



Student Guild of Curtin University

Guild Council

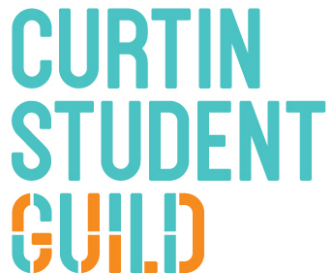
Declaration of Approval of Meeting Minutes

I declare that the minutes of the Guild Council held on the 26th March, 2020 have been approved and are true and accurate.

Signed,

A handwritten signature in black ink that reads "Fatma Sehic" followed by a horizontal line.

Fatma Sehic
Guild Council Deputy-Chairperson



Student Guild of Curtin University

51st Guild Council - Meeting #4

To be held at 6:00pm on Thursday the 26th of March, 2020

To be held online, using Webex Digital Conference software.

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"

2. Attendance

- 2.1. Members Present; Katelyn Colson (Chair), Hana Arai, Chris Hall, Bridge Truell, Lachlan Lee, Dylan Botica, Min Dee Chia, Fatma Sehic, Luke Bronson, Nicola Gulvin, Jason Kim, Beatrice Panganiban, Jesse Naylor Zambrano;
- 2.2. Others Present; David Luketina (Managing Director), Nika Velios (Minute-Secretary);
- 2.3. Apologies and Leave of Absence; Brianna Hodgkinson;
- 2.4. Absent; Chris Grant.

3. Disclosure of any potential or perceived Conflicts of Interest

Nil

4. Confirmation of the Minutes of the Previous Meeting

RESOLVED/ GC #9-2020

Motion: That the Guild Council approves the minutes of its meeting held on the 27/02/2020 as a true and accurate record of proceedings.

Moved: Lachlan Lee (Secretary)

Seconded: Hana Arai (President)

5. Matters Arising from the Minutes

Nil

6. Reports

6.1. President

Hana shared that since submitting the report, the below are additional in regards to the covid-19 situation:

- The library will be fully closed moving forward, and
- Curtin is on track to deliver all their learning content remotely, either by online or other means.

6.2. Vice President – Education

Chris H requested feedback on the highlighted sections in his report, these consist of:

- Suggestions for online events and/or well-being initiatives, and
- Considerations, thoughts and feedback on the parking document provided.

Chris H acknowledged the consistency of the transition of education throughout the different faculties of the University, and is proud to see the progress on this. He shared there is the intention to look further into creating online spaces for support. Chris H added that he has been working with Bridge to fulfil such within the equity departments of Guild as well as to provide further assistance with isolation and social distancing.

Chris H shared the Executive Committee have discussed the current KPIs and ways to realign them to be able to continue to achieve the KPIs with the rapid changes that have occurred.

Jesse commended Chris H on the work he has done with the preferred name system at the University, sharing that this has been affecting first year students. Chris H responded for clarity that where a student has not legally changed their name however have a preferred name, the preferred name was in brackets next to their current legal name. This affects students that do not identify with the name they are assigned with at birth. Now the preferred name is the default name used for everything in the University's system except for the details on any graduate certificate(s) or official letter(s)/correspondence that are mailed out by post.

Luke shared that a lot of people within the clubs realm are looking at running online events to keep people engaged. Chris H responded that this is very positive and that he has been in discussions with Bridge on how the events are intended to be held moving forward. He added that Bridge and the Student Experience team may need to look at the event proposal application and streamline and adapt it to cater to online events. The application is currently quite extensive due to the internal booking processes; however this may not need to be as thorough and robust for the current situation. Bridge added that he can look into this at the next meeting with the Student Experience team.

Hana acknowledged that the current Guild Council had goals to achieve in the term, and that it is an unfortunate reality is that it won't look as predicted. She shared that it is a great opportunity to provide the same sense of community (support and assistance) during such a crisis. The Guild can adapt to the needs of the students as required moving forward and create different initiatives and events.

6.3. Vice President – Activities

Bridge noted that he was on leave when the reports were due. Bridge added that he had to spend time in isolation when returning to the country.

Bridge shared that he has been working on different ideas within the Activities portfolio to cater to the current situation, which has been exciting; this involves collaboratively working on events and moving them to an online space. It is anticipated that the clubs leadership conference can be moved. Bridge noted adapting the KPIs as mentioned previously has been going well and that even though it is not ideal circumstances at the moment, there are ways to still achieve them.

7. Business on Notice

7.1. Annual Financials

Chris H noted that there are a number of responses from the auditors in the attached document. He specifically referenced for Council members to observe the leases component, where the conclusion on this is that the balances are standard in terms of leases. Chris H shared that this is a risk that is included in the Guild risk matrix. He also commended the work from the members of the Finance and Risk Committee.

Lachlan advised that the Finance and Risk Committee will be meeting tomorrow to discuss these financials and should anyone have any questions to contact himself, David or Chris prior to the circular resolution.

RESOLVED/ GC #14-2020

Motion: That the Guild Council **Note** that it will be requested via Circular Motion to approve the motion that the Guild Council:

- a) Notes the audit report and opinion;
- b) Authorises the President and General Secretary to certify that:
In the opinion of the Guild Council:
 - i. The Statement of Profit or Loss and Other Comprehensive Income and Statement of Cash Flows are drawn up so as to give a true and fair view of the performance of the Guild for the year ended 31 December 2019;
 - ii. The Statement of Financial Position is drawn up so as to give a true and fair view of the state of affairs of the Guild as at 31 December 2019;
 - iii. The Guild has complied with the Australian Accounting Standards – Reduced Disclosure Requirements, the *Curtin University Act 1966* and the *Australian Charities and Not-for-Profits Commission Act 2012*, and
 - iv. At the date of this statement there are reasonable grounds to believe that the Guild will be able to pay its debts as and when they fall due.
- c) Recommends to the Annual General Meeting that it adopt the Audited Financial Statements of the Student Guild for the year ending 31 December 2019.
- d) Recommends to the University Council that it note the Audited Financial Statements of the Student Guild for the year ending 31 December 2019.

Moved: Lachlan Lee (Secretary)

Seconded: Fatma Sehic (Guild Councillor)

7.2. Annual Report.

Hana thanked Maryanne Shaddick, Keturah Mudhan and anyone else who assisted in putting the annual report together. Hana shared that it filled her with pride to look back on the achievements of the Guild.

Lachlan advised that the attached document of the annual report was in low resolution, should anyone who has issues viewing it to contact him to source a higher resolution version.

Chris H applauded the Managing Director report within the Annual Report; stating that it captured a lot of the new changes, student movements, the business side of things and the values of the Guild. He continued to note that David encapsulated how everything ties to assisting and benefiting students. Chris H shared that this displays a great level of the transparency as an organisation.

RESOLVED/ GC #10-2020

Motion: That the Guild Council:

- a) **Recommends** to the Annual General Meeting that it note the 2019 Annual Report.
- b) **Recommends** to the University Council that it note the 2019 Annual Report

Moved: Hana Arai (President)

Seconded: Lachlan Lee (Secretary)

- 7.3. Reforecast 2020 Budget and Cashflow – as per attachment in Agenda.
Hana reiterated the level of confidentiality of these documents; as stated on the bottom of the attachments.

Katelyn advised that the Council notes this item.

- 7.4. Postpone the Annual General Meeting (AGM)
Lachlan advised that it is not possible to hold the AGM at the scheduled time due to the current restrictions in place by the Government, however the Guild still has a responsibility under the regulations to hold the AGM in semester one unless the Guild Council approves otherwise. Lachlan advised that he considers that these are sufficient circumstances to move the meeting.

Chris H advised that the annual report will still be distributed, sharing that the AGM is the point of the year where the Guild has strong dialogue with the student body. The intention is to look at different ways to deliver the information through digital engagement; recap style for each portfolio. However the official meeting is not possible to go ahead.

RESOLVED/ GC #11-2020

Motion: that the Guild Council **Postpone** the Annual General Meeting to be held in Semester 2.

Moved: Lachlan Lee (Secretary)

Seconded: Chris Hall (Vice President - Education)

- 7.5. Curtin Parking Policy
Chris H shared that the Curtin Parking Policy document provided is an introductory proposal; illustrating the results from a meeting with the Director of Parking. Chris H advised the synopsis of this was from the report Finlay (previous Guild President) provided last year; whereby some recommendations were implemented by Parking. This includes that in the future when having set days for parking, say 10 days, a \$10 discount will be provided; i.e. costing \$35 rather than \$45.

Chris H shared that the main problem in providing free parking for students during the traditional exam periods is that a session is required to be logged in the CellOPark App. This enables the university to distinguish students from staff. Staff are required to pay for parking during this time. Chris H noted that this does not include the med-school or law school tri-semester exam periods.

Chris H shared, that the Director of Parking suggested that students are charged for parking during exam periods, and in turn provide the money acquired from this period directly to the Guild. He advised that he was not impressed with this proposal, and it can be seen that the Guild is charging students for the parking. Fatma advised that the document stipulates that this is only for the next 3 years that the Guild would get the money for. She shared that it seems very counter-productive, and eventually Parking would acquire the income from the exam periods. Fatma noted that Parking is intending to expand their software, and suggested to join these two points together, creating something such as number plate recognition; to be able to identify the free parking during for students during exam periods.

Hana commented that to her knowledge the Parking proposal is not yet seriously being considered by the University. She shared that she was insulted by the Parking proposal, considering the amount of effort the Guild put into the parking survey and acquiring of information last year. Hana advised that should this proposal progress further, this is an opportunity to say no to the proposal and push back with other demands.

Chris H shared that the University has increased its parking revenue by \$1 million over the last 12 months. He noted that the money received from parking is used for the additional services from TransPerth from Canning Bridge Train Station as well as additional funding for the Safer Community Team and their operations; therefore not purely going straight into the University's pocket (so to speak). Chris H mentioned that the Director of Parking stand point is very business minded and appears to not take on the feedback from the parking survey.

Jesse mentioned that if the University was concerned about the environment it would not be working with oil and gas companies but rather would focus on making the University more accessible via public transport.

Fatma queried when responding to the parking document, to pick up on the points and phrases they have used and if possible she would like to be involved.

RESOLVED/ GC #12-2020

Motion: The Guild Council note the proposed changes to Curtin parking and review the ramifications for Curtin Students.

Moved: Chris Hall (Vice President – Education)

Seconded: Jesse Zambrano (Guild Councillor and Chair of Representation Board)

8. Minutes of Committees Reporting to the Guild Council

8.1. Representation Board – Meeting held on 20/02/2020

8.2. Executive Committee – Meetings held on 26/2/2020 and 12/2/2020

8.3. Finance and Risk Committee – Meeting Postponed due to technical issues

8.4. Activities Committee – Meeting held on 11/2/2020

RESOLVED/ GC #13-2020

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

Moved: Lachlan Lee (Secretary)

Seconded: Hana Arai (President)

9. General Business.

SSAF funding

Hana raised that the Guild Executive team and some members of the Curtin Senior Executive team met regarding the concerns towards SSAF money not being able to be utilised as originally intended. Hana suggested to apply for some of the money to go towards the Guild's emergency relief program, laptop loan program and hardship grant program. She continued to encourage anyone with any ideas on what the Guild can do or offer which will benefit and/or support students, to speak up in the next week as there is the capacity to explore new avenues.

Chris H shared that following the email sent out in relation to food parcels, there has been a large number of request; particularly from WASM in terms of financial hardship, limited stock and supply in Kalgoorlie. It may be that the Guild needs to send physical supplies to Kalgoorlie, and not just monetary. Hana advised that it would be a great initiative to secure more food and explore avenues to send the food (by an appropriate mode of transport) to Kalgoorlie.

Hana shared that to apply for SSAF funding, a cost analysis is required for the project and present a dollar amount. Fatma queried whether the SSAF funding can go towards psychological support for students. Hana praised the idea and noted that it would be a good use of the money; where this could mean to employ an additional psychologist or counsellors at the University's counsellor centre. Jesse voiced the importance of this, and stated that a lot of people are experiencing psychological distress and increasing the services to provide this to students would be great.

Food Package Delivery Form

Lachlan advised that all Guild Council members would have received an email from him with a food package delivery form; he encouraged all to fill it out as there is a large demand for food packages.

Broader Community Assistance

Jesse queried whether the Guild extends their services and assistance to the broader communities or would be open to such. Hana responded that the Guild currently does not, however she is open to suggestions and having discussions around this. Hana continued to state that the purpose of the Guild is to provide support to its members and those within the Curtin Community as a priority. Chris H shared that the Safer Communities Team do offer support to the wider community for both current and prior students.

Student Housing Accommodation Use

Chris noted that there are a significant number of rooms available in the student housing at Curtin, these are currently being used for students in need. Varying from:

- students who live regionally and need to isolate,
- students who have withdrawn from studies due to the online transition, and
- prior/current students who are in need of services on campus.

Social Media Groups for the Curtin Community

Hana shared that Bry, the Guild's Queer Officer, has created a discord server as a means of communicating. She shared that this is a way to foster community and mutual aid within the Curtin community and hopes there will be a trickle on effect with groups created to provide an avenue for of communication and support for students. Fatma commented that it would be interesting to look for existing communities and group chats available, and look at how they have set tools and programs up as well as reach out to different things that the Guild is not directly organised.

Faculty Facebook Group

Chris H advised all Council Members to join their Faculty's Facebook page. The Guild's Faculty Representatives would appreciate the support, and hopefully such groups can stay alive in the future to further assist remote students and those who normally study online.

Guild Elections and Ball

Katelyn queried what the intention is for the 2020 Elections. Chris H stated that there is a date prescribed that the elections can be postponed to; however unsure at this stage whether the Guild will be required to postpone them. This will be reviewed closed to the date. Chris added that it is not an immediate priority and it is being considered. Alternatives for the elections are being reviewed should it still not be possible to do any person to person elections and campaigning. He continued to note that the Guild Ball is in the same situation.

COVID-19 Rumours

Luke shared that there have been rumours that someone on campus tested positive with covid-19. He queried whether it would be of assistance for the Guild to get the message out, investigate and confirm or deny. Fatma responded sharing there was a post on a UWA Facebook page, which stated that the partner of someone who works in a Curtin University Lab tested positive. Fatma followed this up and it was a result of a miss communication where an email distributed had inaccurate information. She continued to state that it has been reported and the individuals' who sent the email have been advised accordingly, more strict protocols around communications have been implemented.

Hana shared that should there be a confirmed case of covid-19 at Curtin, the University will be transparent and the sentiment from the senior Executive Team is that they are trying to be very transparent and not shy away from any difficult decisions. Chris H added that should there be a confirmed case on campus, all University Council members will be notified immediately; Chris H is a member of University Council and therefore will most likely hear of any cases prior to most on the Curtin campus. He also shared that the University Council is now held earlier in the day for ease of implementing anything approved in the meeting.

Fatma encouraged Council members to be vigilant, and make sure to read everything and clarify whether the student (or individual) was or was not on campus. She continued to note that a powerful thing to do at the moment is stop students from being scared.

Assessment and Student Progression Manual

Jason queried, in the rush of the University shifting to an online curriculum, will the Guild will be doing anything (such as posting on social media) around what staff are and aren't allowed to do in this transition. Hana responded that there is a plan to publish digestible graphics that highlight a number of the assessment policies and regulations early next week. These are all are found in the publicly available Assessment and Student Progression Manual. Hana shared that Chris H has since found issues within the manual. Chris H stated that it is important for students to know their rights. He added that he has already started the background research and process to have these discrepancies and issues raised at the Academic Board.

Commendations

Jesse commends the Guild staff and Executive team for their assistance and guidance over the last month, inclusive of the need to adapt to changes and further support to the Curtin Community. She shared that March started with the coronavirus simmering in the background and only impacting international students, now it is something that is the main and the only matter everyone is working on. There is a lot of thought needed to get through this crisis, and it means taking on an enormous and unprecedented challenge. The humanity and passion is noticed. Fatma echoed Jesse, and shared how proud and grateful she is to be part of the Guild.

10. Next Meeting –

The next ordinary meeting of the Guild Council is Thursday, the 16th of April at 6:00pm to be held online. Documents and motions are to be submitted no later than 4pm on Wednesday, April 8th to secretary@guild.curtin.edu.au

Closed 7.35pm