay also noted that external political influence on Guild Reps should be listed as possible rather than unlikely. This isn't currently happening and can't foresee it happening next year, but it is definitely possible.

RESOLVED: FINANCE AND RISK #15/2019

That the Finance and Risk Committee recommend to the Guild Council that they approve the Risk Management Plan Update

Moved: Fatma Sehic (Member)

Seconded: Kenny Lye (Member)

7. Items for Discussion

7.1. Insurance 2020 (*Attachment 7.1-7.1g*)

Jodie mentioned that the Kombi was still listed as insured at a big cost. David advised that the Kombi was sold in the previous week. Jodie commented that the insurance quote will need to be modified and Karen advised that this has happened. Katelyn queried which other vehicles the Guild owns with Karen advising that we have three Catering vehicles for deliveries and two registered electric cars.

Jodie queried the cyber insurance. Karen advised that the paperwork the Guild was required to complete was very detailed and structured more around very large organisations. We have requested from Marsh an application form that suits small to medium enterprises instead.

Jodie mentioned that if we are not happy with Marsh, we will need to remove them as our broker and appoint Gallagher to act on the Guilds behalf. She also suggested that it is beneficial to stay with the same broker as they have know your insurance history and understand your business better. Karen commented that it is probably too late to change brokers at this point, as Marsh will already have approached the market. Jodie mentioned that the insurance market is tough at the moment with a number of insurers choosing not to insure particular industries.

David mentioned that the coverage wording on some of the Guild policies is different to the wording on others and we have asked Marsh to address this.

7.2. Business Continuity Plan (*Attachment 7.2*)

David stated that the changes are fairly straightforward and minimal.

8. Items for Noting

8.1. Financial Performance 2019 (*Attachments 8.1 – 8.1f*)

8.2. Cash Flow Update 2019 (*Attachment 8.2*)

8.3. Quarterly SSAF report (*Attachment 8.3*)

8.4. 2020 Cashflow (*attachment 8.4*)

Fatma queried how often we review options from alternate banks for earning interest to ensure we have the best rate possible. Karen replied that we have looked at changing banks in the past but as Bankwest is on campus, and with the amount of cash that is banked there is a big benefit to keeping with the current bank.

David mentioned that we could look at a smaller lender as we have cash in the bank. Jodie suggesting that we could look at a green bank or one that supports the University.

Karen advised we have used UniBank before, and in terms of known ethical banks, we could approach Bendigo Bank and Bank of Queensland.

Katelyn queried if it was worth locking some money away in a term deposit to get a better interest rate. Jodie agreed that it might be good to secure a portion of the Guild's cash.

8.5. Appointment of External Committee Members (*attachment 8.5-8.5b*)

It was noted that Kenny Lye & Rachel Kogiopoulos have been appointed as the External Committee Members

Moved: Fatma Sehic (Member)

Seconded: Kenny Lye (Member)

9. General Business

Jodie thanked everyone and said that she had especially enjoyed being able to work with students. She recommended getting involved in Governance in the future and suggested that it would be helpful for their career progression. Both Katelyn and David thanked Jodie for her contribution over the past eighteen months.

David welcomed Kenny Lye as the newly appointed external committee member.

10. Items to be Communicated

Karen to forward details of both 2020 President (Hana Arai) and External Committee Member (Kenny Lye) to the auditors.

11. Next Meeting –

The next Finance and Risk Committee will be held on a date to be decided once the new committee members are in place - in the Guild Boardroom – .