



Student Guild of Curtin University

Guild Council

2022

Declaration of Approval of Meeting Minutes

I declare that the minutes of the Guild Council held on the 27 January, 2022 have been approved and are true and accurate.





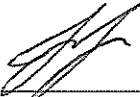
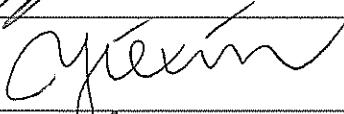

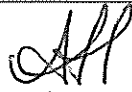
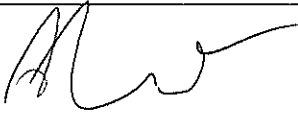


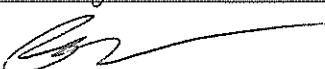
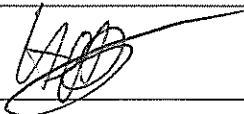
Signed,

A handwritten signature in black ink that reads "Yie Xin Cheong".

Yie Xin Cheong
Chair of Guild Council

Membership Category & Name of Member

Signature

President; Theodora Rohl	
Secretary; Dylan Botica	
Vice President - Education; Madison Ainsworth	
Vice President - Activities; February	
Chair of Representation Board; Jasmyne Tweed	
Chair of Guild Council; Yie Xin Cheong	
Deputy Chair of Guild Council; Hameed Mohammad	
Guild Councillors	
Sophie Scott	online
Athina Hilman	
Adam Reader	
Cassidy Pemberton	
Rachel Taylor	
Joshua Cooper	
Harry Brooking	



Student Guild of Curtin University

53rd Guild Council – Meeting #2
To be held at 5.30pm on Thursday 27th of January 2022
In Council Chambers 100.301

Minutes

Meeting opened 5:37pm

1. Acknowledgement of the Traditional Owners

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

2. Attendance

2.1. Members Present;

Theodora Rohl (President),
Dylan Botica (Secretary/Guild Councillor),
Madison Ainsworth (Vice President – Education),
February (Vice President – Activities),
Jasmyne Tweed (Chair of Representation Board),
Yie Xin Cheong (Chair of Guild Council),
Hameed Mohammad (Deputy Chair of Guild Council),
Sophie Scott (Guild Councillor) - online
Athina Hilman (Guild Councillor)
Adam Reader (Guild Councillor)
Cassidy Pemberton (Guild Councillor)
Rachel Taylor (Guild Councillor)
Joshua Cooper (Guild Councillor)
Harry Brooking (Guild Councillor)

2.2. Others Present;

David Luketina (Managing Director)
Breanna Holmes (Minute Secretary)

2.3. Apologies and Leave of Absence;

2.4. Absent;

Jesse Naylor Zambrano (Immediate Past President)

3. Disclosure of any potential or perceived Conflicts of Interest

Madison Ainsworth raised as an officer of the NUS there is conflict with item 5.7 Appointments of Agents for Referendum.

Dylan Botica raised all elected officers who receive remuneration from the Guild have conflicts with item 5.8 Elected Officer Remuneration Procedure. Only Guild Councillors who do not receive remuneration to vote on this item.

Dylan Botica raised all executive officers have conflicts with item 5.1 (Emergency Management Committee) and item 5.6 Proposed By-Laws Amendments.

Dylan Botica, Adam Reader, Rachel Taylor, Athina Hilman and Sophie Scott expressed conflicts with item 5.10 (Alterations to TidyHQ Regulations) as they are involved with Guild club committees.

RESOLVED GC#03/22

Motion: Anyone with conflicts due to involvement with Guild club committees can stay for motion 5.10 relating to TidyHQ Regulations.

Moved: Dylan Botica.

Seconded: February

Motion carried

RESOLVED GC#04/22

Motion: Conflicted members can stay for item 5.8 Elected Officer Remuneration Procedure but not vote.

Moved: Dylan Botica

Seconded: Theodora Rohl

Motion carried

RESOLVED GC#05/22

Motion: Madison Ainsworth can stay for item 5.7 Appointments of Agents for Referendum for NUS discussion but not vote.

Moved: Madison Ainsworth

Seconded: Dylan Botica

Motion carried

4. Minutes of the Previous Meeting and Circular Resolutions

4.1. Previous Meeting Minutes

RESOLVED GC#06/22

Motion: That the Guild Council approves the minutes of the previous meeting held on the 25/11/2021 and 01/12/2021, as a true and accurate record of proceedings at that meeting

Moved: Dylan Botica

Seconded: Theodora Rohl

Motion carried with amendment that Athina Hilman was not absent put as apologies for last Meeting

5. Business on Notice

Motion: That the Guild Council approves items 5.1-5.6 and 6.1-6.5 en bloc.

Moved: Dylan Botica

Seconded: February

Dylan Botica explains this streamlines items for approval and requests if anyone would like to speak regarding this.

February requests to remove item 5.1. from bloc for further discussion and has question on item 5.2. as to why approval for Deputy Manager is now two year term instead of 1 year.

David Luketina says nothing changed other than Maryanne Shaddick has proved she is capable with an initial one year term and now offering two year term.

Rachel Taylor requests all the motions en bloc for approval to be read out loud.

Dylan Botica reads out items 5.2. – 5.6. and 6.1. – 6.5.

Amended Motion: That the Guild Council approves items 5.2 - 5.6 and 6.1 - 6.5. en bloc

Moved: Dylan Botica

Seconded: February

Motion carried

- 5.1. Implementation of the Emergency Management Committee and the COVID-19 Response Plan

RESOLVED GC#12/22

Motion: The Guild Council recognises that the spread of the COVID – 19 virus is likely to result in an emergency situation and approves/directs that:

1. An emergency management committee (EMC) be formed that consists of the President, Vice President Education, Vice President Activities, Secretary and Chair of the Representation Board. Quorum for the EMC shall be two people.
2. The EMC, upon the advice of the Managing Director, enact the attached COVID-19 Response Plan as and when needed.
3. Despite reservations or specific delegations, the EMC is delegated all necessary powers (and only to the extent necessary) to implement the Response Plan except that all financial expenditure must continue to be approved by a member of Executive and a member of staff.
4. The EMC is delegated the power to change the response plan upon the advice of the Managing Director as and to the extent necessary to adapt to new circumstances.
5. The Guild Council to be updated weekly by the EMC on the implementation of and changes to the Plan.
6. Exercise of powers by EMC members beyond those previously delegated to be documented and provided to Guild Council as part of the weekly update by the EMC.
7. The Managing Director to immediately and directly inform the Chair of Guild Council

of any concerns with the actions of the EMC.

Moved: Dylan Botica

Seconded: Theodora Rohl

Dylan Botica speaks to motion. This plan was provided to him by David Luketina as it is good to have an immediate response with the powers of Guild Council for emergency expenditure only for COVID-19 measures and will be reporting back to Guild Council.

Theodora Rohl speaks to motion. Nothing further but suggests David Luketina may have more to add.

David Luketina outlines that this was done previously in 2020. Very standard for organisations to have emergency response to exercise powers that are necessary for this situation. The Guild regulations are complex and the powers of EMC are for decisions that would normally go to Guild Council but don't have the time. David says that COVID-19 Omicron variant went to nothing to peak in 4 weeks and situation changes quickly. Guild could have situations we haven't had before and this is the only reason for this motion.

February says they are cautious of giving more power to Executive but is for this motion.

Hameed Mohammad questions why ISC and PSC are not involved in the proposed EMC to have an international and postgraduate representative.

David Luketina says that Executive are frequently in the Guild officers day-to-day and these emergency response committees are typically small in most organisations. If there are specific international issues, they would be consulted depending on the timeline.

Madison Ainsworth outlines that this part of her role is to have a basic understanding of issues with international students through regular meetings with Equity Department representatives.

Dylan Botica says that in the past, not during COVID-19, when there are situations about the day-to-day operations, there was a point where there were standing invites from PSC and ISC for special topics.

Theodora Rohl questions why is quorum so low, less than half the membership of the EMC.

David Luketina says there are plenty of places in the Eastern states with a half or third of people are out with COVID-19. We also expecting all Executive to be involved but preparing that not everyone would be able.

Rachel Taylor asks what's different from normal Executive and why is this needed.

Dylan Botica explains that Executive can act as Guild Council for many matters except for things that need to go to Guild Council which retains some powers e.g. spending money over a certain limit, appointment of Managing Director, etc.

David Luketina says Executive has a lot of powers but if doesn't meet quorum, it can't make

decisions. There is nothing outside powers of the normal Guild Council and need to be prepared.

Hammed Mohammad asks if this is just for the Guild or in touch with Curtin's Critical Management team.

Theodora Rohl says she is sitting on Critical Incident Management team and is deciding how to get that information to all Guild representatives and is acting like the bridge between Curtin and the Guild.

Dylan Botica mentions that a similar motion to this in 2020 did not pass.

February highlights that the background for this motion discussed that borders that were initially going to open on February 5.

David Luketina confirms it was drafted when the hard border was going to be removed on February 5. Since then, there have been daily cases, more exposure sites and things can change rapidly.

Dylan Botica poses the question that if this motion does not go through, would Guild Council members willing to have to be ready to meet quorum on campus quickly if decisions had to be made within an hour.

Motion carried

5.2. Extension of Deputy Managing Director

RESOLVED GC#07/22

Motion: The Guild Council approves that Maryanne Shaddick's term as Deputy Managing Director be extended until 31 March 2024.

Moved: Theodora Rohl (President)

Seconded: Dylan Botica (Secretary)

Approved en bloc

5.3. Committee Constitutions Amendment – Manager Commercial

RESOLVED GC#08/22

Motion: That the Guild Council amends the Commercial Operations Constitution to substitute "(a) Manager - Food and Beverage Manager - Retail and Tavern Services" with "(a) Manager – Commercial"

and for related minor amendment to numbering.

That the Guild Council amends the Activities Constitution to substitute

"(a) Manager – Retail and Tavern Services (or nominee)"

with

“(b) Manager – Commercial (or nominee)” and for related minor amendment to numbering.

Moved: Dylan Botica (Secretary)

Seconded: Theodora Rohl (President)

Approved en bloc

5.4. SSAF 2022 Proposals

RESOLVED GC#09/22

Motion: That the Guild Council upon the recommendation of the Student Services and Amenities Fee Expenditure Advisory Committee approves the 2022 Student Guild SSAF Proposals totalling \$3,386,802 and the 2022 Curtin University SSAF Proposals totalling \$3,386,802.

Moved: Theodora Rohl (President)

Seconded: Dylan Botica (Secretary)

Approved en bloc

5.5. Ratification of President Appointments

RESOLVED GC#10/22

Motion: That the Guild Council ratify the appointments.

Moved: Dylan Botica (Secretary)

Seconded: Theodora Rohl (Guild President)

Approved en bloc

5.6. Proposed By-Laws Amendments

RESOLVED GC#11/22

Motion: That the Guild Council proposes and recommends to Legal Committee amendment to the Guild By-Laws and other necessary documents to achieve the following:

- Create an additional process of appointment to subcommittees where the individual is neither a member of the Representation Board or the Guild Council and the appointment is not a body appointment that delivers the following:
 - A removal of nomination fee and the requirement for two (2) nominators;
 - Streamlined timelines and requirements during elections;

Further to:

- Clarify and further detail Circular Resolution voting and availability.
- Any other changes to improve efficacy and clarity of Guild meetings and student societies.

Update position descriptions to reflect current requirements and responsibilities.

Moved: Dylan Botica (Secretary)

Seconded: Jasmyne Tweed (Chair of Representation Board)

Approved en bloc

5.7. Appointment of Agents for Referendum

Motion: That the Guild Council appoints agents for the referendum that we should remain a member of the National Union of Students.

Moved: Dylan Botica (Secretary)

Seconded: Rachel Taylor (Guild Councillor)

Dylan Botica speaks to motion. Call outs have been made to find agents but no viable candidates.

There is discussion regarding why we should remain affiliated with the NUS and what are the benefits and detractors. February confirms we currently affiliate for \$45,000.

David Luketina confirms there would be an adequate budget for those to run an effective campaign for both sides.

Dylan Botica calls for anyone to nominate, there needs to be an agent for both sides. February nominates to be the agent for the No campaign, Dylan Botica for the Yes campaign if no one else can be found.

The timeline to confirm agents within the next week to avoid timeline clashes. Those interested in finding out more can seek information.

RESOLVED GC#13/22

Amended motion: That the Guild Council allows Executive to appointment agents to remain affiliated with NUS. If fails, Dylan Botica appointment for Yes campaign, February for No campaign.

Moved: Dylan Botica (Secretary)

Seconded: Rachel Taylor (Guild Councillor)

Motion carried

Meeting paused: 6:28pm

Meeting resumed: 6:38pm

5.8. Elected Officer Remuneration Procedure

RESOLVED GC#14/22

Motion: That the Guild Council approves the Elected Officers Remuneration Procedure as

recommended by Executive Committee

Moved: Dylan Botica (Secretary/Guild Councillor)

Seconded: Harry Brooking (Guild Councillor)

Dylan Botica speaks to motion. Procedure similar to previous years, required to be created from the tribunal for the officer's pay. Due to conflicts on procedure, bringing to Guild Council for approval.

Cassidy Pemberton raises point 3.1.6 regarding out of office notification as some officers do not have set office times. Discussion around this is more to show when you're on leave and responding to meeting requests to aid professional staff.

Reminder: Only Guild Councillors that aren't paid can vote.

Motion carried

5.9. Portfolio Manager Delegations

Motion: That the Guild Council adds a delegated power so that so that portfolio Managers can also authorise expenditure in other budget areas provided that:

- The expenditure is related to those functions that the portfolio manager is responsible for
- The portfolio manager has engaged with the person responsible for that budget area if the expenditure is material
- The expenditure on any one item is less than \$25,000

Moved: Dylan Botica (Secretary/Guild Councillor)

Seconded: Theodora Rohl (President)

Dylan Botica speaks to motion. He urges everyone to consider additional delegations carefully as they are powers that would normally be reserved for Guild Council.

David Luketina outlines that SSAF projects have to be acquitted to budget categories e.g. Guild election expenditure is under the student representative budget but the professional event team use this for marquees required for the physical event. The best person to approve something is the person ordering to make sure the invoices as received from a governance perspective.

February highlights the value of students controlling student money. Concerned that portfolio managers can approve things on behalf of students and without their knowledge. They said there has been an instance of approving a design but not knowing it would come out of the student representative event budget which has already been halved.

Dylan Botica says there needs to be consideration for the definition of material.

Motion fails

5.10. Revocation of GC #43/21 (Alterations to TidyHQ Regulations)

RESOLVED GC#15/22

Motion: That the Guild Council revokes GC #43/21.

Moved: February (Vice President – Activities)

Seconded: Dylan Botica (Secretary/Guild Councillor)

February speaks to motion. Expresses concern we are not currently getting value for money and when this motion was discussed last year there was less understanding of how the program worked.

Dylan Botica speaks to motion. Says he didn't support initial motion last year and through involvement with clubs has experience many governance and admin issues due no system in place. He outlines TidyHQ is a great tool for the Guild to provide governance, mitigate handovers and benefit clubs of all sizes.

Discussion regarding if transactions for merchandise are mandatory. Clubs would still be able to cash payments but without mandatory use of TidyHQ for governance, it loses all value. Sophie Scott adds as President of Guild club, software has made it really simple to organize and arrange meetings.

February suggests everyone pause to read background documents.

6:58pm Paused to read document

7:04pm Resumed

Theodora Rohl comments that revoking motions should be taken seriously but supports this motion and it was the original purpose for this special meeting as a trial of new programs only works if everyone's on board.

Rachel Taylor expressed that this motion was amended a number of times last year to accommodate with a Guild Council review date set. She highlighted that this motion could create discontent between clubs and the Guild as it can appear to be taking choice away from clubs.

February says that students want a central location to sign up for clubs. This motion is not just about the clubs but about the student experience. Explains how there are mandatory club renewal processes for Guild affiliation and how TidyHQ will become another requirement.

Discussion is had acknowledging it can be difficult for clubs to adapt to new systems. It's raised that there are currently approximately 40 out of 110 (approx.) completely onboarded to TidyHQ and how this significantly benefits the professional staff with more clubs onboarded.

Question is raised about what level of usage is required from clubs. February says official AGM minutes and financial documents as baseline requirements.

Rachel Taylor asks how the Guild will mitigate annoyance from clubs if TidyHQ becomes

mandatory. February says there will be clear communication of changing club renewal processes bonuses to encouragement usage.

Procedural motion: That the question be put.

Moved: Dylan Botica

Seconded: February

Motion carried

Vote on motion 5.10.

Motion carried

Rachel Taylor requests that individual votes are recorded for this motion.

Voted Yes

February, Madison Ainsworth, Theodora Rohl, Cassidy Pemberton, Harry Brooking, Sophie Scott, Hameed Mohammad, Jasmyne Tweed, Adam Reader, Dylan Botica.

Voted No

Rachel Taylor

Abstained

Joshua Cooper.

6. Minutes of Committees Reporting to the Guild Council
 - 6.1. Representation Board – Meetings held on 25/11/21; 1/12/21
 - 6.2. Executive Committee – Meetings held on 4/11/21; 18/11/21; 16/12/21; 13/02/22
 - 6.3. Activities Committee – Meetings held on 16/11/21
 - 6.4. Commercial Operations Committee – Meetings held on 19/10/21
 - 6.5. Legal Committee – Meetings held on 01/07/21

RESOLVED GC#16/22

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

Moved: Dylan Botica (Secretary)

Seconded:

Approved en bloc

7. General Business

Theodora Rohl shares that there are more updates for international students with new government policies. Students who have spent two weeks interstate can apply for WA.

Dylan Botica reminds everyone to complete the register of interests that have been sent. David Luketina adds when filling out conflict form. If you have employment that's clearly

unrelated, does not need to be included. Should things chance later you can declare in those meetings.

8. Next Meeting

The next ordinary meeting of the Guild Council is Thursday, 17th of February at 5.30pm to be held at 400.405 (Health Sciences Boardroom). Documents and motions are to be submitted no later than 4:30pm on Thursday 10th of February to secretary@guild.curtin.edu.au

Meeting closes 7:25pm