

Item 6.1

President's Guild Council Report May

Prepared by: Jesse Naylor Zambrano

Covering Dates: 19/5/21 - 10/6/21

Submitted to: June Guild Council

Leave: N/A

1. Meetings

1.1 University Meetings

Date	Meeting	Comments
20/5	Academic Board Executive	
21/5	Student as Partners Meeting	Providing suggestions to SAP Pilot
24/5	Vice Chancellor and President Monthly Meeting	Discussion: Asking for LFT Strategy updates, promoting benefits of SAP inspired feedback structures, advocating to return second tuition free weeks, Curtin counselling wait times/funding, campus culture, changes to research units and lack of consultation in Health Sciences
25/5	MD Feedback Meeting	Meeting with university stakeholders as part of Managing Director Appointment/Reappointment Procedure
28/5	Academic Board	Advocated for Curtin Counselling wait time to be addressed urgently. Asked UAB to consider the effect of their learning and teaching strategy on students' mental health. Advocated for paying teaching staff for front line support for students.
1/6	Respect. Now. Always. Steering Committee	
9/6	Bentley Campus Activation Working Group	Channelled feedback from Club Committees and Student Experience team on supporting clubs. Advocated for university to provide funding to Guild to boost clubs and activities Semester 2. Raised parking and SAP initiatives to activate campus.

1.2 Guild Meetings

Date	Meeting	Comments
19/5	Guild AGM	All motions from 2019 and 2020 passed.
20/5	Guild Exec	
20/5	Representation Board	
24/5	Grok and President	Catching up with editors for discussion about Sem 2 plans
26/5	Marketing Coordinator Decision	Decided on successful candidate for Marketing Coordinator role
27/5	Curtin Union Taskforce Meeting	Catching up on Sem 1 news and preparing for University Academic Board
27/5	Guild Council	
3/6	Exec Committee	
8/6	Activities Committee	

2. Items of Significance

2.1 Learning for Tomorrow Consultation

I met with the Vice Chancellor 24/5/21 and requested an update on the LFT Consultation timeline and the next iteration. The VC said there would be another round of thorough consultation for the next iteration. We recommended that consultation happen towards the end of the holidays/start of semester 2. Based on the information gathered, I issued an [update on LFT Consultation](#) to students on 26/5/21.

I did not hear from the VC over the next 2 weeks. I followed up 9/6/21 with specific questions: when will the updated version be available, will students be able to read it, what is the timeline of next steps, let's start organising consultation and where will the pilot be conducted.

2.2 Semester 2 Learning Mode

I have been requesting information on the degree to which students can expect learning to be online in semester 2. The university starts planning semester 2 academic calendar in April. When I asked on 20/4/21 whether in-person lectures would return, they said they couldn't answer until the timetable was ready 4 weeks before semester 2.

I have been reinforcing the importance of students having in-person options for every part of their learning on the committees I attend, including my VC Meeting, Bentley Campus Activation Working

Group and University Academic Board. Lack of in-person learning has implications for not only our studies, but campus life and student wellbeing.

Through my enquiries with the DVC Academic, I have gained the following information: Curtin is “able to return to a full face to face/blended timetable for smaller and larger classes”. All smaller group sessions will be face to face and Workshops in Science and Engineering are returning face to face. Some academics have changed lectures to deliver material via sessions labelled ‘Large Group Collaborative Sessions’.

I met with the managers that report to DVC-A ([Curtin organisational chart](#)) on 10/6 and learned that of 7000+ activities scheduled in the timetable, 7% are online. Managers have consistently avoided the question of what proportion of lectures will return in-person, but this sounds promising. There will be 227 ‘Large Group Collaborative Sessions’, which are ‘debates, industry engagement, interview panels, immersive and interactive experiences’ etc.

We will have more information when the timetable is released Monday 14/6. I have requested for the Guild to receive a copy of the timetable.

2.2 Bentley Campus Activation Working Group

I have been really going hard on the importance of community and connections between students at Curtin. My biggest focus has been clubs, and the vital role they play in organising spaces and events where students can bond over common interests and form relationships. I spoke about this in my [speech at the Vice Chancellor’s investiture](#) (51:20). This turned out to be a great space to preach about clubs and community, because there were a lot of university staff present.

The emerging theme of this activation group is to kickstart the culture of coming to campus. Campus culture is one of the primary roles of the Guild, so I have been advocating for the university to give the Guild resources and support to improve existing initiatives and carry out new ones. I have been trying to guide the discussion in terms of 1. Getting students to campus (parking and transport), 2. Getting students to make friends (Clubs and collectives) and 3. Getting students to stay on campus (campus activation).

Lachy and I reached out to club committees and the Student Experience to gather feedback to relay to the working group. The main themes were: improve the room bookings system, more dedicated clubs spaces, grants to support events.

2.4 Return Tuition Free Week

Students were calling for the return of the second tuition free at the time of semester that it was missing. As semester progressed the impacts began to become clear. Students had less time to catch up, more assignments due and less time to do them in. This has impacted students academics, their mental health and campus life. I raised this with the VC on 24/5.

**TUITION FREE
WEEKS!**

The Guild is advocating for the second tuition free week to be returned as soon as possible.

Complete and share our short feedback form
bit.ly/curtin-tute-free

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Page 14 of 124

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We are now gathering information as to the impacts of the loss from students and staff in preparation for my next meeting with the VC on 23/6. A [short feedback form](#) was released 10/6 and at the time of writing has 327 responses.

2.5 Curtin Counselling

I raised the issue of Curtin Counselling wait times with the VC, as well as the fact that students on Leave of Absence could not access Curtin Counselling. The VC said we would never be able to meet capacity, but she would look at how we could squeeze more out of the system.

The VC has said that she'd be interested in implementing a more holistic approach to student mental healthcare and wellbeing. This would involve having not only clinical psychologists, but mental health nurses, social workers and pastoral care available for students. This was apparently done at her old university. I am working with the Accessibility Officer to investigate how this went at University of Otago and if it was beneficial.

At University Academic Board on 28/5 I spoke to the room about the urgent need to address wait times and ensure care is available for students that need it. In our conversations with Curtin Counselling there has been discussion of managing students expectations around what care can provide. I reframed the issue to the board in terms of - how is Curtin's teaching and learning either exacerbating or mitigating students mental health outcomes? I advocated for in-person options for all learning, for the university to pay teaching staff appropriately to create and deliver engaging content, and for staff to be paid for hours providing front line support and pastoral care to students they work with.

Since this meeting, the university has reached out to us about the development of a Health and Wellbeing area.

2.4 First Nations Representative

First, I must acknowledge that the First Nations Representative role has remained vacant for too long. We are now turning our attention to ensuring the role and collective is filled as best as possible, and the department given a running start.

We have finalised changes to the role based on feedback given to us by the previous First Nations Representative and our consultation with Ingrid Cumming, Curtin's Nyungar cultural advisor. This includes increasing paid time and improving structure for the role, improving support to the representative through a mentorship from Ingrid Cumming, and organising cultural training for Guild staff and reps.

Expressions of interest for the role have been opened and publicised via posters, social media posts and an all student email. We will not be able to open the ballot until week 1 of semester 2, so at the moment our focus is on engaging interested parties and getting the word out about the role/department.

I am currently in the process of organising cultural training for Guild staff and reps, hopefully for the end of the holidays/start of semester.

2.5 Assorted Guild Work

- **Guild Executive Support:** The Guild Executive met to discuss our work practices and developed a set of principles we can work by to work more efficiently and sustainably. These include being ruthless with time and energy, saying no to requests if we don't have capacity for them, and making decisions that result in action. As we have SSAF underspend, there is funding capacity to hire a staff member to directly support the Guild Executive. The role has been created and a member of staff hired who will begin over the next month. This role will help provide some of the support provided by the Research Officer, a role removed in 2019, which handled admin and research tasks and worked more closely with the exec.
- **Guild AGM:** At the AGM, we had to pass motions from 2019 as well as 2020 because there was no AGM in 2020 due to Covid. Luckily, the AGM was well attended and we had no issues with quorum. All of the motions passed. I noted feedback about Curtin Counselling wait times and completing election promises, and have been trying to act on these.
- **Curtin Union Taskforce:** Reconvened CUT and started laying plans for semester 2 advocacy.
- **Beakers Cafe to Chemistry Kitchen Pipeline:** I organised for Guild Councillors Rachel Taylor and Luke Brosnan to work with the Managing Director to prepare a proposal to repurpose the Beakers Cafe premises to be a student and staff kitchen area.
- **Managing Director Appointment/Reappointment Process:** I completed the extensive consultation process and prepared a report for the Guild Executive. Based on this report, the Guild Executive will put a motion to Guild Council regarding the Managing Director's contract.
- **Grok:** I wrote my fourth President's Column for May, discussing tuition frees, the new VC, LFT Consultation and Curtin Counselling. You can read my [May 2021 President's Column](#) here!
- **Marketing Director:** I participated in interviews to hire a new member of staff for the Student Experience team. This staff will support the team in running social media accounts and securing member benefits for Guild members.

3. Use of Delegated Powers

- **6.19 Matters Relating to Creating, Appointing, Changing, Dismissing or Redundancy of Employees or Employment Positions Under the Employee Collective Agreement**
Used this delegated power to establish 6 month 4 day per week contract for one member of staff to support the Executive
- **8.10 Power to Approve Policy**
At Guild Executive on 3/6 the Exec approved a Drug and Alcohol policy for Guild Staff. This policy falls under Human Resources.

Item 6.1.1

Guild 2021 Key Performance Indicator Mid Year Review Matrix

Representative: Guild President

Date: 11/6/21

Date for KPI Mid Year Review completion: June Representation Board

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

Key Performance Indicator	Status	Comments
1. Representation		
Attend all meetings to which I've been invited, where possible. Where it is not possible for me to attend a meeting, arrange a proxy, and always send apologies.	Ongoing	Had a few hiccups where I didn't realise my attendance was required, now corrected.
Ensure representatives are attending their meetings in line with their KPIs.	Ongoing	
Endeavour to prepare adequately, follow up on actions created during meetings, and report back relevant information to the Exec.	Ongoing	I am good at preparation but follow up is my weakness. Have been trying hard in this area.
2. Improve Guild Reps Training and Resourcing		
Review handover process. Make it easier for reps to provide handover information and facilitate each rep getting an adequate handover.	Ongoing	Initiated start of year, requires completion
Provide resources for navigating the Guild's governance to ensure reps are equipped to fulfil their roles and hold each other accountable.	Completed	Sent information about Guild Governance documents to Guild Councillors
Provide clear guidelines for key rep tasks to ensure reps can provide consistent information and assistance across portfolios.	Pending	
3. Improve information available to students about the Guild's function and activities.		
Populate the website with more information about the Guild's representative roles, boards and committees.	Ongoing	Need to action consistent uploading of documents to website. New website will provide opportunity for greater information about reps.
Provide students with clear pathways to contact their reps or get involved with the Guild.	Pending	
Regularly update students on campaign progress.	Completed	

4. Consultation		
Run a Guild stall/event for reps to talk to students at least three times a semester.	Completed	
Kick off the implementation of the Student Partnership Agreement to set a precedent of strong student consultation in University decisions.	Ongoing	Student Partnership Agreement is developing fantastically. The main focus is building community and empowering students to have greater say.
Ensure robust Student Consultative Committees run in each faculty and are attended by a Guild representative.	Ongoing	Working on improving student consultation in different faculties. Student Partnership Agreement very helpful in this regard.
5. Rebuilding campus culture and creating a strong sense of community.		
Run a campaign advocating for structural change to Curtin's parking system.	Ongoing	Parking Proposal is being prepared, and a team of representatives has been formed to execute a campaign
Create a diverse range of opportunities for students to connect with each other and the Guild.	Completed	
Push for more Curtin student focused communications, such as from Grok and the Guild's channels.	Ongoing	Would like to promote more student events on campus, ex: theatre shows by students
Ensure clubs are well supported and resourced.	Ongoing	Advocating for increased support to clubs
Get Equity Collectives up and running.	Ongoing	Equity collectives are popping off, investigating opportunities to provide more funding, resources and support. Investigating ways to make more accessible.
6. Activism and advocacy.		
Run at least one Education campaign focusing on staff cuts and quality of education at Curtin.	Completed	
Continue to push the university to declare a climate emergency and to transition away from investments in the fossil fuel industry.	Pending	
Participate in at least one national campaign from the National Union of Students.	Completed	Participated in NUS National Day of Action against staff cuts, course cuts, restructures and forced online learning
Run at least one initiative contributing to Aboriginal and Torres Strait Islanders activism and advocacy in	Ongoing	Curtin Student Guild is signed on to endorse Social Reinvestment WA's 'Raise the Age'

WA.		campaign. Throughout the year we have promoted their fundraiser, socials, information about the campaign and campaign launch. I hope to activate this on campus in semester 2.
Collaborate with the Curtin NTEU to push for better quality of education at Curtin.	Completed	
7. Revamp the Guild Precinct with better spaces for students to spend time and study in.	Ongoing	
8. International students		
Strengthen the Guild's interaction with and advocacy for International Students	Ongoing	Paid particular attention to IS angle during Education campaigns. Hope to run campaign with ISC around fees and support.
Run at least two events catering to International Students	Pending	
9. Hold the NUS accountable to our NUS KPIs throughout the year.	Ongoing	
10. Push the University to improve its enrolment portal and processes.	Ongoing	Had organised with Curtin Connect to collaborate on a consultation survey start of semester 2. They have now backed out. Must decide how to proceed.

Thanks for reading!

Kind regards,

Jesse Naylor Zambrano
 President
 Curtin Student Guild

Vice President – Education

Representation Board Report #5

Bridge Truell

Meeting date: 17/6/21

Date submitted: 10/6/21

1. University Meetings

Date	Meeting	Comments
28/5/21	Academic Board	This meeting of Academic Board was the first attended by new Vice Chancellor Harlene Hayne, who spoke to her report. We received the Faculty of Science & Engineering Strategic Update, including efforts to promote gender equity within the Faculty. We then received a presentation on Curtin’s foreign interference management and the current development of a relevant governance framework by the DVC-R. This was also sadly May’s last meeting on Academic Board, but a great chance to celebrate all her incredible contributions.
1/6/21	Courses Committee	
1/6/21	Respect. Now. Always. Steering Committee (RNA SteerCo)	This was the fourth meeting of the RNA SteerCo and my first time attending. During this meeting, Cassidy presented the feedback she’d compiled on the Respectful Relationships module as it stands currently. Jon Yorke provided the Annual Report and Julie Howell spoke to the SteerCo’s action plan and work plan.

2. Guild Meetings

Date	Meeting	Comments
20/5/21	Representation Board	
27/5/21	Guild Council	
26/5/21	Higher Education Meeting	

3. Other Meetings/Activities

Date	Meeting	Comments
21/5/21	Students as Partners Meeting with Jacqueline and Michael	Jesse and I met Jacqueline Boaks and Michael Baldwin through the SaP Community of Practice and we arranged to meet with them to discuss the pilot SaP program they're running in their respective units. Their model sees a couple of SaP reps selected at the start of semester who run a short feedback session (with teaching staff out of the room) which are then turned into a set of actionable requests that are addressed by staff and uploaded to Blackboard each week (to a separate Students as Partners tab) with a resolution or note on the actions that have been taken. These requests have ranged from things like WiFi connectivity to structural changes of an upcoming assessment. During this meeting, we discussed a few potential improvements to the program (particularly around ensuring diversity among SaP reps) and addressed some student feedback that had arisen from these units.
25/5/21; 27/5/21	Student Voice Australia 2nd National Symposium	The 2 nd annual SVA Symposium ran over two days this month. This event brought together leaders in student partnership from across

		Australia, New Zealand and the UK to present case studies, panels, educational sessions, and share resources. Kat Clements and I presented Curtin's Students as Partners case study on the first morning.
3/6/21	Assessment & Student Progression Manual (ASPM) Review	After the feedback we provided on the ASPM at the start of the year, a new draft has been completed and circulated for feedback. To assist with this process, I ran a meeting with Jo-Ann, the Fac Reps, and any other reps who were particularly interested to compile feedback and ask any questions. We submitted our review on June 8 th .

4. Other Projects/Developments:

- A couple of groups of us distributed fresh fruit, lollies and good vibes around campus during study week.
- Our mid-year KPI review has been undertaken, please find my review attached to this report and don't hesitate to contact me if you have any questions or concerns.

5. Travel: N/A

6. Leave: June 8th-11th

Item 6.2.1

Guild 2021 Key Performance Indicator Mid Year Review Matrix

Representative: Bridge Truell

Date: 10/6/21

Date for KPI Mid Year Review completion: June Representation Board

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

Key Performance Indicator	Status	Comments
(Number of the KPI & KPI Title)	<p>Completed (KPI has been met and no further work is required)</p> <p>Ongoing (KPI is continuing but is being actively practiced.)</p> <p>Pending (KPI has not been completed and is not under progress)</p> <p>Incompleted (KPI is no longer applicable/was not completed for set task)</p>	Insert any comments on the KPI for updates, to ensure that you can reach your KPI objectives by the end of your term.
<p>1. Continue building a culture of authentic consultation and collaboration with the wider student body.</p>	Ongoing	<p>I'm extremely happy with the consultative work I've been able to achieve so far this year (in particular, throughout the consultation process for the Learning For Tomorrow Strategy, in working directly with students from Health Sciences and Humanities to lobby their Schools, and the stalls and other on the ground efforts we've made to engage students). This KPI will be ongoing though and I'm excited to see what I can achieve in Sem 2.</p>
<p>2. Continue building an activist presence at Curtin.</p>	Ongoing	<p>While activism takes many forms, wider efforts to engage the student body like rallies have been relatively minimal this year. This is a KPI</p>

		I'll be focussing on next semester and seeing what I can do to progress with it.
3. Investigate and launch a health & wellbeing survey by students for students.	Ongoing	While much of Semester 1 was taken up by the Blended Learning campaign, a well-being campaign and this survey are being devised currently as my next step moving forward for next semester.
4. Continue building union solidarity and supporting the NTEU.	Ongoing	Last year's establishment of the Curtin Union Taskforce has been a vital resource this year for information and skill sharing, building solidarity, and preparing more effectively for upcoming University meetings. I will continue sitting on this taskforce and exploring more ways to strengthen the relationship between our two unions.
5. Promote understanding and communication between students and staff.	Ongoing	While some of this has KPI has been addressed through the LFT student consultation (ie. Ensuring students were aware of aspects of their education experience their teaching staff had little or no control over etc) and Students as Partners efforts, I'll be continuing to explore ways to work on this area (whether it be through an informational campaign, an organised solidarity day or other

		similar means).
6. Compile a readily accessible resource for students on academic misconduct, general misconduct, and academic record fraud.	Pending	I've yet to commence this KPI but given the recent ASPM review, this would be an ideal time for me to get started on this resource and looking into past options we've provided.
7. Promote rural, regional & interstate (RRI) student involvement.	Ongoing	At the end of week 1 in first semester, I organised and ran the RRI student sundowner as part of the Guild's Orientation activities. If possible, I will do so again in Semester 2 and continue exploring ways to engage with this student demographic and explore ways to improve their University experience.
8. Assist the VP-A in the delivery of Stress Less Week(s) and Rad Sex & Consent Week.	Ongoing	I have assisted with both the planning and delivery of Stress Less weeks (still ongoing at this stage) this Semester and will do so again in second Semester. I will begin planning for Rad Sex & Consent Week as soon as possible. I will continue to explore ways to ensure these events are as suitable, enjoyable, and accessible as possible.
9. Support our new Equity Collectives.	Ongoing	Our Equity Collectives have been set up and are beginning to form and start on their activities. I'll continue to explore ways to support the Equity Officers and their new

		<p>Collectives through this year and will try to take a more active role in this space, as it's been primarily taken up by the Secretary and President.</p>
<p>10. Continue improving the culture of student partnership within the University.</p>	<p>Ongoing</p>	<p>I'm extremely happy with the steps we've been able to take in the student partnership space this year. The University have employed a new Students as Partners project lead who Jesse and I have been working closely with as she develops a new SaP continuum and governance structure for the University. We have been actively ensuring the Student Partnership Agreement is upheld on both the Guild and the University's parts. Upskilling of our student representatives has been ongoing and I will continue to explore new upskilling opportunities throughout the year.</p>

Vice President- Activities Report

Guild Council Meeting #6/2021

Meetings

Date	Meeting and Notes
28/4	- Clubs x VP-A
29/4	- Guild Exec - CSLS, CLS and Guild exec meeting - Events x VP-A meeting
5/5	- Higher Ed
6/5	- Exec Meeting - Exec and MD meeting - Clubs x VP-A
11/5	- Vice Chancellor meeting with the Guild. - Activities Committee
12/5	- Higher Ed - Reconciliation Week discussion
13/5	- Exec and MD Discussion part 2 - Exec and PM Meeting - Events x VP-A - Clubs and Societies Meeting
19/5	- AGM
26/5	- Higher Ed - UHSC - Guild Health and Safety Committee
27/5	- Events x VP-A - WAPSS and Physio School Discussion - Clubs x VP-A
2/6	- Higher Ed
8/6	- Activities Committee - Brinner set up and Buggy Lessons - Brinner
9/6	- Bentley Campus activation working group - Clubs x VP-A
10/6	- Events x VP-A - WD Pottery Painting event debrief
16/6	- Higher Ed - Red Bull x Events meeting - Exec x S.exp and S.eng to discuss equity collectives.
17/6	- Guild Exec - Exec Charter Signing

Upcycle Markets

Upcycle markets were great, we had plenty of pre-loved items to giveaway! Even I was able to find some stuff. We were able to donate \$872.45 to the Country Education Fund, and they were extremely appreciative.

Cat Café

Cat Café went well, our main problem being that we didn't have enough kittens to accommodate the overwhelming number of students interested in meeting them. We are looking at running this event again, and now that we have a good relationship with Perth Rescue Angels, we will be able to think about how to expand this to get more students in.

Brinner

We held the classic Brinner during exam week, with 150 serves and loads of juice to give away. We set up a little early, mainly due to my needing to learn to drive the buggy, and main café kitchen closing at 4. We ran out pretty quickly, but were still able to give out all the serve to the hungry students studying, all of whom were very appreciative. The juice was not hugely popular, I'd say this is mainly due to the weather, and that you cant take large quantities back to your study station.

Fruit Giveaways

This year we have opted for fruit giveaways, during the exam week. These were received well, with students appreciating getting some fruit into their diets.

Planning for Sem 2

Event planning for semester 2 is underway, Jess and I have tabled up a rough plan and will continue working on that as things progress. We will see the return of the Guild Ball and Pasar Malam if nothing terrible happens.

Bentley Campus Activation Working Group

This is a new group created by the university with the goal of "activating" the Bentley campus. Jesse put out a brief survey to gather the opinions of the clubs. So far they have been very receptive to the suggestions that Jesse and I have put forward. My main concern with this group is that they are currently only focusing on the semester 2 this year and semester 1 this year, which isn't a long time to fully pursue some projects that would help activate this campus.

Regards,



LACHLAN LEE
HE/HIM [learn about pronouns](#)
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I will be working Tuesday to Friday from 9 am to 4pm I may be slow to reply or unavailable outside of these times.

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 and present.



Vice President – Activities 2021 Key Performance Indicators Mid-Year Review

The following are nine Key Performance Indicators for the role of Vice President – Activities for 2021, listed below are my measures for assessment.

<p>Have our events meaningfully bounce back from the disruption of COVID-19</p> <ul style="list-style-type: none"> - Offer on campus events in 2021, within the allowance of COVID restrictions - Increase the appeal and attendance of our events by making them more engaging to a wider range of students. 	<p>So far so good! With only a few interruptions from having to go back into lockdown, we have been really successful holding events on campus. More work needs to be done to increase event appeal.</p>
<p>Bring our clubs back onto campus, with fun and exciting offerings</p> <ul style="list-style-type: none"> - Encourage clubs to utilize our new online Clubs software! - Encourage clubs to utilize our new and improved function space and club’s HQ for their events or meetings. 	<p>So far clubs have been taking to the new software, we are currently in phase 2 of our roll out to all clubs. The bulk of the feedback has been positive, but there are a few clubs who need additional resources to feel comfortable using the software, we are working to provide those resources.</p> <p>So far club’s HQ is being used very productively, but the zone (the function space) is not available for clubs, to combat this issue, Jesse and I are working to secure more room that will be available for the clubs.</p>
<p>Review the Governance of Clubs to ensure that they are effective for our dynamic club landscape</p> <ul style="list-style-type: none"> - Taking suggestions from club experienced members of our community on how best to adjust the governing documents - Change the structure of the Clubs and Societies Committee to incentivize club participation. 	<p>This is a big project, that unfortunately has been placed to the side. I am hoping to start work in this area during the quiet period for events.</p>
<p>Encourage Reps to utilize the new Events processes</p> <ul style="list-style-type: none"> - Give Representatives more autonomy on their choice and frequency of events - Regularly check in with representatives who are not as active to assist them in planning more events. 	<p>The new events process has worked really well for enabling reps to get out there and bring their brand of events to their community. Uptake has been good, better in some reps than others. Unfortunately, I haven’t been able to encourage some of the reps as much as I’d have liked.</p>
<p>Actively consult to ensure that our events are as accessible as they can be.</p> <ul style="list-style-type: none"> - Utilise the activities Committee to consult with the equity departments on concerns about events. - Keep an “open door” (yes, I know we don’t have doors anymore) policy with the 	<p>We’ve been receiving feedback about the accessibility of our events, and have had discussions about what changes are needed. I have not turned away reps looking to have a discussion or join a discussion related to events. However, conditions in the office do, from time to time require me to use my sound</p>

representatives to ensure that they have an avenue with which to discuss concerns.	headphones, which could affect any rep wanting to have a quick chat.
<p>Expand on the VP-A's open-desk policy for consulting with clubs</p> <ul style="list-style-type: none"> - Making sure that Clubs know I am always happy to answer pertinent questions - Making myself readily available to join in initiatives wherever possible. 	<p>I am regularly flagged down by club committee members I am familiar with to ask any guild related questions. More work needs to be done to reach out and build trust with other clubs. The second point is not the most ruthlessly effective use of my time, and perhaps a bit optimistic. I have joined many initiatives and done my best to help out wherever possible, however due to role and time constraints I have had to say no to things I don't feel are important.</p>
<p>Encourage collaboration between our representatives and clubs</p> <ul style="list-style-type: none"> - Set meaningful expectations between clubs and representatives to ensure all understand the work being undertaken. - Consider how best to include clubs in representative events, where appropriate, to help boost our reach 	<p>We have made a point of flagging clubs that would be appropriate to reach out to for events, and might be interested. More work needs to be done to fully ensure out reps in the best possible way.</p>
<p>Increase the effectivity of Committees and Facebook groups</p> <ul style="list-style-type: none"> - Use the Activities committee to gather feedback from the representatives and facilitate discussions of event ideas/suggestions in a place where they can be tended to by professional staff. - Use the Clubs and Societies committee to gather feedback from the Club Leaders and facilitate discussions and suggestions in a place where they can be tended to by professional staff. 	<p>Activities Committee needs a lot more TLC. Clubs and Societies has been used to gather extremely useful feedback and perspectives from clubs, and we have been able to answer important questions through it. More work is needed to build conversations between club committees.</p>
<p>Ensure Vice President – Activities council report is submitted on time to each guild council.</p> <ul style="list-style-type: none"> - be prepared to speak to any information contained within the report. - Build my Council reports in a way that will actively benefit my successor to read in the year ahead. 	<p>On time is a bit of a stretch, and I did fail to make provisions for Leave in this KPI. I do try to include references to failings and successes of initiatives in my report, I hope these will be useful.</p>

Regards,



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Item 6.4

Secretary

June 2021 Guild Council Report

Hope you're all doing well and my inbox/dms/office are always open if you have anything you'd like to talk to me about. :)

26/05	Advisory Group for improving Indigenous student participation in Scholarships and Credit for Recognised Learning (CRL)
3/06 17/06	Exec Meeting
3/06	ASPM Review 2
3/06	WASM-Bentley Meeting
8/06	Activities Committee Meeting
16/06	Legal Committee
16/06	Exec x S.Exp x S.Eng

Fruit Giveaways

Assisted with handing out fruit and Student Assist fliers for students on campus preparing for their exams during study week.

Executive Committee

At last Guild Council, it was requested for the minutes of the executive committee to include more details regarding club reviews and renewals and to include information about any delegated powers exercised during the meeting. This has now been included in the exec meetings following the discussion.

Legal Committee

Per the discussion at May's Guild Council, legal committee has its first meeting of the year, with a variety of issues to tackle throughout the year in our upcoming meetings. Special thanks to Dylan Botica for being so passionate about updating our governance documents to help the Guild run more effectively.

The committee is currently focusing on changes to Guild (Election and Referenda) Regulations and updating constitutions.

Commercial Services

Per the discussion at May's Guild Council, Meeting invites have been distributed for Commercial Services. The next meeting will be 23/06.

Improving the Information Network

Continuing to work on clearing the redundant files in our M-Files vault and make it easier to find the documents that are actually needed.

Equity Collectives

Lachy, Bridge and I had a meeting with Student Engagement and Student Experience to discuss how these portfolios should be interacting with the equity collective members throughout their terms. Various helpful ways forward and for next year were discussed and will hopefully allow us to structure the collectives more effectively going forward so that they can achieve their purpose.

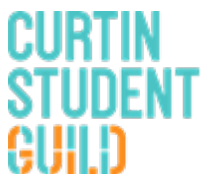
Timesheets

During the relatively quiet period of semester break, reps – particularly those that have been exceeding their hours – are strongly encouraged to take TOIL/leave to rest and regain some energy before results release and O-Day preparations come into full swing.

General Tasks

Approving of payments, responding to governance and other questions, compiling agenda, organising meetings, managing documents, checking in on reps, checking timesheets and various other spontaneous tasks.

Sustainable Regards,



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SHE/HER [learn about pronouns](#)
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My work hours are Tuesday – Thursday 9am – 5pm and Friday 9am – 2pm. I may be slow to respond outside of these times.

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.

Item 6.4.1

Guild 2021 Key Performance Indicator Mid-Year Review Matrix

Representative: Fatma Sehic, Secretary

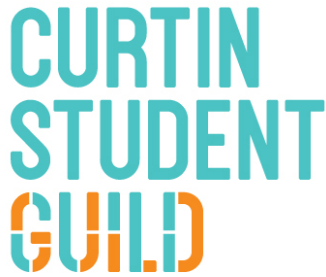
Date: 17/06/2021

Date for KPI Mid-Year Review completion: June Guild Council

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

Key Performance Indicator	Status	Comments
1. Start running fortnightly guild stalls with reps	Pending	This was not a priority in the coming semester as most of the focus was on blended learning and I did not want this KPI to interfere with the wider campaign being run at the time.
2. Research and review mental health services on campus	Pending	I have done some minor research on the wider state of mental health services in Australia and have been minorly involved in discussions about Curtin's services.
3. Distribute meeting invites and agendas swiftly	Ongoing	I made a bad start on this at the beginning of my term but I have been actively working on this, and as a result have been significantly improving how quickly these are distributed.
4. Submit reports that are insightful and on time	Ongoing	My reports so far have been submitted on time. I believe that they provide a good oversight on my activities.
5. Source more opportunities for non-OB reps to get involved	Ongoing	I have done some work in getting involved in this by forwarding opportunities by email and encouraging involving reps in campaigns. I hope to personalise this more and help get reps involved/started on projects they are personally interested in.
6. Equip reps with resources and support to fulfil their roles	Ongoing	I have been making regular efforts to stay in touch with the reps to gauge their progress, any barriers to their progress and following up with solutions/ideas to allow them to progress in situations of barriers. I hope to do this even more, but being mindful of not micro-managing reps.
7. Improve communication and information network with WASM Guild	Ongoing	I have been in regular (at least fortnightly) contact with the WASM President to assist with any queries and assistance they need. I hope to broaden the scope of this assistance and collect some records on

		the WASM Guild in order to have a foundational knowledge on their function to provide to future Bentley Guild Representatives.
8. Assist the VP-A and VP-E in delivering stress less events	Ongoing	I provided some assistance with this during semester 1 but hope to assist in the delivery of larger stress less events and activations in semester 2.
9. Authorise payments in a timely manner	Ongoing	I have been working on this KPI but I can do better. Going forward, I am making it a strong priority to ensure I am more proactive in authorising payments.
10. Improve the information network within the Guild	Ongoing	I have been working on archiving important information regarding campaigns and Guild milestones, significant events and results for future years. I have also been slowly eliminating unnecessary records from M-Files.
11. Continue to run the First Year Committee	Ongoing	Meetings are scheduled for this committee. I have been reaching out to students in order to find people interested in joining the committee to maximise the perspective and feedback we can get from this committee.
12. Assist in increasing club presence on campus	Pending	I have not progressed on this in sem 1 but I will come up with a plan for addressing it in sem 2.
13. Increase the Guild's physical and online presence	Ongoing	I have regularly involved myself in the drafting of Guild posts and have forwarded media-worthy information and suggestions to the student engagement team. I have also been making efforts to keep the website updated.



Student Guild of Curtin University

52nd Guild Council – Meeting #6

To be held at 10am on Thursday the 26th of June 2021

In 100.301

Finance Policy Review

Motion:

The Guild Council, upon the recommendation of the Finance and Risk Committee, approves:

- The revised Budget Policy
- The revised Expenditure and Assets Policy

Moved: Fatma Sehic (Secretary)

Seconded: Jesse Naylor Zambrano (President)

Background:

The following two policies contain the guidelines within which the Guild operates financially. These policies are reviewed on a yearly basis to ensure their continued appropriateness. The changes this year are minor and are noted on the documents as attached. They are also summarised below and have been reviewed and recommended by the Finance and Risk Committee at its meeting of 27 May 2021:

- Budget Policy – A few spelling corrections were made to the flow chart and the main body of the policy.
- Expenditure and Assets Policy – The asset Threshold was increased from \$1,000 to \$2,000. There was a minor grammatical correction.

Confidentiality:

Not Confidential.

Expenditure and Use of Assets Policy

Category: Finance
Information Technology
Facilities

1. PURPOSE

To ensure the Curtin Student Guild's assets and resources are to be used to facilitate the operations of the organisation and to effectively work towards organisational objectives.

2. POLICY STATEMENT

General principles regarding expenditure and assets are:

- This Policy is subject to Delegations made by Guild Council and where any inconsistency arises the Delegations shall take precedence
- All proposed expenditure must be authorised by approved persons before expenditure occurs;
- Assets are not available for personal use except where and as expressly permitted in this or other Guild policies.
- All assets over the value of \$42,000 must be recorded in the Guild asset register and may only be disposed of as per this policy.
- This policy will provide protection against misuse of Guild assets.
- Proper commercial principles will be used when acquiring and disposing of assets.

3. EXPENDITURE

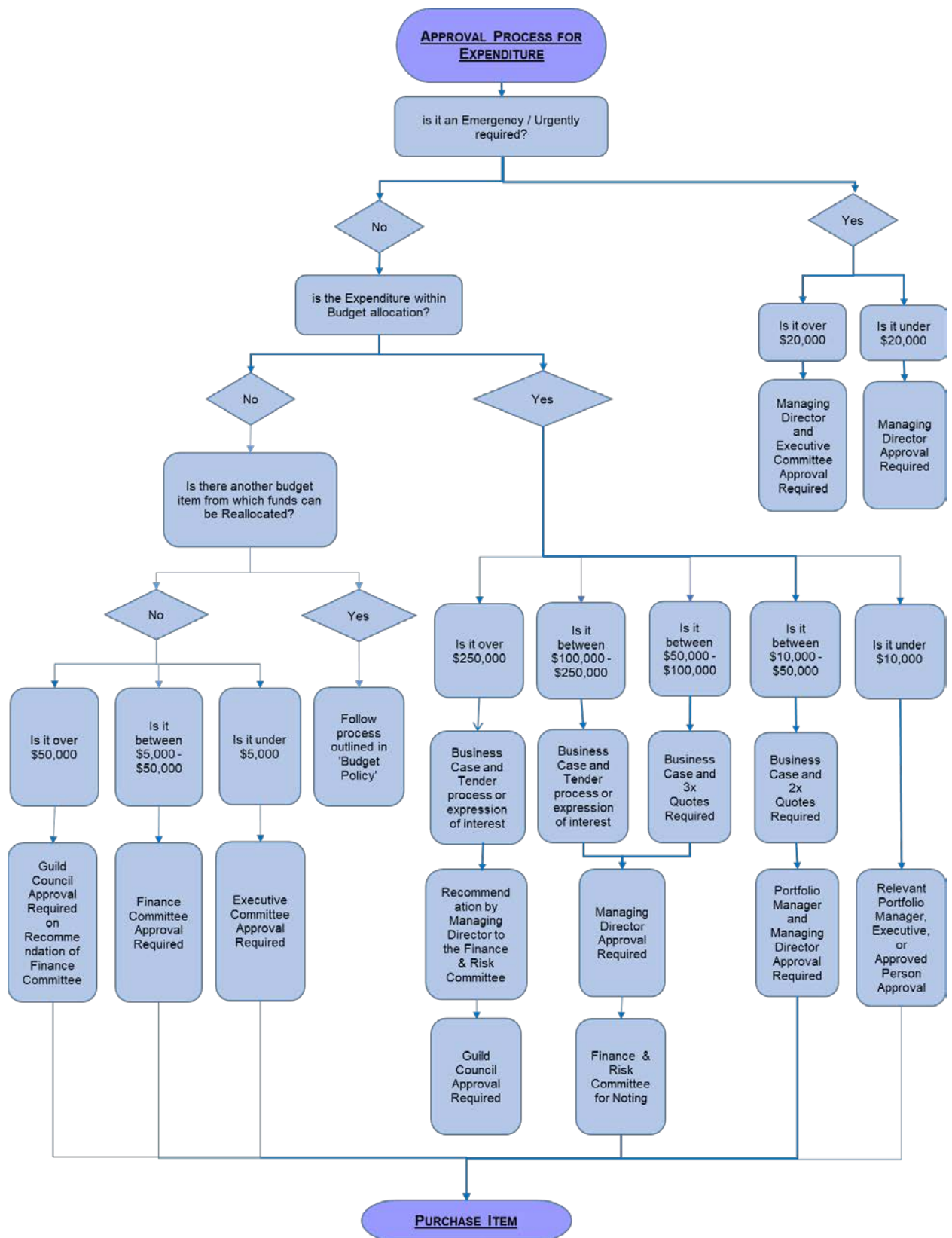
3.1. Approval to Spend

Expenditure must:

- Apart from permitted emergency expenditure, be within the approved budget and align with the objectives, outcomes and intent of the budget.
- Only occur after being authorised by approved persons.
- Comply with the Code of Conduct and be consistent with the Values of the Guild
- Comply with Section 4.2 below when a Corporate Credit Card is used.

Emergency expenditure is expenditure that is urgently required due to unforeseen circumstances or emergencies, and is vital for the continuity of business operations.

The approvals required and process to expend funds is summarised in the following diagram:



No Officers of the Guild have the authority to approve expenditure other than those specified in the preceding diagram. Other Officers of the Guild must seek the approval of the Secretary for any expenditure within the budget, or in the General Secretary's absence another Executive Officer or Managing Director.

The President may authorise an employee as Approved Person on the recommendation of the Managing Director who must specify in writing:

1. The person and/or role
2. The operational need for the Approved Person
3. The approval limit (not to exceed \$10,000)
4. The nature of the items that can be approved

The Management Accountant will keep a record of all Approved Persons.

The procurement process will be as per the preceding diagram with the goal being to acquire products and services at the best competitive pricing, while considering quality, delivery and service. Exemptions from obtaining two quotations include:

1. Expenditure is under an existing arrangement or agreement (e.g. an existing supplier of produce for the main kitchen)
2. There is genuine urgency for the goods or services without which there would be significant operational issues. In this instance the Managing Director must approve (or the President or Secretary for expenses under the Representation budget)
3. The service is unique and/or cannot be provided by another supplier (for example, a performer for an event or only one supplier is reasonably available). In this instance the Managing Director must approve (or the President or Secretary for expenses under the Representation budget)

3.2. Corporate Credit Card

Curtin Student Guild Corporate Credit Cards are only to be used for organisational purposes for items that are purchased on behalf of the Curtin Student Guild, where there is allocated approved budget or funding. Approval from the Portfolio Manager (or their delegate) or Managing Director is required for every credit card purchase. Each purchase is to be acquitted and receipts (tax invoices) are to be kept.

See *Curtin Student Guild Corporate Credit Card Guidelines* and *Finance Payments and Invoicing Procedure* for requirements regarding the request and use of Corporate Credit Cards.

3.3. Purchases from within the Guild

Where the Guild, through its operations, is able to supply a good or service to another Department, then that good or service shall be purchased from the Guild and not from an external source. An exemption to this may be granted by the Guild President, General Secretary or Managing Director.

3.4. Debt Write-Off

The following levels for debt write-offs apply:

- Up to the value of \$10,000 must be approved by the Managing Director.
- Over \$10,000 up to the value of \$50,000 with the recommendation of the Managing Director, must be approved by the Finance and Risk Committee.
- Over \$50,000 must be approved by Guild Council.

4. ASSETS

4.1. Asset Register

All assets over the value of \$42,000 are to be registered in an asset register maintained by the Finance and Technical Services portfolios.

4.2. Computers/smart devices

Employment positions determine whether an employee has access to a Guild computer, laptop or smart device. Guild computers are only to be used for work-related purposes. Further information is in the *Mobile Phone and Personal Device Policy*.

4.3. Depreciation of Assets

Depreciation is allocating the cost of an asset over its estimated useful life. The Guild's fixed assets are depreciated on a straight line basis using the following rates.

<u>Class of Fixed Asset</u>	<u>Depreciation Rate</u>
Furniture, Fittings & Equipment	10%-50%
Motor Vehicles	25%
Building & Improvements	Rate required based on Lease Terms

4.4. Disposal of Assets

Assets must be removed from the asset register when ~~it is~~ they are obsolete, unserviceable, traded-in, sold, missing or disposed of by other means. Consideration must first be given to whether the asset being retired can be utilised by other areas of the organisation.

The *Asset Disposal Form* is to be filled in when the asset is disposed.

5. PERMITTED USE OF EQUIPMENT

Equipment can be defined as anything that is the property of the Curtin Student Guild. This consists of, but is not limited to, furniture, appliances and sound systems as well as specifically built or manufactured equipment. All of the Curtin Student Guild's equipment is to be utilised for purposes of the organisation and its operations.

Where equipment is requested for use outside of organisational operations, approval is required from the corresponding Portfolio Manager or the Managing Director. Other than where already allowed by other policies or guidelines, approval may only be granted:

For an employee if:

- The employee is a regular employee (over 750 hours per year);
- The equipment is valued at less than \$1000;
- The equipment is not likely to be damaged; and
- The employee signs an *Equipment Borrowing Form* which authorises the Guild to deduct the cost of any loss or damage from the employee's salary/wage.

For an organisation if:

- There is a benefit to the Guild in loaning the equipment (e.g. building a mutually beneficial relationship);
- The equipment is not likely to be damaged; and
- The organisation signs an *Equipment Borrowing Form* agreeing to a bond and/or cost of damage (the bond and/or cost of damage is to be proportionate to the risk and/or cost of the equipment).

6. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE MONITORING

The below positions must ensure the correct processes are undertaken when dealing with assets and resources of the Curtin Student Guild.

- Managing Director;

- Portfolio Manager (when dealing with assets and expenditure within their portfolio);
- Finance Area
- Technical Services Area (when dealing with computers, laptops, software, organisational servers and so forth)
- The elected Guild Council and Guild Executive are required where deemed necessary for approval purposes.

7. SCOPE OF POLICY

This policy applies to all employees and officer bearers of Curtin Student Guild.

8. DEFINITIONS

Approved Person

An employee and/or employee role approved by the President on the recommendation of the Managing Director to authorise expenditure.

Employee

Anyone employed by the Curtin Student Guild.

Finance Area

The Finance Portfolio of the Curtin Student Guild, responsible for the finances, accounts and administration of the Guild.

Guild Council

Guild Council has the same meaning as it does in the *Statute No.4-Student Guild*

Executives/ Guild Executives

Executives/Guild Executives has the same meaning as Executive Officer in the *Student Guild (Guild Council) Regulations*.

Managing Director

The most senior position employed by the Curtin Student Guild, who is responsible for the operational management of the Curtin Student Guild.

Office Bearer

Means any Guild Member holding an office elected or appointed in accordance with the Guild Statute Book.

Portfolio Manager

Employee of the Curtin Student Guild who is the Manager of a Portfolio.

Technical Services Area

The Technical Services Portfolio of the Curtin Student Guild, responsible for the information technology of the Guild.

9. SUPPORTING POLICIES & PROCEDURES

Finance Payments and Invoicing Procedure
Budget Policy

10. RELATED DOCUMENTS/LINKS

Corporate Credit Card Guidelines
Equipment Borrowing Form

Asset Disposal Form
 Mobile Phone and Personal Device Policy
~~Variation to Procurement Process Form~~

Policy Manager	Managing Director
Contact	Management Accountant 9266 2462
Approval Authority	Guild Council
Next Review	May 202 <u>0</u> 2

REVISION HISTORY

Revision Ref. No.	Approved/ Amended/ Rescinded	Date	Committee/Board	Resolution Number	Document Reference
New	Approved	21/11/2015	Guild Council		
1	Amended	15/02/2018	Guild Council	<u>24/2018</u>	
2	Amended	<u>28/05/20</u>	<u>Guild Council</u>	<u>19-2020</u>	

Item 7.2 (2)



Budgeting Policy

Category: Finance

1. PURPOSE

To ensure that the Curtin Student Guild's yearly Operating and Capital Budgets facilitate the operations of the organisation and work effectively towards organisational objectives that are sustainable in the long term.

2. POLICY STATEMENT

General principles regarding budgeting are:

- Apart from permitted emergency expenditure, all expenditure must be within approved budgets and align with the objectives, outcomes and intent of the budget;
- Budgets can only be approved and varied in accordance with this policy;
- This policy will provide protection against the misuse of guild assets by ensuring spending aligns with Guild objectives.

3. BUDGETS

3.1. Establishing the Budget

The Curtin Student Guild's operating and capital budgets must be approved prior to the commencement of each calendar year. All expected expenses are to be accounted for by item, area and timing. The specific timeline is:

- 1) At its July meeting the Finance and Risk Committee will, on the recommendation of the Managing Director determine a proposed basis for preparing the budget, outlining the key assumptions and targets to be followed.
- 2) The Managing Director and Management Accountant will present the first draft of the budget to the Finance and Risk Committee at its September meeting.
- 3) Following feedback from Committee Members, Officers of the Guild (via the President) and Portfolio Managers (via the Managing Director), the second draft of the budget will be presented to the November Finance and Risk Committee meeting. The Finance and Risk Committee will recommend the budget to Guild Council for approval.
- 4) The Budget will be approved by the outgoing Guild Council at its November meeting.

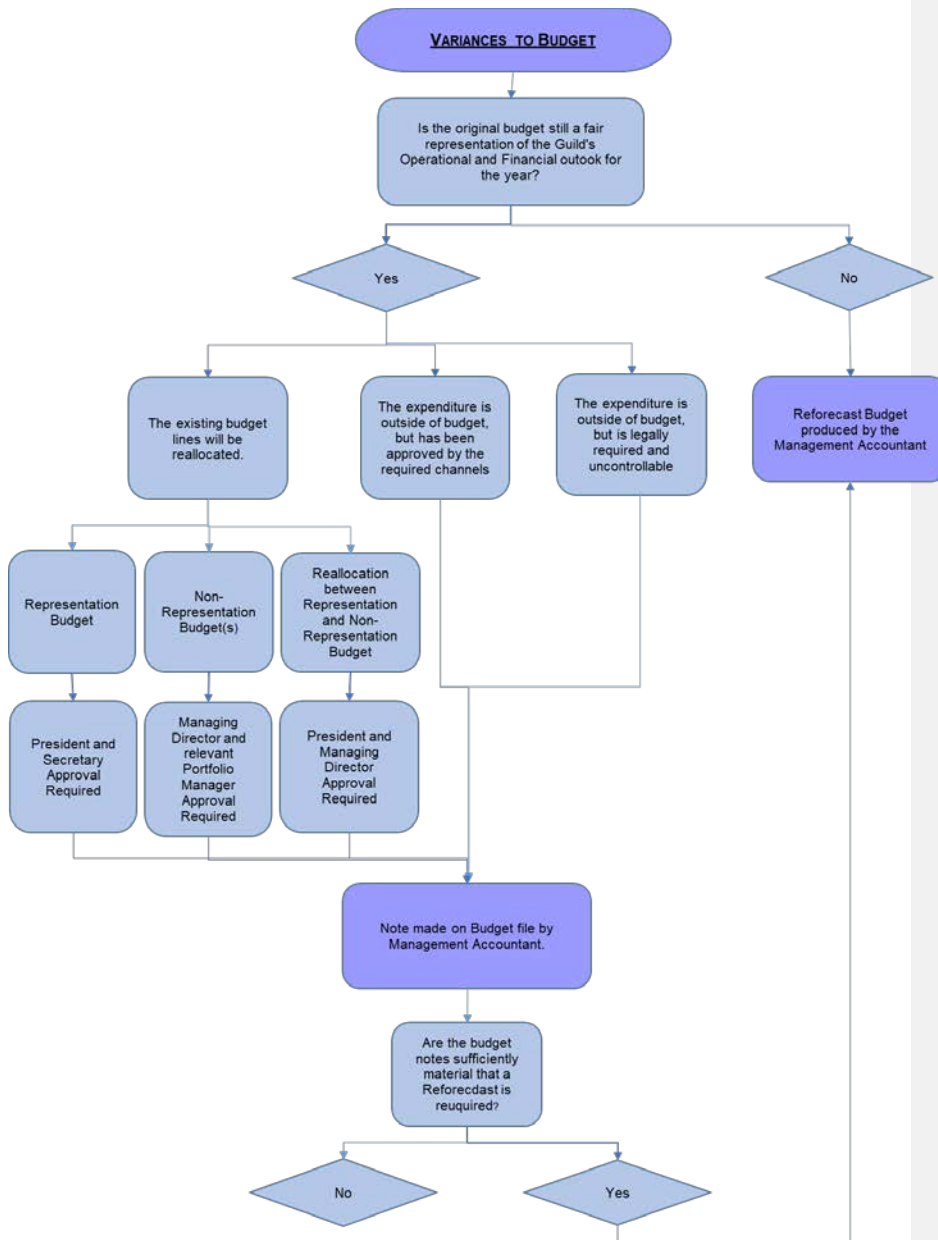
3.2. Variances to Budget

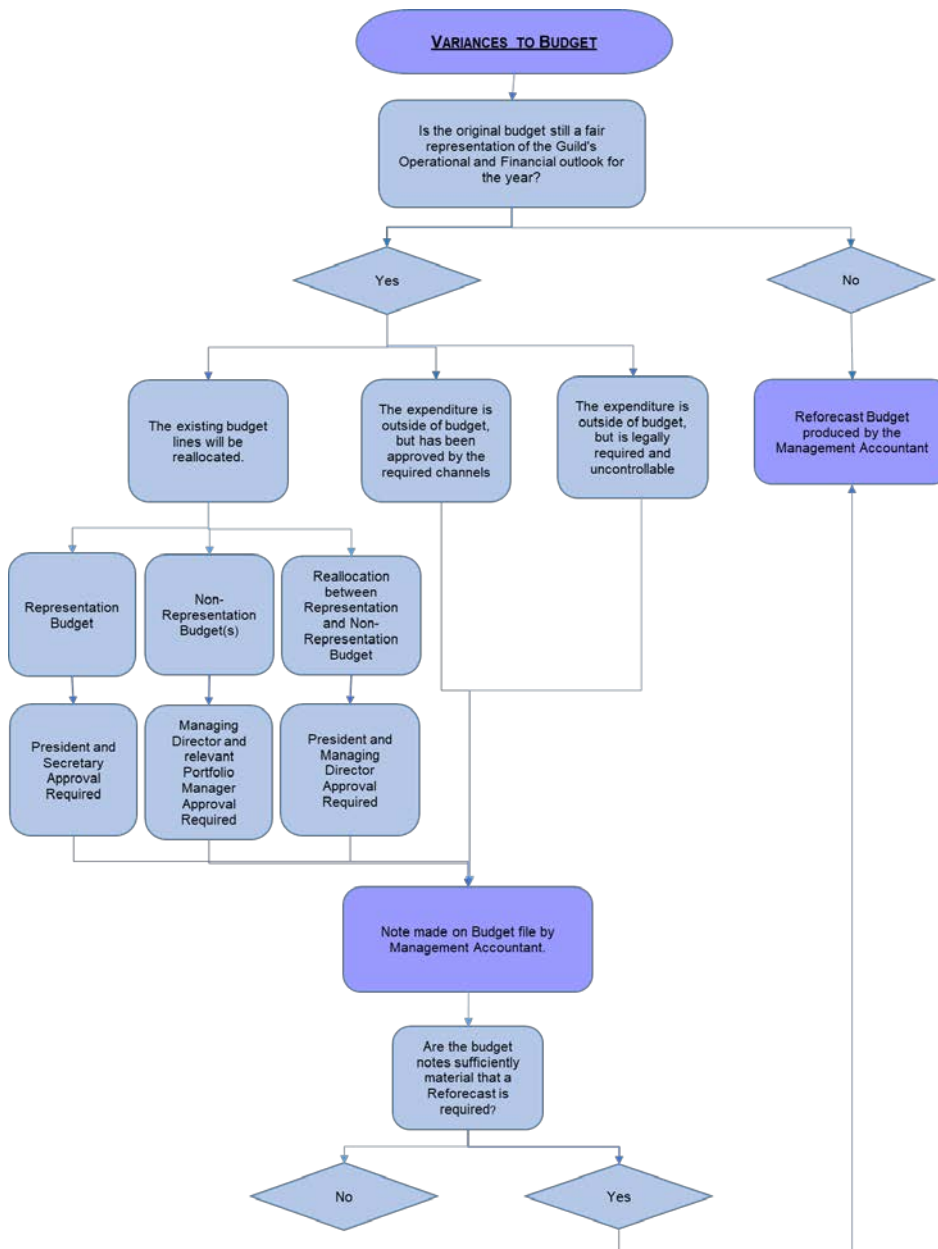
Variances to budget can be handled in the following ways:

- ~~Reallocation - (a reallocation amongst existing budget items to meet the original objectives and outcomes of the budget ie no overall increase. This will result in a budget note, defined below.~~
- ~~Reforecast - an increase or decrease in the overall budget due to significant budget notes and~~
- ~~Budget Note - in the case of approved emergency expenditure, reallocation, or unbudgeted legally required expenditure outside the budget, the Management Accountant will make a note that ensures any variance to budget has been addressed in a transparent manner.~~

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The amendment process is summarised in the following diagram:





4. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE MONITORING

The below positions must ensure the correct processes are undertaken throughout the budgeting process.

- Managing Director
- Portfolio Managers (budgeting within their portfolio)
- Guild Executive (budgeting within Student Representation)

5. SCOPE OF POLICY

This policy applies to all employees, officer bearers of the Curtin Student Guild.

6. DEFINITIONS

Budget

A plan for future Revenue and Expenditure that covers both Operational and Capital spending.

Employee

Anyone employed by the Curtin Student Guild.

Guild Council

Guild Council has the same meaning as it does in the *Statute No.4-Student Guild*

Executives / Guild Executives

Executives/Guild Executives has the same meaning as Executive Officer in the *Student Guild (Guild Council) Regulations*.

Managing Director

The most senior position employed by the Curtin Student Guild, who is responsible for the operational management of the Curtin Student Guild.

Office Bearer

Means any Guild Member holding an office elected or appointed in accordance with the Guild Statute Book

Portfolio Manager

Employee of the Curtin Student Guild who is the Manager of a Portfolio.

7. SUPPORTING POLICIES AND PROCEDURES

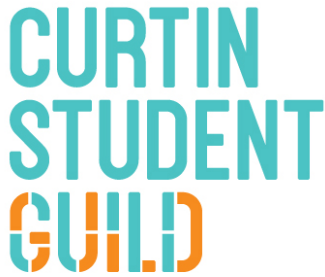
Finance Payments and Invoicing Procedure
Expenditure and Use of Assets Policy

8. RELATED DOCUMENTS/LINKS

Policy Manager	Managing Director
Contact	Management Accountant 9266 2462
Approval Authority	Guild Council
Next Review	May 2020 2

REVISION HISTORY

Revision Ref. No.	Approved/ Amended/ Rescinded	Date	Committee/Board	Resolution Number	Document Reference
New			Guild Council		
1	<u>Amended</u>	<u>28/5/20</u>	<u>Guild Council</u>	<u>20-2020</u>	
2					



Student Guild of Curtin University

52nd Guild Council – Meeting #6

To be held at 10am on Thursday the 26th of June 2021

In 100.301

Risk Management Policy Review

Motion:

The Guild Council, upon the recommendation of the Finance and Risk Committee, approves the continuation of the current Risk Management Policy with the next review date to be amended to 31 May 2022.

Moved: Fatma Sehic (Secretary)

Seconded: Jesse Naylor Zambrano (President)

Current Situation:

The current Risk Policy was approved by Guild Council on 28 May 2020.

The Finance and Risk Committee reviewed the Policy at its meeting of 27 May 2021 and determined that the Risk Management Policy is appropriate and that no changes were required.

The current Risk Management Policy is attached, with the next review date changed from 31 May 2020 to 31 May 2022.

Risk Management Policy

Category: Governance

1. PURPOSE

To support the Guild to achieve its strategic and operational objectives by:

- assisting commercial areas make prudent risk-based decisions;
- enabling high performance across Guild services and activities within an agreed risk appetite;
- promoting risk aware behaviours and continuous disclosure;
- supporting a healthy, safe and environmentally sustainable University community;
- enabling timely resumption of key services in the event of a major disruption; and
- providing assurance to students, staff, regulators, the University and other stakeholders that the Guild has a systematic pro-active approach to risk as part of overall Guild governance.

2. POLICY STATEMENT

2.1. Risk Appetite

All activities involve risk because outcomes are uncertain. The Guild will manage and accept certain levels of risk by adopting an agreed risk appetite which will guide decision making throughout the organisation. Specifically:

- a) The Guild has a low appetite for adverse health and safety impacts and expects no lost time injuries to staff nor injuries of other than a minor nature to others.
- b) The Guild has a low appetite for actions and activities that adversely impact:
 - i student autonomy,
 - ii the reputation and relevance of the Guild,
 - iii the long term financial sustainability of the Guild,
 - iv the student experience (as measured by student satisfaction).
- c) The Guild strives to be innovative and agile in providing services and benefits to members, however, the Guild is not willing to budget for a loss. Specifically:
 - i. the Guild will target a positive or zero underlying profit when budgeting unless there are specific reasons to not do so which are approved by Guild Council.
 - ii. if budgeting for an underlying loss, ensure that there is positive operating cash flow.
 - iii. If it is not possible to budget for a positive operating cash flow, Guild Council will require the CEO and Managing Director to provide a financial plan to return the Guild to financial sustainability.

2.2. Behaviours

The following behaviours will be evident:

- a) The Guild will ensure that risk aware behaviours and risk processes are integrated into business activities
- b) Decision making will reflect the degree of risk
- c) Managers will monitor risk and communicate significant risks to the relevant Guild Committee

2.3. Risk Management Standards

The Guild's Risk Management Framework will consist of:

- This policy
- The Risk Management Procedure (and the Risk Reference Tables therein)
- Risk Management Plan

and will be broadly consistent with the risk management approach of:

- Curtin University, and
- AS/NZS ISO 31000:2009, Risk Management – Principles and Guidelines

3. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE MONITORING

3.1. Council

Council's role is to:

- a) Set and review the Guild's risk appetite;
- b) Promote risk aware behaviours;
- c) Monitor and action significant issues/opportunities, including those on the effectiveness of the risk management framework.

3.2. Finance and Risk Committee

The Guild's Finance and Risk Committee's role is to:

- a) Examine and consider the appropriateness of the Guild's risk management. This will include providing an objective and robust view to Council on the effectiveness of the risk management framework.
- b) Recommend the annual Risk Management Plan to the Guild Council.
- c) Receive reports on the implementation and management of the Risk Management Plan by:
 - i Monitoring and actioning risk reports.
 - ii Reporting significant issues/opportunities arising from those reports to Council.
- d) To determine any aspects of the Guild that should be audited or reviewed and the means by which the audit or review will be conducted

3.3. Managing Director and Staff

The role of the Managing Director and Guild Administration is to:

- a) Ensure that the Guild's operations are within the risk appetite.
- b) Provide continuous disclosure to Council and Finance and Risk Committee of risks approaching or exceeding the risk appetite.

- c) Promote risk aware behaviour.

The role of staff is take all reasonable steps to ensure that operations are within the risk appetite.

4. SCOPE OF POLICY

This policy applies to all employees of the Curtin Student Guild and Council members, and all persons participating in Guild business or activities.

5. DEFINITIONS

Governance

The system by which an organisation is controlled and operates, and the mechanisms by which it, and its people, are held to account.

Guild Council

The elected individuals who comprise the Curtin Student Guild Council; all members are elected by Curtin University Students on a yearly basis.

Managing Director

The most senior position employed by the Curtin Student Guild, who is responsible for the operational management of the Curtin Student Guild.

Risk

The effect of uncertainty on objectives. It is measured in terms of consequence and likelihood.

Risk appetite

Amount and type of risk an organisation is prepared to pursue or retain to achieve its objectives. The Guild's risk appetite is detailed in the Risk Reference Tables within the Risk Management Procedure.

Risk aware

Decisions are made in a disciplined way, taking into account considerations of risk and reward on an informed basis.

Risk management

Coordinated activities to direct and control an organisation with regards to risk.

Risk management framework

The set of components (which include the policy and procedures) that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the Guild.

Risk tolerance

The specific maximum risk that an organisation is willing to take regarding each relevant risk.

6. SUPPORTING PROCEDURES

Risk Management Procedure

7. RELATED DOCUMENTS/LINKS/FORMS

Delegations Register

Guild Audit, Risk and Compliance Committee Constitution

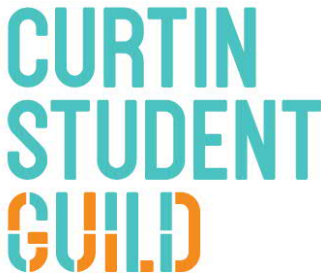
Guild Council Constitution

AS/NZS ISO 31000:2009, Risk Management – Principles and Guidelines

Policy Manager	Managing Director
Contact	Managing Director Tel: 9266 3088
Approval Authority	Curtin Student Guild Council
Next Review Date	31 May 2021

REVISION HISTORY

Revision Ref. No.	Approved/ Amended/ Rescinded	Date	Committee/Board	Resolution Number
New	Approved	12/2/2018	Executive	#7/2018
Rev 1	Approved	30/5/2019	Guild Council	#18/2019
Rev 2	Approved	28/5/2020	Guild Council	#16/2020



Student Guild of Curtin University

52nd Guild Council - Meeting #6

To be held at 10AM on Thursday the 24th of June 2021

In Council Chambers (100.301)

Title: Alteration of Delegated Power 6.13

Motion: That the Guild Council amends the condition to its delegation given to the Guild President under Administration Regulation 23(1) that the power be exercised:

“Subject to change management processes as set out in the Employee Collective Agreement and relevant industrial awards and legislation and only upon the recommendation of the Chief Operating Officer.

Higher level strategic changes must be approved by the Guild Council and decisions made under this delegation must be reported at the earliest possible convenience to the Guild Council.”

Moved: Dylan Botica

Seconded: Clare Metcalf

Background:

The delegation appears in the Register of Delegations as follows:

6.13. POWER TO DETERMINE ORGANISATIONAL STRUCTURE OF THE GUILD	
Date Adopted	22 November 2018
Authority	Statute No.4-Student Guild - Section 11(1)
Reference	Administration Regulation 23(1)
Delegation	Power to determine organisational structure of the Guild.
Conditions	Subject to change management processes as set out in the Employee Collective Agreement and relevant industrial awards and legislation and only upon the recommendation of the Chief Operating Officer.
Sub-delegation	No.
Delegated to	Guild President

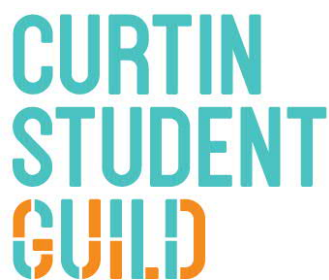
Major changes to the operations of the Guild including the structure of reporting and our operations are currently delegated to the President on the advice of the operating officer.

Generally these changes would go through an organisation's board for approval but recognising the significant confidentiality required, coupled with our organisations unique challenges in councillor experience - this process has been delegated to the President.

To maintain oversight an additional part of the delegation should be added to commit to reporting these decisions and ensuring the overall strategy and higher-level changes are approved by the Guild Council.

Confidentiality:

Open



Student Guild of Curtin University

52nd Guild Council - Meeting #6

To be held at 10AM on Thursday the 24th of June 2021

In Council Chambers (100.301)

Title: Alteration of Delegated Power 6.14

Motion: That the Guild Council amends the condition to its delegation given to the Guild President under Administration Regulation 23(2) that the power be exercised:

“Subject to change management processes as set out in the Employee Collective Agreement and relevant industrial awards and legislation and only upon the recommendation of the Chief Operating Officer.

Higher level strategic changes must be approved by the Guild Council and decisions made under this delegation must be reported at the earliest possible convenience to the Guild Council.”

Moved: Dylan Botica

Seconded: Clare Metcalf

Background:

The delegation appears in the Register of Delegations as follows:

6.14. POWER TO ESTABLISH OR DISESTABLISH DIVISIONS OF THE GUILD	
Date Adopted	22 November 2018
Authority	Statute No.4-Student Guild - Section 11(1)
Reference	Administration Regulation 23(2)
Delegation	Power to establish or disestablish divisions of the Guild.
Conditions	Subject to change management processes as set out in the Employee Collective Agreement and relevant industrial awards and legislation and only upon the recommendation of the Chief Operating Officer.
Sub-delegation	No.
Delegated to	Guild President

Major changes to the operations of the Guild including creating new divisions or removing current ones are currently delegated to the President on the advice of the operating officer.

Generally these changes would go through an organisation's board for approval but recognising the significant confidentiality required, coupled with our organisations unique challenges in councillor experience - this process has been delegated to the President.

To maintain oversight an additional part of the delegation should be added to commit to reporting these decisions and ensuring the overall strategy and higher-level changes are approved by the Guild Council.

Confidentiality:

Open



Student Guild of Curtin University

52nd Guild Council - Meeting #6

To be held at 10AM on Thursday the 24th of June 2021

In Council Chambers (100.301)

Title: Alteration of Delegated Power 6.17

Motion: That the Guild Council amends the condition to its delegation given to the Guild President under Administration Regulation 23(6) that the power be exercised:

“Subject to change management processes as set out in the Employee Collective Agreement and relevant industrial awards and legislation and only upon the recommendation of the Chief Operating Officer.

Higher level strategic changes must be approved by the Guild Council and decisions made under this delegation must be reported at the earliest possible convenience to the Guild Council.”

Moved: Dylan Botica

Seconded: Clare Metcalf

Background:

The delegation appears in the Register of Delegations as follows:

6.17. POWER TO ESTABLISH FURTHER LEVELS OF MANAGEMENT	
Date Adopted	22 November 2018
Authority	Statute No.4-Student Guild - Section 11(1)
Reference	Administration Regulation 23(6)
Delegation	Power to establish or disestablish divisions of the Guild.
Conditions	Subject to change management processes as set out in the Employee Collective Agreement and relevant industrial awards and legislation and only upon the recommendation of the Chief Operating Officer.
Sub-delegation	No.
Delegated to	Guild President

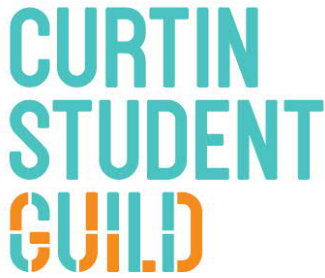
Major changes to the operations of the Guild including employee management levels of reporting are currently delegated to the President on the advice of the operating officer.

Generally these changes would go through an organisation’s board for approval but recognising the significant confidentiality required, coupled with our organisations unique challenges in councillor experience - this process has been delegated to the President.

To maintain oversight an additional part of the delegation should be added to commit to reporting these decisions and ensuring the overall strategy and higher-level changes are approved by the Guild Council.

Confidentiality:

Open



Student Guild of Curtin University

52nd Guild Council - Meeting #6

To be held at 10AM on Thursday the 24th of June 2021

In Council Chambers (100.301)

Title: Revocation of Delegated Power 6.11

Motion: That the Guild Council revokes its delegation given to the Executive Committee under Administration Regulations 22(3).

Moved: Dylan Botica

Seconded: Clare Metcalf

Background:

The delegation appears in the Register of Delegations as follows:

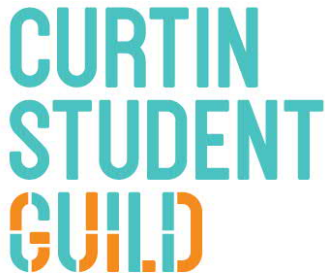
6.11. POWER TO APPOINT DEPUTY CHIEF OPERATING OFFICER	
Date Adopted	22 November 2018
Authority	Statute No.4-Student Guild - Section 11(1)
Reference	Administration Regulation 22(3)
Delegation	Power to appoint a Deputy Chief Operating Officer.
Conditions	Subject to policies and procedures covering recruitment and selection of employees.
Sub-delegation	No.
Delegated to	Executive Committee

The Deputy Chief Operating Officer is an existing Portfolio Manager who takes on additional responsibilities. In the past they have been appointed for a term of a year, so it is a decision generally made once a year. This has been able to go through Guild Council by circular resolution.

Because this is a power that can be executed with significant foresight and lead in time, it can be carried out at Guild Council or by circular resolution. It is better for the powers of Guild Council to be discussed and exercised by the Guild Council unless it must be exercised at short notice, is required to be confidential or is inherent to regular and routine operations of the Guild.

Confidentiality:

Open



Student Guild of Curtin University

52nd Guild Council - Meeting #6

To be held at 10AM on Thursday the 24th of June 2021

In Council Chambers (100.301)

Title: Revocation of Delegated Power 10.8 and 10.9

Motion: That the Guild Council revokes its delegations given to the Portfolio Managers and Assistant Directors under Statute No.4- Student Guild – Section 6.

Moved: Dylan Botica

Seconded: Clare Metcalf

Background:

The delegations appear in the Register of Delegations as follows:

10.8. GENERAL POWERS DELEGATED TO THE ASSOCIATE DIRECTORS	
Date Adopted	22 November 2018
Authority	Statute No.4-Student Guild - Section 11(1)
Reference	Statute No.4-Student Guild – Section 6
Delegation	The power to: <ul style="list-style-type: none">• The ability to manage the resources within their departments within the scope of approved strategic plans and business plans.• The ability to approve budgeted expenditure within the budgets of their Division (or expenditure as otherwise enabled by Delegated Authority) in accordance with the <i>Assets and Expenditure Policy</i> and the provisions

	<p>of that Policy with a limit of expenditure on any one item or asset of \$50,000.</p> <ul style="list-style-type: none"> • Subject to prior expenditure approval the ability to enter into a contract or other agreement on behalf of the Guild except where it is specifically prohibited by the Guild Statute Book, Policy or any other resolution of the Guild Council and up to such limits as may be determined by the Guild Council. • The ability to approve the reallocation of funding within the budget in accordance with the <i>Assets and Expenditure Policy</i> and the provisions of that Policy. • The power to enter into contracts of employment on behalf of the Guild with persons on a casual basis.
Conditions	Nil.
Sub-delegation	Yes.
Delegated to	Associate Directors.

10.9. GENERAL POWERS DELEGATED TO THE PORTFOLIO MANAGERS	
Date Adopted	22 November 2018
Authority	Statute No.4-Student Guild - Section 11(1)
Reference	Statute No.4-Student Guild – Section 6
Delegation	<p>The power to:</p> <ul style="list-style-type: none"> • The ability to approve budgeted expenditure within the budgets of their Portfolio (or expenditure as otherwise enabled by Delegated Authority) in accordance with the <i>Assets and Expenditure Policy</i> and the provisions of that Policy with a limit of expenditure on any one item or asset of \$50,000. • The ability to manage the resources within their portfolios within the scope of approved business plans
Conditions	Nil.
Sub-delegation	No.
Delegated to	Portfolio Managers.

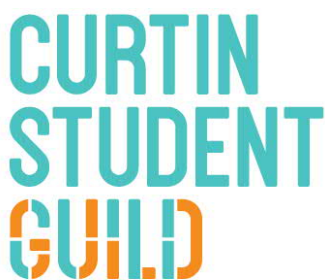
These delegations were made in 2018 and have both been made redundant by Delegation 1.4 made in 2019 which appears in the register of delegations as follows:

1.4 GENERAL POWERS DELEGATED TO THE PORTFOLIO MANAGERS	
Date Adopted	28 February 2019
Authority	Statute No.4-Student Guild - Section 11(1)
Reference	Statute No.4-Student Guild – Section 6
Delegation	<p>The power to:</p> <ul style="list-style-type: none"> • The ability to approve budgeted expenditure within the budgets of their Portfolio (or expenditure as otherwise enabled by Delegated Authority) in accordance with the Assets and Expenditure Policy and the provisions of that Policy with a limit of expenditure on any one item or asset of \$50,000. • The ability to manage the resources within their portfolios within the scope of approved business plans. • Subject to being within the scope and intent of the approved budget for their Portfolio, the ability to enter into a contract or other agreement on behalf of the Guild except where it is specifically prohibited by the Guild Statute Book, Policy or any other resolution of the Guild Council provided that the contract/agreement: <ul style="list-style-type: none"> ○ Does not commit the Guild for more than 12 months, and ○ Does not commit the Guild to expenditure (or a potential liability) of more than \$50,000 (this limit does not apply to the Management Accountant for contracts/agreements for insurance). • Subject to being within the scope and intent of the approved budget for their portfolio, the power to enter into contracts of employment on behalf of the Guild with persons on a casual basis.
Conditions	Nil.
Sub-delegation	No.
Delegated to	Portfolio Managers.

Assistant Director is a position that no longer exists within the structure of the Guild and all the powers granted to Portfolio Managers in 10.9 are included in the powers delegated to Portfolio managers under 1.4. Revoking this delegations will resolve the duplication of delegations and remove the redundant delegations.

Confidentiality:

Open



Student Guild of Curtin University

52nd Guild Council - Meeting #6

To be held at 10AM on Thursday the 24th of June 2021

In Council Chambers (100.301)

Title: Alteration of Delegated Power 6.5

Motion: That the Guild Council adds the condition to its delegation given to the Guild President under Administration Regulation 9(1)(a) that the power be exercised “Upon discussion with the Chief Operating Officer”.

Moved: Dylan Botica

Seconded: Clare Metcalf

Background:

The delegation appears in the Register of Delegations as follows:

6.5. SETTING OF ASSOCIATE MEMBERSHIP FEE	
Date Adopted	22 November 2018
Authority	Statute No.4-Student Guild - Section 11(1)
Reference	Administration Regulation 9(1)(a)
Delegation	Power to set Associate membership fee.
Conditions	Nil.
Sub-delegation	No.
Delegated to	Guild President

Associate Members of the Guild are members who aren't students, such as staff or Curtin College students. In practice the Guild's professional staff instigate and recommend the setting of this fee, which is set at the beginning of the year when Guild Council doesn't meet.

The purpose of amending this delegation would be to ensure the power continued to be exercise on the advice of the Guild's professional staff in the future, and follows the precedent of other powers that are delegated to the President on the advice of the Chief Operating Officer for decisions regarding routine operations of the Guild.

Confidentiality:

Open



Student Guild of Curtin University

52nd Guild Council - Meeting #6

To be held at 10AM on Thursday the 24th of June 2021

In Council Chambers (100.301)

Title: Alteration of Delegated Power 2.1

Motion: That the Guild Council changes conditions on its delegation given to the Guild President under Administration Regulations 8(1)(b)(ii)

The Guild Council sets conditions that this delegation that this no longer be delegated to the Guild President but instead is delegated to the Executive Committee.

Moved: Dylan Botica
Seconded: Clare Metcalf

Background:

The delegation appears in the Register of Delegations as follows:

6.2. DETERMINING METHOD OF ACTIVATION OF FINANCIAL GUILD MEMBERSHIP	
Date Adopted	22 November 2018
Authority	Statute No.4-Student Guild - Section 11(1)
Reference	Administration Regulation 8(1)(b)(ii)
Delegation	Power to determine the method by which Financial Guild membership is to be activated in a year where no Financial Guild membership fee is set.
Conditions	Nil.
Sub-delegation	No.
Delegated to	Guild President

Guild Membership is currently free and opt-out for all Curtin Students but the Guild Council has the power to activate Financial Guild Membership if necessary. When this occurs part way through the year, authority is delegated to the President to determine how students will pay the fee, e.g. coming in to Guild Reception to pay.

The purpose of altering the power to go to the Executive Committee rather than the President is so that multiple perspectives can be considered to ensure the method of activation is accessible for students. For example, the Vice President – Education is primarily responsible for representing rural, regional and online students, who may not be able to come onto campus to pay the fee. The Chair of Representation Board may also provide an equity perspective, such as campus may not be

accessible to some students with disability. Putting this decision to the Executive Committee will help to ensure that these perspectives are considered.

Confidentiality:

Open



Student Guild of Curtin University

52nd Guild Council - Meeting #6

To be held at 10AM on Thursday the 24th of June 2021

In Council Chambers (100.301)

Title: Alteration of Delegated Power 8.1

Motion: That the Guild Council changes conditions on its delegation given to the Guild President under Student Guild By-Laws 29(6)

The Guild Council sets the condition that “The appointment must be ratified at the following Guild Council.”

Moved: Dylan Botica

Seconded: Clare Metcalf

Background:

The delegation appears in the Register of Delegations as follows:

8.1. APPOINTMENT OF ACTING OFFICER	
Date Adopted	22 November 2018
Authority	Statute No.4-Student Guild - Section 11(1)
Reference	By-law 29(6)
Delegation	Power to appoint an Acting Officer
Conditions	Nil.
Sub-delegation	No.
Delegated to	Guild President.

This delegation gives the Guild President the authority to appoint an Acting Officer under By-law 29(6) to act in a position until an election can be held. This allows the President to promptly appoint someone to the role in the case of a casual vacancy.

The purpose of the alteration would be that the President would have the power to appoint an Acting Officer for the period of the time of casual vacancy to the time of the next Guild Council, rather than from the time of casual vacancy to the time of election. This would allow the President to enact a timely decision while reaffirming that the decision is ultimately Guild Council's.

Confidentiality:

Open



Student Guild of Curtin University

52nd Guild Council - Meeting #6

To be held at 10AM on Thursday the 24th of June 2021

In Council Chambers (100.301)

Title: Alteration of Delegated Power 8.2

Motion: That the Guild Council changes conditions on its delegation given to the Guild Secretary under Student Guild By-Laws 2018 34(3)(b) & 34(3)(c)

The Guild Council sets the additional condition that “The Secretary must exercise this power upon discussion with (but not on the advice of) the Executive Committee.”

Moved: Dylan Botica

Seconded: Clare Metcalf

Background:

The delegation appears in the Register of Delegations as follows:

8.2. APPROVAL OF AMENDMENT TO STUDENT SOCIETY CONSTITUTION	
Date Adopted	22 November 2018
Authority	Statute No.4-Student Guild - Section 11(1)
Reference	By-law 34(3)(b) & By-law 34(3)(c)
Delegation	Power to approve amendments to constitution of student society and effective date of that amendment.
Conditions	Nil.
Sub-delegation	No.
Delegated to	Guild Secretary.

The purpose of this alteration is to ensure that the Secretary consults with the Vice President – Activities and other members of the Executive Committee on a matter that concerns clubs. This does not oblige the secretary to act on any other advice and perspective, just to ensure that a conversation is had.

Confidentiality:

Open



Student Guild of Curtin University

52nd Guild Council - Meeting #6

To be held at 10AM on Thursday the 24th of June 2021

In Council Chambers (100.301)

Title: Alteration of Delegated Power 8.3

Motion: That the Guild Council changes conditions on its delegation given to the Guild Secretary under Student Guild By-Laws 2018 34(5)

The Guild Council sets the additional condition that “The Secretary must exercise this power upon discussion with (but not on the advice of) the Executive Committee.”

Moved: Dylan Botica

Seconded: Clare Metcalf

Background:

The delegation appears in the Register of Delegations as follows:

8.3. INTERPRETATION OF STUDENT SOCIETY CONSTITUTION	
Date Adopted	22 November 2018
Authority	Statute No.4-Student Guild - Section 11(1)
Reference	By-law 34(5)
Delegation	Power to interpret student society constitution.
Conditions	Nil.
Sub-delegation	No.
Delegated to	Guild Secretary

The purpose of this alteration is to ensure that the Secretary consults with the Vice President – Activities and other members of the Executive Committee on a matter that concerns clubs. This does not oblige the secretary to act on any other advice and perspective, just to ensure that a conversation is had.

Confidentiality:

Open



Student Guild of Curtin University

52nd Guild Council - Meeting #6

To be held at 10AM on Thursday the 24th of June 2021

In Council Chambers (100.301)

Title: Alteration of Delegated Power 8.9

Motion: That the Guild Council changes conditions on its delegation given to the Guild Secretary under Student Guild By-Laws 2018 39(f)

The Guild Council sets the additional condition that “The Secretary must exercise this power upon discussion with (but not on the advice of) the Executive Committee.”

Moved: Dylan Botica

Seconded: Clare Metcalf

Background:

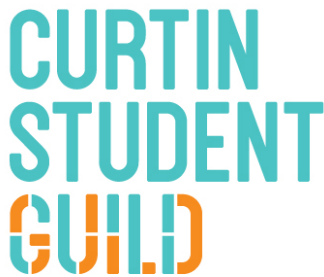
The delegation appears in the Register of Delegations as follows:

8.9. POWER TO DETERMINE STUDENT SOCIETY ELECTION APPEAL	
Date Adopted	22 November 2018
Authority	Statute No.4-Student Guild - Section 11(1)
Reference	By-law 39(f)
Delegation	Power to determine appeal of Student Society election
Conditions	Where Secretary has a conflict of interest, appeal to be determine by another Executive Officer. Where all Executive Officers have a conflict of interest appeal to be referred to Guild Council.
Sub-delegation	No.
Delegated to	Guild Secretary.

The purpose of this alteration is to ensure that the Secretary consults with the Vice President – Activities and other members of the Executive Committee on a matter that concerns clubs. This does not oblige the secretary to act on any other advice and perspective, just to ensure that a conversation is had.

Confidentiality:

Open



Student Guild of Curtin University

Guild Council – Meeting #6

To be held at 10am on Thursday the 24th of June 2021

In 100.301

Motion: International Students Committee Constitution

Motion: The Guild Council, on recommendation of the Legal Committee, approves the proposed changes to the International Students Committee Constitution

Moved: Fatma Sehic

Seconded: Jesse Naylor Zambrano

Background:

The ISC President has raised that the current structure of the ISC is not effective in reaching and representing the wider international student community at Curtin, leaving students without attention and support. Therefore, it is recommended that the constitution be changed to allow a committee structure to be implemented.

The changes to the constitution are:

- The addition of four (4) ISC Faculty Representative roles
- A description of the roles and duties of ISC Faculty Representatives.
- Reduction in the number of ISC Councillors from five (5) to two (2).
- Updating the duties of the ISC Secretary to include a requirement to submit ISC committee meetings to the Secretary.
- Removal of item 1.5 (g)

This structure reflects the Postgraduate Students Committee (with fewer Councillor roles) and is intended to improve the participation and representation of international students and provide them with a higher level of support.

Confidentiality:

Open

STUDENT GUILD OF CURTIN UNIVERSITY

INTERNATIONAL STUDENTS COMMITTEE

CONSTITUTION

1.1 Establishment

- (1) This Committee is established pursuant to regulation 17 and 20 of *Student Guild (Guild Council) Regulations 2018* by the Representation Board and shall be subject to the Guild Statute Book. Where an inconsistency arises between this Constitution and the Guild Statute Book, the Guild Statute Book shall prevail.
- (2) For the purpose of this Constitution the definitions contained in regulation 3 of the *Student Guild (Guild Council) Regulations 2018* shall apply.

1.2 Membership

- (1) The Committee shall consist of the following members:
 - (a) ISC President (chair)
 - (b) ISC Vice President - Education;
 - (c) ISC Vice President - Activities;
 - ~~(d)~~ ISC Secretary;
 - ~~(e)~~ ISC Faculty of Business and Law Representative;
 - ~~(f)~~ ISC Faculty of Science and Engineering Representative;
 - ~~(g)~~ ISC Faculty of Health Sciences Representative;
 - ~~(d)~~~~(h)~~ ISC Faculty of Humanities Representative; and
 - ~~(e)~~~~(i)~~ Five-Two (25) ISC Councillors, at least ~~two-one (12)~~ of whom shall not identify as a ~~man~~;
- (2) All members of this committee shall be international students.
- (3) The Vice President - Education shall be a standing invite to any meeting of the International Students Committee.

1.3 Quorum

Pursuant to regulation 20(4) the quorum for a meeting of the Committee shall be calculated in the same manner as the quorum of Guild Council.

Note: regulation 5 of the *Student Guild (Guild Council) Regulations 2018* states-

The quorum for a meeting of Guild Council or Guild Committee shall be fifty percent plus one (50%+1) of the total positions of the Guild Council or Guild Committee, excluding any vacancy in the membership, with the following limitations:

- (a) for the purposes of establishing a quorum figure, where a person holds more than one (1) position, those positions shall be counted as one (1) position;
- (b) for the purposes of establishing a quorum figure, standing invites shall be excluded;

- (c) where the figure calculated for the quorum is not a whole number, it shall be rounded down to the nearest whole number; and
- (d) the quorum figure shall not be less than two (2).

1.4 Meetings

- (1) The International Students Committee President shall be the chair of the International Students Committee.
- (2) The International Students Committee President shall convene meetings of the Committee at least once a month excluding the months of December and January.
- (3) The Committee shall report to the Representation Board by way of its minutes.
- (4) Secretarial Support shall be supplied by the ISC Secretary

1.5 Role

The International Students Committee shall:

- (a) Promote and assist in educational, welfare, social and cultural activities for International Students;
- (b) Encourage research projects into the needs of International Students and thereby become a repository and disseminating body for the outcome of those projects;
- (c) Defend the rights of all International Students to ensure an education system which is free from discrimination of any kind, specifically discrimination on the basis of ethnicity, colour, race, religion and cultural circumstances;
- (d) Act as a medium for the exchange of information regarding the concerns and activities of International Students;
- (e) Promote international understanding and the principle of multiculturalism; and
- (f) Strive to enhance the academic and social lives of International Students; and
- ~~(g) Receive the minutes from the International Students Committee Executive~~

1.6 Powers

The International Students Committee shall have the power to do all things necessary or convenient for, or in conjunction with, the performance of its functions;

1.7 Committee Member Roles

- (1) The ISC Vice President - Education shall complete such duties and responsibilities as are outlined in the below table:

Title	ISC Vice President - Education
Portfolio	Representation
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal

Reporting Structure	This position reports to (in ascending order) the: Guild Council President Vice President - Education ISC President
	Positions reporting to this position: • None
Position Purpose	Officer principally responsible for the Education, Equity and Welfare issues of International Students
Duties and Responsibilities	<ul style="list-style-type: none"> • Handle all International Student education, equity and welfare issues requested by the ISC. • Attend such University Board and Committee meetings as determined by the President, ISC President or Representation Board. • Work closely with the Vice President - Education on International Students issues. • Be responsible for researching International Students education, equity and welfare issues as requested by the ISC. • Assist the ISC President in coordinating campaigns relating to International Students. • Provide information and guidance to International Students that are faced by International Students and direct them to the relevant person or organisation. • Provide a verbal report to each meeting of the ISC on their activities and other issues of relevance to the ISC. • Attend meetings of the International Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming ISC Vice President - Education, providing information on the function and long term goals of the position. • Any other duties determined by the Guild Council, Representation Board or the ISC.

(2) The ISC Vice President - Activities shall complete such duties and responsibilities as are outlined in the below table:

Title	ISC Vice President - Activities
Portfolio	Representation
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	This position reports to (in ascending order) the: Guild Council President

	Vice President - Education ISC President
	Positions reporting to this position: <ul style="list-style-type: none"> • None
Position Purpose	Officer principally responsible for organisation of social activities and events for International Students
Duties and Responsibilities	<ul style="list-style-type: none"> • Co-ordinate the organisation of the ISC Multicultural Week annually; • Organise at least two (2) activities for International Students in every semester. • Liaise with the Vice President - Activities in regards to any activities organised. • Assist the ISC President in maintaining a good relationship with all Student Societies of an international nature. • Be responsible for the production of all advertising material for the ISC. • Seek sponsorship for the ISC in consultation with the Corporate Relations Portfolio. • Be responsible for the ISC section within the Guild's website. • Provide a verbal report to each meeting of the ISC on their activities and other issues of relevance to the ISC. • Attend meetings of the International Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming ISC Vice President - Activities, providing information on the function and long term goals of the position. • Any other duties determined by the Guild Council, Representation Board or the ISC.

(3) The ISC Secretary shall complete such duties and responsibilities as are outlined in the below table:

Title	ISC Secretary
Portfolio	Representation
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	This position reports to (in ascending order) the: Guild Council President Vice President - Education ISC President
	Positions reporting to this position: <ul style="list-style-type: none"> • None

Position Purpose	Officer principally responsible for the administration of the ISC
Duties and Responsibilities	<ul style="list-style-type: none"> • Handle all the administrative work in the ISC so as to enable the smooth running of the ISC; • Handle the financial management of the ISC. • Liaise with the Secretary and ISC President on expenditure of the ISC budget so as to the timely processing of all invoices, reimbursements and other paperwork related to income and expenditure. • <u>Take minutes and prepare agendas for all ISC meetings and such other meetings as determined by the Guild Council.</u> • <u>Submit the minutes of ISC meetings to the Secretary within fourteen (14) days of their confirmation.</u> • Be responsible for the recruitment and co-ordination of ISC volunteers. • Provide an induction for ISC volunteers and officers in conjunction with the ISC President. • Liaise with other volunteering bodies if requested • Provide a verbal report to each meeting of the ISC on their activities and other issues of relevance to the ISC. • Attend meetings of the International Students Committee, and other Guild Committees which they are a member of. • Prepare a written report for the incoming ISC Secretary, providing information on the function and long term goals of the position. • Any other duties determined by the Guild Council, <u>Representation Board</u> or the ISC.

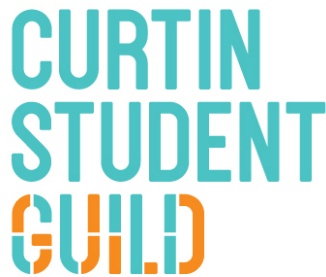
(4) The ISC Faculty Representatives shall complete such duties and responsibilities as are outlined in the below table:

<u>Title</u>	<u>ISC Faculty Representatives</u>
<u>Portfolio</u>	<u>Representation</u>
<u>Location</u>	<u>Bentley Campus</u>
<u>Number of Hours Required</u>	<u>As determined by the Remuneration Tribunal</u>
<u>Reporting Structure</u>	<u>This position reports to (in ascending order) the:</u> <u>Guild Council</u> <u>President</u> <u>Vice President - Education</u> <u>ISC President</u>
	<u>Positions reporting to this position:</u> <ul style="list-style-type: none">• <u>None</u>
<u>Position Purpose</u>	<u>Officers principally responsible for representation of International Students enrolled within their faculty.</u>

Duties and Responsibilities

- Be responsible for representing all International Students within their faculty.
- Attend meetings of University Boards and Committees as determined by the ISC President or Guild Council.
- Organise at least one social activity or event for International Students within their faculty throughout the year.
- Provide a verbal report to each meeting of the ISC on their activities and other issues of relevance to the ISC.
- Attend meetings of the International Students Committee, and other Guild Committees which they are a member of.
- Prepare a written report for the incoming ISC Faculty Representative, providing information on the function and long term goals of the position.
- Liaise with the Faculty Representatives on wider faculty issues and activities.
- Any other duties determined by the Guild Council, Representation Board or the ISC.

Date Amended	Resolution Number	Nature of Amendment
29 th September 2016	GC #135/2016	Established
23 rd November 2018	GC #82/2018	Amended



Student Guild of Curtin University

Guild Council – Meeting #6

To be held at 10am on Thursday the 24th of June 2021

In 100.301

Motion: Finance and Risk Committee Constitution

Motion: The Guild Council approves the proposed changes to the Finance and Risk Committee Constitution.

Moved: Fatma Sehic

Seconded: Jesse Naylor Zambrano

Background:

The current wording of the Finance and Risk Committee Constitution allows for the Chair of Representation Board to become a voting member of the committee if they also hold a position as a Guild Councillor.

The Chair of Representation Board is also a voting member of the Executive Committee.

For good governance, it is recommended to add the above clause into the Finance and Risk Committee Constitution to ensure that the committee is protected from any influence by Executive Committee.

Confidentiality:

Open

STUDENT GUILD OF CURTIN UNIVERSITY

FINANCE AND RISK COMMITTEE

CONSTITUTION

1.1 Establishment

- (1) This Committee is established in accordance with Regulation 20 of *Student Guild (Guild Council) Regulations 2018* by the Guild Council and shall be subject to the Guild Statute Book. Where an inconsistency arises between this Constitution and the Guild Statute Book, the Guild Statute Book shall prevail.
- (2) For the purpose of this Constitution the definitions contained in regulation 3 of the *Student Guild (Guild Council) Regulations 2017* shall apply.

1.2 Membership

- (1) The Committee shall consist of the following members:
 - (a) Deputy Chair of Guild Council (Chair);
 - (b) ~~Three (3) Guild Councillors, at least one (1) of whom shall be a Woman; Three (3) Non-Executive Members of the Guild Council appointed by Guild Council (at least one of whom shall be a Woman);~~
 - (c) One (1) Non-Executive member of the Representation Board; and
 - (d) Up to two (2) other persons who are not Guild Members, with relevant expertise, appointed by the Guild Council for a term of up to two (2) years.
- (2) The following people shall be standing invites to meetings of the Committee:
 - (a) President;
 - (b) Secretary;
 - (c) Managing Director;
 - (d) Management Accountant; and
 - (e) Minute Secretary (or nominee).
- (3) For the purposes of the members appointed under 1.2(1)(d):
 - (a) Not more than one of those members may be an employee of the University;
 - (b) **relevant expertise** shall be taken to mean a qualification in accounting or auditing and/or appropriate experience within the field; and
 - (c) The Remuneration Tribunal may determine an honorarium to be paid to these members.

1.3 Quorum

Pursuant to Regulation 20(4) of the *Student Guild (Guild Council) Regulations 2018* the Quorum for a meeting of the Committee shall be calculated in the same manner as the Quorum of Guild Council.

Note: Regulation 5 of the *Student Guild (Guild Council) Regulations 2018* states-

The quorum for a meeting of Guild Council or Guild Committee shall be fifty percent plus one (50%+1) of the total positions of the Guild Council or Guild Committee, excluding any vacancy in the membership, with the following limitations:

- (a) for the purposes of establishing a quorum figure, where a person holds more than one (1) position, those positions shall be counted as one (1) position;
- (b) for the purposes of establishing a quorum figure, standing invites shall be excluded;
- (c) where the figure calculated for the quorum is not a whole number, it shall be rounded down to the nearest whole number; and
- (d) the quorum figure shall not be less than two (2)..

1.4 Meetings

- (1) The Deputy Chair of Guild Council shall be the chair of the Finance and Risk Committee.
- (2) The Committee shall meet at least six (6) times a year.
- (3) The Committee shall report to Guild Council by way of its minutes.
- (4) Secretarial Support shall be supplied by the Minute Secretary to the Guild Council (or their nominee).

1.5 Role

The Finance Committee shall:

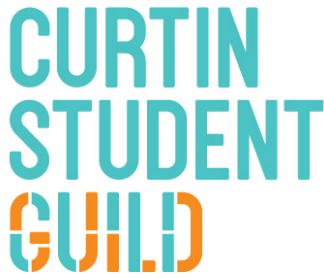
- (a) Review the financial statements and reports for the Guild before their submission to the Guild Council, University Council or Annual General Meeting.
- (b) Examine and consider the appropriateness of the Guild's accounting policies, financial controls and risk management.
- (c) Oversee the Guild's relationship with its external auditor and annually review that relationship;
- (d) Recommend to the Guild Council the proposed external auditor of the Guild to be recommended to the University Council.
- (e) Recommend the annual Risk Management Plan to the Guild Council;
- (f) Receive reports and on the implantation and management of the Risk Management Plan;
- (g) Receive any and all reports on any significant cases of employee conflict of interest, fraud, misconduct or grievances and oversee the resolution of those cases;
- (h) Review the effectiveness of the Guild's processes for compliance with laws, regulations and other statutory instruments in effective over the Guild;
- (i) Oversee the overall financial position of the Guild;
- (j) Review and approve reports from the Managing Director and Management Accountant regarding the financial position of the Guild;
- (k) Draft a budget of income/expenditure for presentation to Guild Council;
- (l) Make the initial recommendation of any investment strategy or plan to the Guild Council;
- (m) Oversee any investment strategy or plan undertaken by the Guild;
- (n) Initially consider all SSAF proposals; and
- (o) Consider matters referred to it by Guild Council.

1.6 Powers

The Finance Committee shall have the power to:

- (a) Do all things necessary or convenient for, or in conjunction with, the performance of its functions;
- (b) Without limiting the generality of subsection (a):
 - (i) Invite or require any Officer or employee to attend any meeting of the Committee to assist it in fulfilling its role;
 - (ii) May met with the external auditor or any person without any standing invites present;
 - (iii) Recommend to the University Council the External Auditor for appointment each year.
 - (iv) Obtain outside legal and/or other independent professional advice and to secure the attendance of external parties with relevant experience and expertise if it considers this necessary. The Committee is entitled to sufficient resources from the Guild to undertake its duties; and
 - (v) Obtain all information it requires and request reports from management and the external auditor which it considers necessary for the performance of its duties.
 - (vi) Approve unbudgeted expenditure on a particular operational issue up \$50,000;
 - (vii) Refer matters to Guild Council with appropriate recommendations;
 - (viii) Recommend to Guild Council all matters relating to structural alterations and additions to buildings or premises occupied by the Guild;
 - (ix) Make the initial recommendation of any SSAF Expenditure proposal; and
 - (x) Approve policies in the areas of finance, accounting, investment and expenditure.

Date Amended	Resolution Number	Nature of Amendment
29 th September 2016	GC #135/2016	Established
25 th May 2017	GC #87/2017	Amended
23 rd November 2018	GC #82/2018	Amended, merger of Finance Committee and Audit, Risk and Compliance Committee.



Student Guild of Curtin University

52nd Guild Council – Meeting #6

To be held at 10am on Thursday the 24th of June 2021

In 100.301

Motion: Student Guild (Election and Referenda) Regulations 2018

Motion: The Guild Council recommends that Legal Committee commences the drafting of amendments for the Student Guild (Election and Referenda) Regulations 2018, to be presented for approval at the July Guild Council meeting.

Moved: Fatma Sehic

Seconded: Jesse Naylor Zambrano

Background:

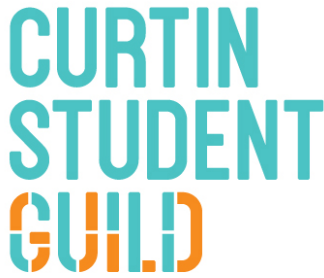
Since the last amendments to this regulation were approved by Guild Council in July 2020, further areas for improvement have been identified.

These include:

- Updating wording to clarify conditions for non-paper in person voting
- Incorporating feedback from the Returning Officer based on previous elections
- Updating wording for general grammar, formatting and spelling errors
- Updating and relevant terms and/or position names that have changed
- Other issues that have been raised by representatives

Confidentiality:

Open



Student Guild of Curtin University

52nd Guild Council – Meeting #6

To be held at 10am on Thursday the 24th of June 2021

In 100.301

Motion: Constitution Changes

Motion: The Guild Council approves the addition of the clause:

“Any substantive changes to this constitution must come to Guild Council through the recommendation of the Legal Committee.”

into clause 1.1. *Establishment* of the constitutions of the following committees:

- Finance and Risk Committee
- Legal Committee
- Representation Board
- Kalgoorlie Branch
- Activities Committee
- Executive Committee

Moved: Fatma Sehic

Seconded: Jesse Naylor Zambrano

Background:

The Guild Statute Book currently does not include the constitutions of the above committee and the Guild Regulations do not specify conditions for amending constitutions. The implications of this is that changes to the constitution do not have a set process for review and recommendation prior to coming to Guild Council for approval

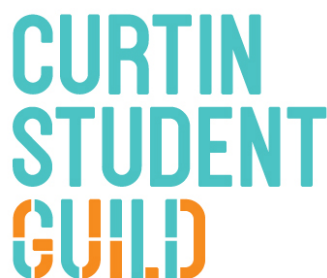
The regular process for changes to Regulations and By-Laws is for Guild Council to recommend that Legal Committee draft changes to the document and that these changes would then be presented to Guild Council for approval. The intent behind this is that any changes would be thoroughly discussed before being presented to Guild Council for decision.

To align with this intent, the above clause is recommended to be added to the specified committees.

Note that the above committees were specifically selected as they play an important role in the governance of the Guild.

Confidentiality:

Open



Student Guild of Curtin University

52nd Guild Council – Meeting #6

To be held at 10am on Thursday the 26th of June 2021

In 100.301

Title: Election mode 2021

Motion: Guild Council requests that the Returning Officer for the 2021 Curtin Student Guild Annual Elections ensures that:

- There be two polling locations – one being Club HQ
- Voting at the polling locations to be in person using i-voting (electronic voting)
- Some paper ballots to be available at polling locations for accessibility purposes
- The postal voting application process be streamlined to ensure ease of access. That there be a suitable delay between applying and voting.
- Election notification to include OCC (Curtin Official Communication Channel)
- Arrangements be made to allow students to indicate that they do not want to be approached by campaigners
- In the first week of campaigning there be stalls where students can approach campaigners and ask questions on their own terms.

Moved: Jesse Naylor Zambrano (President)

Seconded: Fatma Sehic (Secretary)

Motion: Guild Council requests that the Returning Officer for the 2021 Curtin Student Guild Annual Elections hold a meeting that all candidates must attend. The meeting is to cover election processes and expected conduct of candidates/campaigners.

Moved: Jesse Naylor Zambrano (President)

Seconded: Fatma Sehic (Secretary)

Action:

Guild Council is requested to provide advice what is meant/intended by the concept of 'Going around the Campuses'.

Background

2020 Elections:

Due to circumstances surrounding Covid-19 and the Guild's budget situation in 2020, the Guild Council requested that the Returning Officer run in person voting using i-voting for the annual Guild Council elections. This provided the following advantages:

- Cost savings as counting is automated and ballot papers do not need to be printed.
- Minimal waste / consumption of paper (ballot papers and paper electoral rolls fill many boxes)
- Counting took less than an hour (as opposed to over a day with paper ballots).
- Can be readily adapted to remote voting, if necessary (eg in circumstances where students cannot attend campus at the time of the election due to a Covid-19 outbreak).

i-voting was conducted using ClubHQ as the polling location.

It is noted that Guild Council was not in favour of remote i-voting (ie from any location on any device) due to the potential for students to be pressured into voting by others. This includes 'standing over' someone while they vote.

Voting and Election Approach for 2021

The voting method immediately preceding 2020 was in person voting using paper ballots at one of two polling booths.

Options for 2021 include:

1. In person voting using paper ballots at one or more polling booths
2. In person i-voting at one or more polling booths
3. Remote i-voting (ie from any location or any device)

Guild Council was requested to provide feedback on the preferred voting method for 2021 at its May 2021 meeting. The Council was keen to implement measures to improve voter turnout and engagement, to maintain the efficiencies of i-voting, and prevent voter harassment.

At the meeting, there appeared to be general agreement for the actions in the motion.

In addition:

- A second motion is presented that requires all candidates to attend a meeting with the Returning Officer regarding election processes and conduct.
- An action is presented so that Guild Council can provide greater clarity on what is meant by the concept of 'Going around the Campuses'. This can then be used to develop a recommendation for the Returning Officer.

Confidentiality:

Open



Student Guild of Curtin University

Guild Council – Meeting #06

To be held at 10:00am on Thursday the 24th of June 2021

In 100.301

Title: Traditional Place Names

Motion: The Guild Council, on recommendation of the Representation Board, recommends the Curtin Student Guild adopt the practice of including Traditional Place names in the Guild postal address and in the postal address of mail that is sent by the Guild.

Moved: Fatma Sehic

Seconded:

Background:

[This article](#) goes into depth about this movement. The practice of including the Traditional Place name in the second address line (a line that is already included on official forms) was started by a First Nations Women named Rachel McPhail and is supported by Australia Post.

For example, the Guild's address could look like this:

Curtin Student Guild
Building 106F, Curtin University
Wadjuk Country
Bentley WA 6102
Australia

This practice could be further adopted by including the Traditional Place name in the postal address and return address of mail sent by the Guild in the course of its operations.

Confidentiality:

Open

Item 8.1



Student Guild of Curtin University Representation Board - Meeting #5 Thursday the 20th May 2021

In Council Chambers (100.301) and online
Meeting started at 6:07pm

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; Jesse Naylor Zambrano, Dylan Botica, Jason Kim, Lucy Rohl, Dax Jagoe, Cassidy Pemberton, Clare Metcalf, Chris MacFarlane, Ali Rose Bolton, Fang-Yu (Cherry) Chen, Isabel Mountain, Shuniqua Cutinha
- 2.2. Others Present; Jo-Ann Naidu, Breanna Holmes
- 2.3. Apologies and Leave of Absence; Mike Farrell, Madison Ainsworth
- 2.4. Absent; Bridge Truell, May Majimbi

3. Disclosure of any potential or perceived Conflicts of Interest

None

4. Minutes of the Previous Meeting:

4.1. Previous Meeting Minutes:

Resolved RB#15 - 2021

Motion: That the Representation Board approves the minutes of the previous meeting, held on 22/04/2021, as a true and accurate record of the proceedings.

Moved: Lucy Rohl

Seconded: Dax Jagoe

Motion result: Carried

Request for clarification raised with previous minutes noting reports recorded as alternating between tabled or submitted. Recommendation to change these to be consistent although no perceived actual difference.

5. Matters Arising from the Minutes

None

6. Items Not for Discussion

6.1. Circular Resolution RB#1 – 2021 Palestine post

Jesse provided an update that the Guild had received some negative responses from Jewish students. Jesse had been in touch with university communication team. The guild was standing by the statement but monitoring the progression in the comments.

A question was raised if any actions had been taken as a result of students feeling unsafe. Students were being advised to contact Safer Communities and there had been no further action so far.

More discussion was delayed until General Business.

7. Reports

4.1. President. Submitted. Nothing further to add.

There was a request for clarification on the Learning For Tomorrow (LFT) strategy amended timeline. Jesse reported that the university was two weeks behind schedule. She was due to meet with the Vice Chancellor on Monday.

There was a request for an update on electing a new First Nations Officer. Jesse reported that she talked to CAS and had a workshop. Ingrid Cumming would act as mentor for the First Nations representative and a dedicated workspace in CAS was being investigated.

4.2. Vice President – Education. Submitted. Not present. No questions for this portfolio.

4.3. Faculty of Business and Law Representative. Submitted. Dylan was on leave but attended university meetings. No questions for this portfolio.

4.4. Faculty of Science and Engineering Representative. Submitted
Nothing further to add. No questions for this portfolio.

4.5. Faculty of Health Sciences Representative. Submitted
Encouraged all to read report ahead of next Representation Board for important matters that am still gathering more information.
No questions for this portfolio.

4.6. Faculty of Humanities Representative. Submitted. Not present.
No questions for this portfolio.

4.7. Student Assist. Submitted. No questions for this portfolio.

4.8. International Students Committee President. Submitted
There was a question regarding where to direct students for translation services.
Cristian said queries should be directed to the isc.president@guild.curtin.edu.au email address

4.9. Postgraduate Students Committee President. Not Submitted
Not present. No questions for this portfolio.

4.10. Queer Officer. Submitted
Dax Jagoe met with two of three collective members. It was a productive meeting to plan for the next semester. The department would continue to advertise the collective to encourage participation.
No questions for this portfolio.

4.11. Women's Officer. Submitted
Cassidy submitted a Respectful Relationships review. There was a question regarding review process. Cassidy was still discovering the process.

4.12. First Nations Officer. Office Vacant
Position vacant.

4.13. Accessibility Officer. Submitted

Clare reported that a six-week social media campaign was being finalized using content from O-Day brainstorm to highlight issues that people wish others knew more about accessibility. There was a question regarding Curtin Counselling. Clare had had a meeting with Curtin . The CAP waiting period was down to two weeks. Clare reported being invited to accessibility meeting/workshop with teams that coordinate counselling services on Campus.

Jo-Ann Naidu said that Student Assist could help with getting details. Currently working with the VP - Education to ascertain if there was a misconception about what the counselling services can provide for students. Hoping to manage expectations for students accessing the services, highlighting long wait times and providing the most appropriate information for them. Clare noted that the new Vice-Chancellor was interested in reviewing the counselling services as she had done at her previous university.

Jesse was scheduled to meet with the Vice-Chancellor on Monday and would discuss this issue.

Dax added that there had been multiple reports of cases of counselling services using incorrect pronouns, dead naming and there was a requirement for increased ally training. Dax said that they would like to be involved and was advised to contact Bridge. Student Assist also offered to be of support.

4.14. Higher Education Developments. Submitted
Not present. No questions for this portfolio.

4.15. Chair of the Representation Board. Not Submitted
Dylan reported that he had been attending Executive meetings to ensure the Guild complied to the regulatory framework and to add the Representation Board voice at those meetings.

Jason raised in the previous Representation Board, that there was mention of reviewing previous passed motions to ascertain if they had been actioned/completed. Dylan had identified some motions that had not been completed.

There was a question regarding the process when actions were made at Representation Board. Dylan said that he reviewed the audio recording and if anything new was found he takes it the Executive and if there the task should be delegated to a specific person, it goes straight to them. Anything specifically for Representation Board was assigned to Dylan.

Resolved RB#16 - 2021

Motion: That the Representation Board notes the reports.
Moved: Lucy Rohl
Seconded: Clare Metcalf
Carried

8. Items for Discussion and Resolution

8.1 Federal Budget

Resolved RB#17 - 2021

Motion: That the Curtin Student Guild condemns the Liberal Governments failure to provide the necessary funding to universities and TAFEs in the Federal Budget 2021 and that the Curtin Student Guild make the funding cuts and potential impact known to students.

Moved: Jesse Naylor Zambrano
Seconded: Dax Jagoe
Carried

Jesse spoke to the motion. Universities were not featured in the budget but private providers and short course universities were. There were no plans to return international students until 2022 or support students with quarantine fees. Cuts to research funding and a trend towards less uni learning and commercialising of research.

9. General Business

9.1 Support for Palestine post

There was a discussion about the Guild's Palestine post. There was debate about whether the Guild was representing all students. Committee members noted that a number of students had some forward with concerns. There was discussion about putting out a second post.

Move to suspend standing orders

Resolved RB#18 - 2021

Moved: Jason Kim
Second: Cristian Moreno
Carried

Motion: Curtin student Guild publishes post to support all students

Resolved RB#19 - 2021

Moved: Jason Kim
Second: Cristian Moreno
Motion result: Carried

Secret ballot through button system
1 abstain, 7 for and 4 against

There was discussion about the content of a new post. There was debate about whether it could undermine the sentiment of the original post. The political nature of the Guild was noted. It was noted that sharing safety information could be a positive step.

Close of discussion.

10. Next Meeting

The next ordinary meeting of the Representation Board is Thursday, the 17th of June at 10am to be held at Council Chambers. Documents and motions are to be submitted no later than 4:30pm on Thursday the 10th of June to secretary@guild.curtin.edu.au

Meeting official closed: 7:16pm



Student Guild of Curtin University

Executive Committee

Meeting #13

To be held at 10am on Thursday the 6th of May 2021

Location: The Bridge

AGENDA

Meeting opens at 10:12am.

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:

- a. Members Present; Jesse, Fatma, Lachy, Bridge, Dylan
- b. Others Present;
- c. Apologies and Leave of Absence;
- d. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

Lachy says he is a member of the Steven Club.

Dylan says that he is a member of a political group, but not the same as the one as the clubs for consideration at this meeting.

4. Minutes of the Previous Meeting: **EC#17/2021**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the minutes of the meetings on the 22/04/2021 and 29/04/2021, as a true and accurate record of the proceedings at that meeting.

Moved: Fatma Sehic (Secretary)

Seconded: Lachlan Lee

Dylan raises that circular resolutions aren't allowed to be moved by the exec.

ACTION: Fatma to revisit regulations about circular resolutions for the executive committee

5. Matters Arising from the Minutes:

- a. Action List

6. Significant Items

a. Club Renewals

The exec discusses the constitution changes of the Curtin University Greens.

The exec doesn't express any issues with the simple renewals.

Dylan notes that there may be too much overlap between the Medical Students Club and the Surgical Club that is a new club.

b. Guild Executive Verbal Reports

- i. *International Student Committee President;
- ii. *Postgraduate Student Committee President;
- iii. *Chair Of the Representation Board;
- iv. President;

Jesse has been progressing with the Managing Director's contract renewal, including setting up and conducting meetings with various stakeholders

She has also been working on the education campaign around blended learning and making posts around it.

She raises that the VC's visit to the Guild is coming up.

v. Vice President – Education;

Bridge mentions that they have been catching up on emails.

They have also been looking more into the issues with mental health services on campus.

Bridge asks what they should do with the meeting invites that come through the First Nations email. Fatma responds to advise them that the position is vacant, mention that Bridge is the VP-E and that they are not an Indigenous person but that they are willing to provide support if it's appropriate.

Bridge says that the nursing issue is starting to wrap up. They [Bridge] are considering an open letter to the Health Minister about work placements for nursing students.

vi. Vice President – Activities;

Lachy says that there have been no updates from the Premier on restrictions.

Clubs are allowed to submit requests for events. Things are still being scheduled but nothing is being run until confirmation on restrictions is announced.

He has been relaying to clubs that they can print posters for free in the Guild instead of covering the costs out of their own pockets, which has often been done.

The Wellbeing Fair is going ahead. There will be lots of free things for students and a special BBQ with peanut chicken skewers.

He will be talking to Shelley about faculty and equity rep communication with clubs.

The Cat Café will be going ahead.

vii. Secretary;

Fatma says that she has been sorting out timesheets and reaching out to reps about their hours.

She has been wrapping up onboarding for FYC and PSC and supporting May in her transition out of the role. The first FYC meeting is scheduled for the week after next and there are currently four additional students interested in joining the committee.

Progressing on ISC nominations, which still needs time due to contested positions and wanting to fill as many positions as possible.

She says she will be talking to Nika about harassment of reps and to David about collective and equity constitutions today.

She has been reaching out to equity reps to see how they're going with their collectives.

EC#19/2021

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

Moved: Fatma Sehic (Secretary)

Seconded: Lachlan Lee

c. Drug and Alcohol Policy

This is ongoing. A document will be presented to exec for approval.

d. Counselling and Wellbeing

Bridge is going to be meeting with Jo-Ann, Maryanne and Clare about to discuss what they hope to get out of their meeting.

Bridge, Jo-Ann and Maryanne discussed running a mental wellbeing survey.

Fatma expresses that she would like to be involved in this project.

e. PSC President Resignation

May will be leaving her position on the 14th of May.

Fatma intends to prepare a card and present for her.

f. First Nations Officer

g. Rep Projects

Jesse expresses that it's important to have these opportunities open for reps if they're interested in getting involved.

h. Stress Less

Fatma asks if it's still possible to organise things this late in semester. Lachy says its possible.

ACTION Lachy, Fatma and Bridge to meet to organise events for Stress Less.

7. General Business

8. Next Meeting

The next meeting of the Executive Committee will be held on Thursday 13th of May 2021 at 10am in The Bridge.

Meeting closed at 11:28PM.



Student Guild of Curtin University

Executive Committee

Meeting #14

To be held at 10:30am on Thursday the 20th of May 2021

Location: The Bridge

MINUTES

Meeting opens at 10:58pm.

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:

- a. Members Present; Jesse, Dylan, Fatma
- b. Others Present;
- c. Apologies and Leave of Absence;
- d. Absent; Lachy, Bridge, May, Cristian

3. Disclosure of any potential or perceived Conflicts of Interest

All members of the exec have a conflict of interest with matters relating to the Guild elections that are being discussed at this meeting.

4. Minutes of the Previous Meeting:

- a. Previous Meeting Minutes

These minutes have been lost and Fatma is trying to find them.

5. Matters Arising from the Minutes:

- a. Action List

This will not be discussed at this meeting.

6. Significant Items

- a. David Guild Elections Discussion

David joins the meeting at 11:27am, after discussion on the other significant items.

Last year the Guild was tight on budget and there was a COVID-19 situation, which influenced the way that Guild elections were held.

He mentions that we still have COVID-19 circumstances and we need to decide on the mode of the election now that the organisation for the elections be undertaken.

David proposes that we raise this item for discussion at May Guild Council and pending the discussion, present an item for decision at June Guild Council.

Dylan raises previous discussion on having a working group regarding the elections and how they can be improved. He asks if this is being considered. Jesse expresses that seeking feedback would be a good idea, but that this will likely be done in an alternative format to a working group.

b. Exec Charter Discussion

Jesse asks for feedback on if there are an issue with the charter.

Dylan expresses that he can't comment as he wasn't involved in the process.

Fatma expresses that she needs more time to firm resolve to commit to the charter.

c. Tuition Free Weeks

Jesse mentions that she'll be having a meeting with the VC on Monday and wants to bring up important student issues for consideration.

She says that there have been a lot of students expressing a desire for the tuition free week to return and asks the exec if we feel that we have the capacity to advocate for this right now.

Fatma says that she believes we need to gain a better understanding of the impacts of having an extra two weeks, particularly with assessments because unit coordinators structure their assessments around the academic calendar.

d. Guild Executive Verbal Reports

- i. *International Student Committee President;
- ii. *Postgraduate Student Committee President;
- iii. *Chair Of the Representation Board;
- iv. President;

Went to the AGM yesterday.

Finishing interviews for the Managing Director's contract, consulting with about 20 people inside and outside of the Guild so far.

She has been in interviews for the interim VC.

She organised the post about Palestine.

Decided to fill the role of First Nations Officer and look at making structural changes from there.

Dylan asks if Guild Councillors will be consulted about the Managing Director as well. Jesse confirms this.

- v. Vice President – Education;
- vi. Vice President – Activities;
- vii. Secretary;

Fatma says that she has been working on filling the ISC positions, along with all the onboarding and other process associated for this to happen.

She has been liaising with the current PSC President on matters regarding the resignation from the role and the transition for the recommending acting PSC President.

She has contacting the equity reps to check in on them and took minutes for the first Women's collective meeting as they have not appointed a secretary yet.

EC#20/2021

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

Moved: Fatma Sehic (Secretary)

Seconded: **Dylan Botica**

7. General Business

a. ISC President Discussion

Fatma explains that the appointment of a recommended person to act in the position will be submitted for consideration at Guild Council and that this decision has not been made yet.

Dylan expresses a strong desire to abide by the By-Law 31 and conduct the election process.

8. Next Meeting

The next meeting of the Executive Committee will be held on Thursday 27th of May 2021 at 10:30am in The Bridge.

Meeting is closed at 12:05pm.



Student Guild of Curtin University

Executive Committee

Meeting #15

Held at 10:30am on Thursday the 3rd of June 2021

Location: President's Office

MINUTES

Meeting opens at 10:38pm.

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:

- a. Members Present; [Jesse, Bridge, Dylan, Fatma](#)
- b. Others Present;
- c. Apologies and Leave of Absence;
- d. Absent; [Lachy](#)

3. Disclosure of any potential or perceived Conflicts of Interest

[None are disclosed.](#)

4. Minutes of the Previous Meeting: **EC#21/2021**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the minutes of the meeting on 06/05/2021 and 20/05/2021, as a true and accurate record of the proceedings at that meeting.

Moved: Fatma Sehic (Secretary)

Seconded: [Bridge Truell](#)

5. Matters Arising from the Minutes

6. Significant Items

- a. Change Agenda Structure: Fatma

[Fatma says that in response to requests from Guild Council, the minutes will now describe club reviews and renewals in more detail and will also include relevant delegations for decisions made in exec meetings.](#)

- b. Guild Executive Verbal Reports

- i. *International Student Committee President;
- ii. *Postgraduate Student Committee President;
- iii. *Chair Of the Representation Board;

Dylan reports that he has been reaching out to ordinary representation board members to discuss what projects they would like to be involved in. They are very busy right now, due to the busy time of semester. He has spoken to two ORBs so far.

He has been working with Clare to reflect any issues that she's found in the Guild Regulations and By-Laws to bring up for consideration at Legal Committee.

He has been working on a draft summary of the parking system.

iv. President;

Jesse reports that she has been working on clearing and actioning emails.

She has been actioning filling the vacancy in the First Nations Officer role. She helped prepare the motion to Guild Council for compensation to Bookmark Café by the university. She adds that she was a part of a meeting for the Respect Now Always Steering Committee.

She says that she is currently deciding on which campaigns to focus on for the next few weeks.

Dylan asks if she is working with CAS to get more reach on advertising for the First Nations Officer role. Jesse says that she has gotten in touch with CAS and all our current contacts to spread reach.

Dylan asks if the autonomous appointments for the PSC President and the First Nations Officer will be on the same day. Fatma says the nominations will likely open and close on different days, but the ballots will be held on the same day, which is the first day of semester.

v. Vice President – Education;

Bridge says that they have been focusing on the review of the Student Assessment and Progression Manual. They will be having a review session today with some student representatives.

They say that there will be study snacks giveaways starting this week.

They mention that they have also been attending meetings and answering emails.

vi. Vice President – Activities;

vii. Secretary;

Fatma says that she has been doing here regular secretarial duties, including approving the regular payments, leave forms and reimbursements.

She reports that she is currently processing May's resignation and onboarding David for the role of Acting PSC President.

She has scheduled Commercial Services Committee meetings for the rest of the year and will be scheduling Legal Committee soon.

EC#22/2021

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

Moved: Fatma Sehic (Secretary)

Seconded: [Dylan Botica](#)

c. Club Review and Renewal: Lachy

6.7. POWER TO DO ALL THINGS NESSECARY TO PROVIDE FOR THE REGULATION AND ADMINISTRATION OF STUDENT SOCIETIES (EXECUTIVE COMMITTEE)

8.7. POWER TO REVIEW AND CANCEL REGISTRATION (EXECUTIVE COMMITTEE)

Simple Renewal:

- Curtin Aerospace Club
- Curtin Be With Buddha Society
- Curtin Dance Society
- Curtin Marketing Association
- International Health Organisation Curtin
- Town Planning Student Association

[No objections are raised with any of the simple renewals by any of the exec.](#)

8.2. APPROVAL OF AMENDMENT TO STUDENT SOCIETY CONSTITUTION (GUILD SECRETARY)

8.7. POWER TO REVIEW AND CANCEL REGISTRATION (EXECUTIVE COMMITTEE)

Review:

- IEEE Curtin University Student Branch

[The exec, secretary included, approves this constitution changes, conditional that the wording of 5.2 d is improved as it is hard to understand.](#)

8.5. POWER TO APPROVE REGISTRATION APPLICATION (EXECUTIVE COMMITTEE)

New Club EOIs:

- Curtin Surgical Students' Association
- Curtin University Greens

[The exec approves the EOI for the Surgical Students' Society.](#)

[The Curtin University Greens are approved, conditional on the note in the email regarding the accessibility of voting be complied with and that the VP-A is satisfied that the questions provided in the email have been addressed.](#)

d. Drug and Alcohol Policy: Jesse **EC#23/2021**

8.10. POWER TO APPROVE POLICY (EXECUTIVE COMMITTEE)

Motion: That the Executive Committee finalises and approves the Drug and Alcohol Policy.

Moved: Jesse Naylor Zambrano

Seconded: Fatma Sehic

[David Luketina joins the meeting at 10 56am.](#)

[Bridge queries why random testing is needed. David clarifies that this would only be used when there is a reasonable suspicion of alcohol and/or substance use.](#)

[Jesse expresses concerns with the random testing clause, querying how the random selection would be conducted. David says that the random selection would be completed by a computer.](#)

Fatma asks how we can ensure there is no racial or ethnic bias in the selection. David affirms that the selection will be made by a computer, which will prevent this.

Dylan asks if other employment contracts state that random testing is allowed.

The exec agrees that the clause 4.3 be removed.

David leaves the meeting at 11:17am.

All votes for the motion. Motion is passed.

- e. Managing Directors Contract: Jesse **EC#24/2021**

(Excluded for confidentiality reasons)

7. General Business

- a. Working from home

Jesse reminds the exec to inform her if you will be working from home so that she knows where you are.

She adds that holidays are coming up and encourage the exec to take some leave and take a break.

- b. KPI Review

Bridge says that they are preparing the email to representative about the KPI review.

8. Next Meeting

The next meeting of the Executive Committee will be held on Thursday 17th of June 2021 at 10am in The Bridge.

Meeting closed at 11:51am.

MINUTES

Meeting opens at 1:35pm.

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; [Lachlan Lee](#), [Cassidy Pemberton](#), [Dylan Botica](#), [Madison Ainsworth](#)
 - 2.2. Others Present; [Jessica Adamson-Bourne](#), [Bec Barendrecht](#), [Tanya Della-Santina](#)
 - 2.3. Apologies and Leave of Absence; [Clare Metcalf](#)
 - 2.4. Absent; [Jesse Naylor Zambrano](#)
3. Disclosure of any potential or perceived Conflicts of Interest
[None disclosed.](#)
4. Confirmation of the Minutes of the Previous Meeting
Motion: That the activities Committee approve the minutes of the previous meeting held on 09/03/2021 as a true and accurate record of the meeting.

Moved: [Lachlan Lee](#) (Vice President – Activities)

Seconded: [Cassidy Pemberton](#)

[Dylan registers his dissent.](#)
5. Matters Arising from the Minutes
6. Business on Notice
 - 6.1. Reports
 - i. Vice President – Activities;
[Lachy reports that the QD has had a Meet and Greet and the Accessibility Department will be having one. Lachy ran a BBQ at a protest. PSC had a sundowner and Health Sciences will have a Meet and Greet. The Womens Department and Accessibility Department co-hosted an Autism Awareness event.](#)

[Rough planning for the Guild Ball has started.](#)

Lachy is very excited for the events to be back.

ii. Manager – Student Engagement;

iii. Manager – Student Experience;

Bec says that there has been a larger uptake in larger events. An outdoor cinema was run by the Palestinian Students Society. The Filipino Students Society ran a night market. The Bubble Tea Society ran an Amazing Race. The Curtin Engineers Club ran a Beers, Careers and Volunteers event.

She has also been working to introduce TidyHQ and progressing on club renewals.

Clubs have been taking up the use of quiz night packs and other offerings from the Guild.

iv. Manager – Retail and Tavern Services;

The Tav was closed on Monday and Tuesday following a roof fire. The fire took out all the electrical systems. It will reopen tomorrow.

Cameras have been damaged. Tanya is intending to check that the audio systems are functioning.

The first Comedy Night was held and had over 60 people. Trivia Night has been cancelled.

There has been strong demand for the Tav by clubs for events.

Dylan asks if the fire resulted in any loss of stock. Tanya says they have not.

Tanya says it will be at least 3 weeks before the new air conditioning unit is ready for use.

v. Events Coordinator

Jess mentions that Cassidy has a public speaking event coming up next week.

There will be a quiz night online this week. Jess is aiming to host some online events this semester.

There will be a donut giveaway next Wednesday as part of engaging students in the larger upcoming events.

The Upcycle Markets will be open in May, donations are open now.

The week after the Upcycle Markets will be the Wellbeing Fair, on the 12th. It'll have a BBQ. There will be a lot of relaxing events and some amusements.

There will be a Cat Café on the week before study week on the 26th and 27th of May. The team is aiming to have some more activations in the courtyard as well. It will be the last event for the semester.

Tanya asks when the AGM will be. Bec responds that it's on the 19th May.

Dylan asks how people will be encouraged to come to the Tav for the AGM. Tanya responds that there will be free drink vouchers. There will also be a BBQ.

Motion: That the activities committee notes the reports.

Moved: Lachlan Lee (Vice President – Activities)

Seconded: Dylan Botica

There is no dissent to the reports.

6.2. Event Evaluation

i. Toga (see attached)

Tanya says that Toga reached the numbers that were expected.

The survey feedback was quite good.

Dylan asks if there is a breakdown on the number of students from each faculty that attended Toga. Tanya responds that Dylan can get this information from Maryanne.

Tanya says that the photobooth was used quite well.

ii. O Day (see attached)

Jess says that she doesn't have any additional information to add to the report that has been provided.

Lachy notes that he will try to collate these documents into one place for the incoming VP-A.

Dylan raises the issue of Curtin Connect not checking that students are enrolled before giving them a sticker. This also can cause issues where some non-students use this to get Guild and to get more club vouchers than they are allowed.

7. Collaborative Event Planning

8. General Business

Lachy asks how donations are going. Jess says that they are currently slow, as they have just opened.

Lachy asks if the Tav rabbit is real. There was indeed a rabbit around the Tav.

9. Next Meeting – The next ordinary meeting of the Activities Committee is Tuesday, the 11th of May at 1:30pm. Documents and motions are to be submitted no later than 2pm on Friday, May 7th to secretary@guild.curtin.edu.au

Meeting closes at 2:30pm.

MINUTES

Meeting opens at 1:39pm.

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; [Lachlan Lee](#), [Cassidy Pemberton](#), [Clare Metcalf](#), [Madison Ainsworth](#)
- 2.2. Others Present; [Maryanne Shaddick](#), [Bec Barendrecht](#), [Jessica Adamson Bourne](#), [David Luketina](#), [Tanya Della-Santina](#)
- 2.3. Apologies and Leave of Absence;
- 2.4. Absent; [Fatma Sehic](#), [Jesse Naylor Zambrano](#), [Shannon Chong](#), [Dylan Botica](#)

3. Disclosure of any potential or perceived Conflicts of Interest

4. Confirmation of the Minutes of the Previous Meeting

Motion: That the activities Committee approve the minutes of the previous meeting held on 13/04/2021 as a true and accurate record of the meeting.

Moved:

Seconded:

[These minutes are currently not available for the committee to approve.](#)

5. Matters Arising from the Minutes

6. Business on Notice

- 6.1. Reports
 - i. Vice President – Activities;
 - ii. Manager – Student Engagement;

[There have been three posts regarding blended learning, with the return to in-person lectures being the most popular post in terms of 13,000 reach, 500 engagement](#)

The accessibility post reached 8,000 and has 800 engagement across Instagram and Facebook.

The draft artwork is ready for the End of Semester Bash.

iii. Manager – Student Experience;

Over the last month, there has been a lot of dealing with ongoing COVID impacts, including rescheduling Guild events and helping clubs cancel, reschedule and organise theirs.

Bes says that for the most part, things have returned to pre-COVID arrangements.

She has also been continuing onboarding clubs to TidyHQ

iv. Manager – Retail and Tavern Services;

Tanya says that there have also been various changes due to COVID restrictions, with clubs having to reschedule clubs' events and some events needing to be cancelled because of reduced interest.

The Trivia Night went well, with 25 attendees. There were no problems with the Comedy Night, with approximately (a very rough estimate) of 60 people.

The AGM is all in order in terms of Tav bookings.

v. Events Coordinator

There are events that have been gaining quite a bit of traction.

Upcycle Markets were supposed to be last week, but it has been moved to next week to give more time for donations.

Wellbeing Fair is tomorrow. There will be quite a few giveaways, workshops and club stalls. Madison and Cassidy will be having a stall. There will be a Monster Energy drink giveaway. There will be some food sampling and a free BBQ.

During the Cat Café, there will only be 5 people with the cats at a time, and the courtyard will have some activations for those waiting in the line. There will be free hot chocolate and cat cookies. There will also be some giveaways on social media.

Jess says that the events team are starting their semester 2 O Day planning.

Bec says that the AGM is next Wednesday. Quorum is 100 people and there will be a free BBQ and free drink vouchers. You need to scan in to get in. The under 18s area will be extended and hopefully be more welcoming.

Tanya says that there will be a roaming microphone for any questions from the people there.

David adds that the forecast says there will be sunny weather and the deadline to submit motions will be tomorrow.

Tanya says that there will be a Grab and Go from the Guild Café at the same time as the Cat Café.

Clare asks if cash and card will be accepted for the cat café. Jess says it will, and this applies to the Upcycle Markets as well.

Lachy asks if the whole BBQ will have peanuts on them. Jess says that the chicken will be marinated in peanuts but the vegetables will not.

Lachy says that the VC is really keen to get involved with events.

David flags the need to communicate with the uni about Pasar Malam because of the scale of the event.

David also raises that arrangements for the Guild election need to start being organised now. The dates have been moved over by a day from last year.

Motion: That the activities committee notes the reports.

Moved: [Lachlan Lee](#)

Seconded: [Clare Metcalf](#)

Tanya says that the theme of the End Of Semester Bash is looking to be tropical. The dress theme would be loud shirts which are fairly available.

Tanya clarifies that the theme is more tropical, rather than the stereotyped "Hawaiian" theme that it may suggest.

Some reusable cups will also be given out as freebies.

Lachy asks if the dress code allows thongs for footwear. Tanya says that they are allowed.

Entertainment has not been sorted out yet.

Jess asks if there is a silent disco. Tanya says there will not be a silent disco.

7. Collaborative Event Planning

8. General Business

David asks who will be liaising with the VC about upcoming events etc. Lachy says that he will.

9. Next Meeting

The next ordinary meeting of the Activities Committee is Tuesday, the 8th of June at 1:30pm. Documents and motions are to be submitted no later than 4:30pm on Friday, June 4th to secretary@guild.curtin.edu.au

Meeting closes at 2:30pm.

Student Guild of Curtin University

Legal Committee - Meeting #1 2020

Held at 10:08am on Wednesday the 21st of February 2020

In the Bridge (Guild Boardroom)

1. Acknowledgement of the Traditional Owners
2. Attendance:
 - 2.1. Members Present; Hana Arai (President), Lachlan Lee (Chair), Clare Metcalf, Dylan Botica
 - 2.2. Others Present; David Luketina (Managing Director)
 - 2.3. Apologies and Leave of Absence;
 - 2.4. Absent; Katelyn Colson

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

4. Minutes of the Previous Meeting:
 - 4.1. Previous Meeting Minutes

Lachlan explained that no meetings had been held for well over a year and prior minutes would not be considered.

4.2. Any Circular Resolutions – Nil.

5. Matters Arising from the Minutes
 - 5.1. Action List – Nil.

6. Significant Items

- 6.1. Committee Constitution Changes.

Lachlan explained that the proposed changes to the constitutions related to:

- use of binary language where 'identify as a man' is changed to 'not identify as a woman'
- the reference to 'Disability Officer' being replaced with 'Accessibility Officer'
- the Activities Committee having the Queer Officer added as a member
- the Representation Board Constitution now including consideration of a report from its Chair which may be a verbal report.
- The Student Societies Committee:
 - being renamed to the 'Clubs and Societies Committee'
 - having its membership consist of the Vice President Activities and the Clubs Officer (or nominee)
 - Standing invitees to consist of President, Vice President Education, Secretary, Minute Secretary and One (1) Representative from each Student Society.

With regard to the Activities Committee, there was discussion that all events should be accessible and that it is appropriate for the Accessibility Officer to be a member. The

involvement of the Queer Officer, Indigenous Officer and Women's Officer will vary from time to time, and they should be added as standing invites (rather than as members).

There was discussion that the ISC President is required to be an international student and the PSC President is required to be a postgraduate student but similar requirements do not exist for members of the ISC and PSC respectively.

RESOLVED / LC #1 2020

That the Legal Committee supports the proposed changes to the committee constitutions subject to the following amendments:

- a) Activities Committee – the Queer Officer to be changed from a member to a standing invite and the Indigenous Officer and Women's Officer are added as standing invites
- b) Representation Board – 'Students with Disabilities Officer' to be changed to 'Accessibility Officer' in item 1.2 (1)(l)
- c) Clubs and Societies Committee – the item after (1)(a) needs to have '(b)' inserted prior
- d) Clubs and Societies Committee – the President to be changed from a standing invite to a member
- e) Clubs and Societies Committee – in item (2) (f) change 'form' to 'from'
- f) International Students Committee – add that committee members must be international students
- g) Postgraduate Students Committee – add that committee members must be international students

Moved: Lachlan Lee (Secretary)

Seconded: Dylan Botica (Accessibility Officer)

6.2. Guild Regulation Changes

6.2.1. Student Guild By-Laws 2018

Lachlan explained that the proposed changes to the By-Laws related to:

- the reference to 'Chief Operating Officer' being replaced with 'Managing Director'
- the reference to 'Disability Officer' or 'Students with Disabilities Officer' being replaced with 'Accessibility Officer'
- referring to 'accessibility requirements' rather than 'disability requirements'
- Shifting affirmative action requirements to the by-laws from the Regulations (this provides more flexibility to change affirmative action requirements as the By-Laws are much easier to change).
- Queer Officer and Indigenous Officer being elected at the Annual General Election
- Adding the option for online voting for body appointments

Clare pointed out that clauses 5(3) and 6(a) are inconsistent as both apply to standing orders but only one clause mentions Representation Board. It was agreed that the inconsistency be addressed.

The Committee discussed the duties of the Accessibility Officer and agreed that the duties relate to those who have a 'disability and/or accessibility requirements'.

There was discussion that 'First Nations Officer' may be a more appropriate title than 'Indigenous Officer'. Similarly references to 'indigenous students' may be changed to 'first

nation students'. In any case, 'indigenous' or 'first nation' will need to be included in definitions so that it is clear that someone must be indigenous to Australia. It was agreed that Hana will consult the Indigenous Officer regarding the preferred title.

There was some concern expressed about the security of online voting. However, it was noted that online voting would only be needed if it was not practicable to undertake voting at the relevant meeting.

RESOLVED / LC #2 2020

That the Legal Committee supports the proposed changes to the By-Laws subject to the following amendments:

- a) Address the inconsistency between 5(3) and 6(a) whereby only one refers to Representation Board
- b) The title 'Indigenous Officer' to be reviewed and possibly be replaced with 'First Nations Officer' and 'indigenous students' with 'first nation students'.
- c) Ensure that 'indigenous' and/or 'first nation' is used consistently
- d) The duties and responsibilities for the Accessibility Officer' be changed to cover those who have a 'disability and/or accessibility requirements'

Moved: Lachlan Lee (Secretary)

Seconded: Dylan Botica (Accessibility Officer)

6.2.2 Student Guild (Administration) Regulations 2018

Lachlan explained that the proposed changes to the Student Guild (Administration) Regulations related to:

- Adding definitions for 'Award Course' and 'Enrolled Student'
- Adding the requirement that the person appointed as Managing Director cannot be an Officer or have been an Officer in the last five (5) years
- Adding the requirement that an Officer cannot seek or be offered full time or part time employment with the Guild during the 12 months immediately following the conclusion of their term (note that this does not preclude casual employment)
- Removing references to the old structure (Associate Directors and Divisions) and updating to match the current structure (Portfolio Managers and Portfolios)
- Adding the Deputy Managing Director as a co-signatory for cheques issued by the Guild or payments made from the Guild's bank accounts.

It was noted that in clause 25(1) 'seven (8) cosignatories' should read 'eight (8) cosignatories'.

RESOLVED / LC #3 2020

That the Legal Committee supports the proposed changes to the Student Guild (Administration) Regulations subject to the following amendments 'seven (8) cosignatories' in clause 25(1) being changed to 'eight (8) cosignatories'

Moved: Lachlan Lee (Secretary)

Seconded: Dylan Botica (Accessibility Officer)

6.2.3 Student Guild (Election and Referenda) Regulations 2018

Lachlan explained that the proposed changes to the Student Guild (Election and Referenda) Regulations related to:

- Adding definitions for 'Award Course' and 'Enrolled Student'
- Clarifying that flyers not received by the Returning Officer at least three days prior to Postal Voting opening may not be able to be included in the postal vote packet.
- Clarifying that where a withdrawal is received before the ballot draw, the name of the candidate shall be excluded from the ballot draw
- Changing 'campaign material shall not be distributed unless authorised by the Returning Officer' to 'campaign material shall not be distributed unless approved by the Returning Officer'
- Affirmative action has been made more generic by referring to 'under-represented candidates' rather than just women.
- the reference to 'Students with Disabilities Officer' being replaced with 'Accessibility Officer'
- use of binary language where 'students who are women' is changed to 'students who do not identify as men'
- Indigenous Officer
- Added to Schedule B 'Only enrolled students who are indigenous may vote in an election for the office of Indigenous Officer'
- Added to Schedule B 'Only enrolled students who do identify as queer may vote in an election for the office of Queer Officer'

It was agreed that a definition of indigenous needs to be included that ensures that it pertains to Australia.

It was noted that 'under-represented candidates' is wordy and makes some of the clauses difficult to read.

RESOLVED / LC #4 2020

That the Legal Committee supports the proposed changes to the Student Guild (Election and Referenda) Regulations subject to the following amendments:

- a) Include a definition of indigenous that pertains to Australia
- b) Use, if possible, simpler wording for 'under-represented candidates'

Moved: Lachlan Lee (Secretary)

Seconded: Dylan Botica (Accessibility Officer)

6.2.4. Student Guild (Guild Council) Regulations 2018

Lachlan explained that the proposed changes to the Student Guild (Guild Council) Regulations related to:

- Adding definitions for 'Award Course' and 'Enrolled Student'
- Changing 'General Secretary' to 'Secretary' within the definition of Executive Officer in clause 3(2)
- Modifying affirmative action requirements to say 'as specified in the Student Guild By-Laws 2018'
- Replacing 'shall be women' with 'shall not identify as men', 'must be a woman' with 'must not identify as a man', and 'women' with 'persons who do not identify as men'
- The countback procedure to fill a vacancy for Guild Councillors and Representation Board members is flawed (a countback could result in someone already elected being unelected). The revised wording has vacancy being filled by the last person eliminated in the vote counting process.
- Added 'if a person is elected in a countback and does not accept the position within 7 days of being advised of their election, then they will be deemed to be unwilling to act in that capacity. Email, mail or text messages constitute advice.'

- the reference to 'Students with Disabilities Officer' being replaced with 'Accessibility Officer'
- Modifying Schedule A so that the Queer Officer and Indigenous Officer are elected at the Annual General Election

It was agreed that the qualifications to be Accessibility Officer in Schedule B should be 'has a disability'.

Clare pointed out that clause 27(6) refers to the definition of meeting but does not make sense and needs to be corrected.

RESOLVED / LC #5 2020

That the Legal Committee supports the proposed changes to the Student Guild (Guild Council) Regulations subject to the following amendments:

- a) the qualifications to be Accessibility Officer in Schedule B being 'has a disability'
- b) Correct clause 27(6) so that it has the same intent as the similar clause in the old Regulations (Guild Regulations – Division One – General).

Moved: Lachlan Lee (Secretary)

Seconded: Dylan Botica (Accessibility Officer)

6.2.5. Student Guild (Tribunal) Regulations 2018

Lachlan explained that the proposed changes to the Student Guild (Tribunal) Regulations related to:

- Correcting the misspelling of 'soceity' to 'society'.

RESOLVED / LC #6 2020

That the Legal Committee supports the proposed changes to the Student Guild (Tribunal) Regulations.

Moved: Lachlan Lee (Secretary)

Seconded: Dylan Botica (Accessibility Officer)

6.3. Remuneration Tribunal Recommendations.

6.3.1. Renumeration Tribunal Decision 2019

6.3.2. David explained that the proposed feedback on the Renumeration Tribunal Decision 2019:

- The decision in clause 12(1) states that "Fortnightly Remunerated Officers shall observe and be remunerated for public holidays". Does this mean that if an officer is remunerated for 7.5 hours a week they don't need to do any work if there is a public holiday that week?
- In clause 14(2) it should be clarified that if you don't do your work you don't get paid. Further, the two consecutive weeks referred to in this clause need to align with pay periods.
- In clauses 14(2) and 18(2), additional wording is required to allow suspension of pay when an officer has clearly abandoned their role/duties.
- the Secretary may suspend remuneration for that Officer. The decision of the Secretary may be appealed to the Guild President.

It was discussed that the procedure referred to in 14(1) for completion of timesheets should specify the process for those time sheets to be approved.

It was noted that clause 19 refers to the Chair of the Representation Board, Queer Officer, Women's Officer, Indigenous Officer, and Accessibility Officer being paid their honorarium on a monthly basis excluding January and July. It was queried whether this was intentional on the part of the Tribunal.

RESOLVED / LC #7 2020

That the Legal Committee recommends to the Remuneration Tribunal, that when formulating its remuneration decision for 2020, it consider:

a) Modifying clause 12(1) to be clear how Fortnightly Remunerated Officers shall observe and be remunerated for public holidays when they work relatively few hours per fortnight and have flexibility as to when those hours are worked.

b) Adding the following to clause 14(1):

The procedure shall specify the process for approving timesheets.

c) Modify clause 14(2) so that it reads:

Consistent with the concept of leave without pay, where an Officer fails to complete their hours of contribution in a (two week) pay period the Guild Secretary may reduce the hours for which they are remunerated to the hours they have completed to compensate. The decision of the Secretary may be appealed to the Guild President.

If within a period of 14 days from their last performance of their duties or the date of their last absence in respect of which notification has been given or consent has been granted, an Officer has not established to the satisfaction of the Secretary that they were absent for reasonable cause, the Secretary may suspend remuneration for that Officer. The decision of the Secretary may be appealed to the Guild President.

d) Adding the following to clause 18(2):

Where it is established to the satisfaction of the Secretary that an Other Remunerated Officer has not and is not likely, to meet the majority of their KPIs the Secretary may suspend remuneration for that Officer. The decision of the Secretary may be appealed to the Guild President.

e) For Chair of Representation Board, Queer Officer, Women's Officer, Indigenous Officer, and Accessibility Officer paying their honorarium on a monthly basis (ie not excluding January and July).

Moved: Lachlan Lee (Secretary)

Seconded: Clare Metcalf

6. General Business

Nil.

7. Items to be Communicated

Nil.

8. Next Meeting - TBC

Meeting closed at 11:48am.