

## President's Report

### Theodora Rohl (she/her)

#### 4<sup>th</sup> February – 17<sup>th</sup> March

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**Theodora Rohl**

Pronouns: She/Her

Theodora is your 53rd Guild President and she's dedicated to making campus a better place for everyone!

[president@guild.curtin.edu.au](mailto:president@guild.curtin.edu.au)

### University meetings

<b>7 Feb</b>	COVID-19 CIMT	
<b>8 Feb</b>	Fortnightly meeting with Julie Howell (Student Experience)	
<b>10 Feb</b>	COVID-19 CIMT	
<b>14 Feb</b>	COVID-19 CIMT	
	Academic Board (AB) Induction	Dale Pinto (AB Chair) and Rebecca Brockman (Secretariat) gave Hameed and I walked us through the remit of AB, who sits on it, the Guild President's report and other info. This was a first-time initiative, and very helpful!
	COVID-19 Vaccination Mandate Meeting	Meeting with Fiona Notley (COO) and Melinda Simpson (Health & Safety) to discuss the campus mandate and any questions/concerns I had
<b>16 Feb</b>	Academic Board Executive	Discussed the agenda, which items are not for discussion, how much time spent on each item
<b>17 Feb</b>	COVID-19 CIMT	
<b>18 Feb</b>	Respect. Now. Always. (RNA) Steering Committee	Discussed preparing for National Student Safety Survey (NSSS) being released, the Jenkins report, and the Online Safety Act
	Urgent COVID-19 CIMT	Discussed new directions and how they'd apply to O-Week
<b>22 Feb</b>	Fortnightly meeting with Julie Howell (Student Experience)	Floated the idea of a proposal for counselling to be expanded due to COVID stressors that will affect students
<b>24 Feb</b>	COVID-19 CIMT	
	Academic Board	Gave the first ever Guild President's Report! I can circulate a document for those interested in what was discussed.
<b>2 Mar</b>	Discussion about counselling proposal with Guild and Uni people	We're planning on a proposal to offer extra services, especially due to COVID cases rising and

		the stress this will cause people. At time of writing, proposal is still in draft stage
<b>3 Mar</b>	Tour of Library in Bldg 201	Library facilities in Bldg 201 are actually pretty cool – the Makerspace is huge!
<b>4 Mar</b>	Meeting with PSC VP-Research and Kate Trinajstic (Prof in Faculty of Sci-Eng)	Discussed how the Guild and Uni could interact to better the experience of postgrad students, especially HDR
	Monthly meeting with Val Reubenheimer (VP-Corporate Relations)	Discussed status of We All Need to Pee campaign, and if the uni is taking a stance on Ukraine
	COVID-19 CIMT	
<b>8 Mar</b>	Fortnightly meeting with Julie Howell	
	Monthly meeting with Tara Felton (Academic Registrar)	
<b>9 Mar</b>	Global Positioning Committee	Discussed the Strategic Plan 2030 through a global positioning lens
	COVID-19 CIMT	
	Monthly meeting with Harlene Hayne (VC)	Gave various updates, discussed expanding counselling and the uni’s stance on Ukraine
<b>11 Mar</b>	Meeting with Seth Kunin (DVC-Global), Hameed and Sofia	Discussed supports for International students and Sofia’s work with the global campuses
<b>14 Mar</b>	COVID-19 CIMT	
	Disability Action and Inclusion Plan (DAIP) consultation with Rey	Gave feedback on the DAIP with Rey to the people coordinating the review
	“Pulse check” chat with Jon Yorke (DVC-Academic) and NTEU	Discussed staff concerns with the project, and how best to phrase the questions. Settled on a “stop/start/continue” approach
<b>15 Mar</b>	SSAF Expenditure Advisory Committee	Noted reports from all areas where SSAF was spent in 2021
<b>17 Mar</b>	Academic Board Executive	Discussed the agenda, reviewed the workplan, made sure adequate time was allocated to each item that required discussion

## ***Guild meetings***

<b>7 Feb</b>	Weekly meeting with Maryanne (Student Engagement)	
<b>8 Feb</b>	Activities Committee	See minutes for details
	Club Approvals meeting with Exec	See minutes for details
<b>9 Feb</b>	Higher education	
	Finance and Risk	See minutes for details
<b>10 Feb</b>	Executive Committee	See minutes for details
	Governance review	Discussed the Guild’s customers and stakeholders
<b>14 Feb</b>	Weekly meeting with David (Managing Director)	
	Weekly meeting with Maryanne (Student Engagement)	

<b>15 Feb</b>	Club Approvals meeting with Exec Exec and Portfolio Managers meeting	See minutes for details Got updates from all the areas of the Guild
<b>16 Feb</b>	Higher education Referendum chat with the Exec	An impromptu chat to discuss the execution of the referendum in light of COVID
<b>17 Feb</b>	Governance review Guild Council	Further discussed the Guild's customers and stakeholders
<b>18 Feb</b>	O-Day briefing	Thanks to February for facilitating this briefing
<b>21 Feb</b>	Weekly meeting with David	
<b>22 Feb</b>	Weekly meeting with Maryanne	
<b>24 Feb</b>	Monthly meeting with WASM President	Heard his report, gave him advice
<b>28 Feb</b>	Weekly meeting with David Weekly meeting with Maryanne Governance review	Discussed activities, systems and resources
<b>2 Mar</b>	Higher education Meeting with February and Shelley (Clubs Support) about Clubs Event Grant	Discussed how we'd deal with the clubs grant, in light of COVID restrictions interfering with club events
<b>3 Mar</b>	CMSA Investigation with Exec Governance review	Discussed a club issue Discussed how governance is done at the Guild
<b>4 Mar</b>	Call with Pauline Willis (Organisational Psychologist) Call with Piper Bell (Student Voice Australia)	Discussed some workshops she could offer the Exec More info under Items of Significance
<b>8 Mar</b>	Learning and Student Experience Committee (LSEC) Follow up call with Pauline Willis	I don't sit on this committee, but I popped in to speak on the pulse check proposal (more info in Items of Significance)
<b>9 Mar</b>	Governance meeting Higher education PSC/ISC Event Meeting	1:1 meeting with the man running it to discuss my understanding and experience of how governance is done Discussed expanding capacity for the event on 11/3
<b>10 Mar</b>	Executive Committee	See minutes for details
<b>11 Mar</b>	Activities Committee	See minutes for details
<b>14 Mar</b>	Weekly meeting with David Weekly meeting with Maryanne	
<b>15 Mar</b>	Exec and Portfolio Managers meeting Higher education Finance and Risk Committee	Caught up on what everyone is doing See minutes for details

## ***O-Week activities***

<b>21 Feb</b>	O-Week Official Welcome	Gave a 5-minute speech welcoming students to uni, giving them some advice, and reassuring them that the Guild is always here for them
	Friend Speed Dating	Facilitated this with Salwa (Women's Officer)
<b>23 Feb</b>	O-Day	Ran back and forth from the Guild to the Oval so many times I lost count. Amazing work from the reps! More on this under Items of Significance
<b>24 Feb</b>	Friend Speed Dating	Facilitated this with Salwa
	Guild Survival Guide	Gave advice to students, info about enrolment, class etiquette, what the Guild offers, etc.

### ***Other meetings/activities***

<b>7 Feb</b>	Monthly meeting with NTEU	Discussed the "pulse check" student evaluation, and considerations from a teaching perspective
<b>8 Feb</b>	Filmed Guild Insider Tour	
<b>17 Feb</b>	ALLY Training	Undertaken by myself and Cassidy (Queer Officer)
<b>18 Feb</b>	Introductory meeting with Lois Andrew (Notre Dame Student Association President)	I've now met all the WA Guild Presidents, and we have methods of contact with each other
	Graduation	Congrats to all the students who celebrated their graduation!
<b>21 Feb</b>	Call with Luc (NUS Education Officer)	Debriefed after the President's Summit
<b>23 Feb</b>	Exchange Smoking Ceremony	Performed by Simon Forrest. Made connections with a few students in St Cats and UniLodge.
<b>10 Mar</b>	Zooper Dooper giveaway!	February, Adam (Humanities Fac Rep) and I handed out free Zooper Doopers to students
<b>11 Mar</b>	Responding with Compassion workshop	(CW: SA/SH) Workshop on how to respond to disclosures of sexual assault/harassment
	Attended the PSC/ISC Tropical-themed Party	Was an amazing turnout with a vibrant atmosphere! Huge congrats to everyone who played a big part in it
<b>13 Mar</b>	Tour of St Cat's	Was invited to speak to the residents, especially regarding women in leadership
<b>14 Mar</b>	Monthly Exec meeting with NTEU	Discussed COVID-19 measures, the NUS referendum, and the unit evaluation pulse check
<b>16 Mar</b>	A Reflection on Peace event	A short session organised by Curtin's Multi-Faith Officer, to come together and reflect on current worldwide events
	Filming Guild President video for New to Curtin students	Introduced myself and summarised what the Guild does
	Uni Council Drinks	The Exec and the PSC/ISC Presidents were invited to drinks with members of Uni Council after their meeting. Learnt some interesting things for sure

## Leave

11 Feb	Sick leave
22 Feb	½ day of sick leave
1 Mar	Sick leave

## Items of Significance

### O-Week!

Orientation Week ran from 21-25 Feb, and saw massive engagement from students! The Guild ran giveaways, tote-bag decorating and many other activations. I ran a few sessions as you can see above.

Of course, O-Day was a massive undertaking that required so much planning, but I'm proud to say that it was a huge success! Due to COVID-19 directions, we had to hold it on the oval instead of near the Guild, but the layout worked quite well! Students had their vaccination status checked upon entry, and the stalls were spaced out according to the requirements. This layout made it much easier to navigate all the stalls, although there were a few accessibility concerns. These will be discussed by the Activities Committee. Unfortunately this year we had to cancel the Toga Party – a difficult choice, but the right one – as there is no way to regulate social distancing when dancing and alcohol are involved. This event has been put on hold, and we're hoping to implement it later in the year.



I cannot thank the Events Team enough. They've worked tirelessly getting all the O-Week and O-Day activities planned and executed, and they did a spectacular job. Also, a huge shoutout to all the reps who came to the Guild stall for O-Day. Proud of all of you!

## Wins for International Students!

Last Guild Council I reported that Sofia, Hameed and I (with lots of support from Maryanne) were lobbying the government to a) consider International students affected

by the surprise delay of the border opening, and b) open Nursing grad programs to International students, to give them more graduate opportunities and help with the nursing shortage in the state. We even ended up in the West Australian. I'm excited to announce that both of those things were achieved!

The Government gave special consideration to International students to allow the back into WA, and gave \$2,000 to International students to help them through the isolation period. I am told that MPs specifically expressed that the advocacy from Curtin was a major influence over this decision.

GradConnect is an online recruitment system that allows Nursing and Midwifery students to access a wide range of graduate employment opportunities. Historically, this system has only been open to domestic students. After lobbying the Minister for Health, we were able to get this open to International students!

I cannot stress enough how hard Hameed and Sofia worked on this. This outcome would not have been achieved without them. Amazing job guys!

## Unit Pulse Check

Maddie and I, along with key people in the University and the NTEU, have continued to work on a pilot of a unit feedback questionnaire to be implemented around week 4 of semester. This has been noted at LSEC and is going to Academic Board. We are hopeful that this can be implemented this semester.

There are many things to consider when drafting the questions. Even though the percentage of responses that are abusive is quite low, they still affect the staff member. This is especially the case for staff members from a minority background. Student feedback is also used as a tool for performance management for tutors, who can sometimes be marked low even when the issues are things completely out of their control (e.g. bad WiFi).

Considerations like these, along with a myriad of others, are all being considered when drafting the questionnaire.

Through meetings with the NTEU, we decided on the STOP/START/CONTINUE approach: what should tutors STOP, START or CONTINUE doing?

## Curtin University: Guild calls for Mark McGowan to re-open WA border, allow return of overseas students



Josh Zimmerman | The West Australian  
Thu, 3 February 2022 2:45PM | [Comments](#) | [+](#)

Josh Zimmerman

## **Counselling Proposal**

Due to COVID, we're expecting that students will need more access to Curtin Health & Wellbeing services, particularly counselling. Thus, Rey (Accessibility Officer), February and I are working on a proposal to expand counselling services at least for this year. We floated this with Julie Howell, who covers that area, and she seems really keen!

## **Assorted Stuff**

- COVID-19 updates will now be a standing Item for Discussion moving forward instead of putting it in my report. I asked for this change so I can be asked about my role and the work I'm doing, instead of only being asked about COVID, so I can be properly answer questions and held to account.
- I joined Student Voice Australia alongside Katherine Clements (Students as Partners lead), a group that brings students from all over Australia to discuss student representation and advocacy. On 8 April, I am giving a quick presentation on designing the Unit Pulse Check, and all the considerations that go into making a unit feedback questionnaire.
- I gave a reflection at the Reflection on Peace at the event run by the Multi-Faith Officer. I said some words about how we feel so insignificant during worldwide crises we can't solve, and that our individual, day-to-day lives still matter.

## ***TL;DR!***

- O-Week was a huge success, and O-Day was amazing!
- We successfully lobbied the state gov to open borders to International students and open graduate Nursing programs to them.
- Maddie and I are continuing work on a student feedback survey done early in the semester.
- February, Rey and I are working on a proposal to expand counselling, especially as Omicron works its way through the community.
- COVID-19 updates will now be a standing Item for Discussion.

***Thanks for reading x  
Teddy***

# STUDENT GUILD OF CURTIN UNIVERSITY

## SECRETARY

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### REPORT

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#### 1 Coverage

- (1) This report covers activity from the **10th of February 2022** until **17th March 2022** and is submitted to the March Guild Council.
- (2) Leave periods: Nil

#### 2 Terms Used

**Exec / EC** means the Executive Committee of the Curtin Student Guild.

#### 3 Internal Meetings

Date/s	Meeting	Comments
10/2/22	Executive Committee	
10/2/22	Governance Review: Kick Off / Customer / Stakeholder	
10/2/22	Representation Board	
15/2/22	Club Approvals	
16/2/22	Referendum Discussion	
17/2/22	Governance Review: Customer / Stakeholder	
17/2/22	Guild Council	
18/2/22	Executive Committee	CONFIDENTIAL: A meeting to discuss a report of suspected Guild misconduct
25/2/22	St Cats Pancake Breakfast	For Student Housing Advisory Recruitment
28/2/22	Governance Review: Activities / Systems / Resources	
1/3/22	Executive Committee	
2/3/22	Higher Education Meeting	
2/3/22	Planning Session	
3/3/22	CMSA Investigation	
3/3/22	Governance Review: How Governance is Done at the Guild.	
9/3/22	Higher Education Meeting	
9/3/22	Governance Review: Interview	



11/3/22	Activities Committee	
15/3/22	Exec & PMs	
16/3/22	Meeting with PSC Member	
16/3/22	Governance Review: Interview	
16/3/22	Higher Education Meeting	
16/3/22	Finance and Risk Committee	
17/3/22	Meeting with Guild Officer	
17/3/22	Clubs and Societies Committee	
17/3/22	Representation Board	

#### 4 External Meetings

4/3/22	NUS President Meeting	To discuss issues at Curtin and travel to campus.
9/3/22	Guild Keep Cups Discussion	Discussion with concerned Guild staff regarding the Guild's use of Keep Cups during COVID-19.
14/3/22	NTEU x Guild Exec	
15/3/22	SSAFEAC	
16/3/22	University Council x Executive (Drinks)	

#### 5 Significant Items

##### (1) Guild Elections

##### (a) Committee and Other Elections

- (i) As Returning Officer for elected appointments under the *By-Laws 2022*, it was a challenging process to fill vacancies. Factors contributing to an increase in nominations include changes approved by Guild Council to appointment mechanisms, online nomination process, opening nominations during orientation and leaving open for an additional week after as well as the collective effort of Officers.

- (A) The number of nominations received: 93  
(B) The number of ballots held: 22

- (ii) I was pleased to appoint students to most committees and positions available. I have also arranged Curtin Extra participation and have commenced the onboarding process.

##### (b) WASM Postgraduate Representative

(i) I acted as the Returning Officer for the Kalgoorlie Branch election for Postgraduate Representative.

(A) The number of nominations received: 2

(ii) The ballot was held in person by a regional polling officer and online through a secure process as per the decision of the WASM Student Guild Committee.

(2) By-Laws 2022 Implementation

(a) I contacted relevant staff to ensure the implementation of new by-law provisions takes effect. I have updated the register of delegations and created a register of resolutions.

(3) Administration

(a) Routine payments have been made without delay. I have worked to appoint a Chair of the Tribunals of the Guild from the Law School Academic Staff. I have uploaded Recordings for the website. Worked on the NUS Referendum to create material.

(b) Student details have been uploaded and created for Curtin Extra recognition.

(c) I worked with the University to investigate ventilation concerns of buildings across campus.

## **6 Travel / Conferences**

Nil Travel

Nil Conferences

**Schedule A**

**TL;DR**

This month has been primarily focused on the appointment of committees and other elections which has taken up a significant period with many logistical issues and consumption of additional time with many more nominations than previously. Routine work continues as is a significant proportion of the Secretary workload (this includes approving payroll, payments, reviewing invoices, creating documents, meeting with Representatives, reading policy / regulations to respond to questions etc). While this report may not appear full, the workload has been unforgiving.

Signed

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Dylan Botica

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Secretary of the Student Guild



On the        day of

## Vice President—Education Report

Report Duration: 10/02/2022- 17/03/2022

Madison Ainsworth

### Guild Meetings

Date	Meeting	Notes
10/02/2022	1-1 Check-in	Met with Theodora for my one-on-one check-in
10/02/2022	Executive Committee	
10/02/2022	Governance Review	
10/02/2022	Representation Board	
11/02/2022	O-Week Planning Session	
11/02/2022	Student Assist	Met with Jo-Ann
14/02/2022	Accessibility Meetup	Met with Rey to go over issues/projects coming up in the accessibility portfolio
15/02/2022	Clubs Approval	
15/02/2022	Executive Committee	
16/02/2022	Queer Meetup	Met with Cassidy to go over issues/projects coming up in the queer portfolio
16/02/2022	FBL Meetup	Met with Shaniqua to touch base on how they feel in the role
16/02/2022	Referendum Chat	Met with exec to discuss the referendum
17/02/2022	Students as Partners	Met with Theodora and Kathryn for a monthly catch-up
17/02/2022	Governance Review	
17/02/2022	Guild Council	
18/02/2022	ISC Meetup	Met with Sofia to discuss issues/projects coming up in the international student profile
18/02/2022	Executive Committee	Special meeting of the executive committee
21/02/2022	FBL Check-in	Had the first of a weekly check-in with Shaniqua
21/02/2022	Pres/VPs O-Day Chat	Met with Theodora and February about O-Day
21/02/2022	NUS Call	Met with Luc (Education Officer) and Theodora to discuss the NUS Presidents Summit
23/02/2022	O-Day	
28/02/2022	FBL Check-in	
28/02/2022	PSC Check-in	
28/02/2022	Governance Review	
01/03/2022	Executive Committee	
02/03/2022	Higher Education	
02/03/2022	Covid Discussion	Met with exec to discuss COVID restrictions
02/03/2022	Queer Meetup	
02/03/2022	PM Session	Met with Jo-Ann, Theodora, Dylan and Nika
03/03/2022	Womens Meetup	
03/03/2022	1-1 Check-in	Met with Theodora for my one-to-one check-in
03/03/2022	Clubs Meeting	
08/03/2022	Pulse Check-in	Met with Theodora to discuss the feedback given at LSEC regarding the evaluation pulse check

09/03/2022	Governance Interview	Had an interview to give my understanding of the Guild's Governance
09/03/2022	Higher Education	
10/03/2022	1-1 Check-in	
10/03/2022	Executive Committee	
14/03/2022	Accessibility Meeting	
14/03/2022	Mental Health App	Met with Guild reps and Sarah Gerber to discuss a mental health app
15/03/2022	Exec/PM	
16/03/2022	Higher Education	
16/03/2022	Queer Meetup	
17/03/2022	Women Meetup	
17/03/2022	1-1 Check-in	

### University Meetings

Date	Meeting	Notes
11/02/2022	Guild Goals Session	Met with Jon Yorke to discuss Guild Goals for 2022
18/02/2022	Rural and Regional	Met with Luke Webster to discuss how the Guild can assist students coming/thinking of coming to Curtin from a rural/regional environment
21/02/2022	CIMT	Filled in for Theodora and sent notes back
21/02/2022	Religious Calendars	Met with Jo-Ann, a student, and the universities multi-faith officer to discuss religious calendars
24/02/2022	Academic Board Pre-Meeting	
24/02/2022	Students as Partners	
25/02/2022	Academic Board	
01/03/2022	CIMT	Filled in for Theodora and sent notes back
01/03/2022	Courses Committee	
08/03/2022	LSEC	
14/03/2022	NTEU	Exec had our monthly meeting with the NTEU
14/03/2022	Evaluation Pulse Check	Had a meeting with Theodora, members of the NTEU, and Jon Yorke to discuss the pilot of the pulse check
15/03/2022	LITEC	Had a meeting with LITEC to discuss a working group that unfortunately had to be put on hold, accessibility issues, regional and rural students, students awareness of the guild, and the development of a language guide

### Executive Summary

I have not started any projects this month, things are continuing on from the previous Representation Board Report; I am working on a pulse check in collaboration with Jon Yorke and Theodora Rohl, O-Day happened and we had fantastic engagement with students. I initiated a discussion with LITEC over a number of issues and am very excited to work on them. Also, the number of student complaints that I have been CC-ed in has increased due to the start of semester.

# Vice President – Activities

Report #2

February

Meeting Date: 24/3/22

Date Submitted: 18/3/22

## Meetings:

Date	Meeting	Comments
10/2/22	Exec Committee	
10/2/22	Governance Review Session 1	
10/2/22	Events Support w/ Women's Officer	Met with Salwa to discuss Women's Department events and what to think about when planning department events
11/2/22	O-Week Pre-briefing	I attended a University Briefing for Orientation Week
11/2/22	Events x VPA	
15/2/22	Clubs Approvals	
15/2/22	Exec and PMs	
16/2/22	Higher Ed	
16/2/22	Executive Committee	Checked in about Referendum logistics and Clubs issues
17/2/22	ISC O-Day Stall	
17/2/22	Soroptomist Public Speaking Competition (meeting)	Met with Salwa and representatives from Soroptomist about holding a Public Speaking Competition, this event has been run in the past.
17/2/22	Guild Council	
18/2/22	O-Day Briefing for Reps	I held a briefing for Reps and volunteers at Guild Rep stalls
18/2/22	Executive Committee	
21/2/22	O-Day Handover	I was aware that I may be unable to attend O-Day and arranged a comprehensive briefing and checklist for Theo and Maddie in case they needed to coordinate the Reps and I could not be there.
25/2/22	ISC,PSC, VP Event Planning	
28/2/22	Governance Review Session 2	
28/2/22	Events x VPA	
1/3/22	Executive Committee	
2/3/22	Guild x Counselling	I sat in on a meeting that Theo and Rey had with Julie Howell and some staff in Counselling

		regarding a proposal to increase Counselling Services
2/3/22	Higher Ed	
2/3/22	Executive Committee	Exec checked in about ongoing COVID measures for Reps
3/3/22	Club Event Grant x Event Pause	Theo and I met with Shelley about the Club Event Grant and how to navigate the COVID situation and capacity restrictions. We petitioned to have the deadline for this grant extended and this was granted by the University.
3/3/22	Club Investigation	
9/3/22	Events x VPA	
9/3/22	Clubs Week Discussion	We touched base about how to promote clubs during Clubs Week without being able to deliver Clubs Carnival due to capacity restrictions
9/3/22	Higher Ed	
9/3/22	PSC/ISC Sundowner (meeting)	
10/3/22	Guild Governance: Interview	
10/3/22	Executive Committee	
11/3/22	Activities Committee	
14/3/22	O-Week/O-Day Internal Debrief	
14/3/22	Mental health/Peer Support App consult	Some reps met with a staff member from Curtin Counselling Services to give feedback on a range of apps the Uni is considering investing in
14/3/22	NTEU x Guild Exec	
15/3/22	Grill the Guild Briefing	Let Adam know what to expect from the Grill the Guild
15/3/22	Exec x PMs	
15/3/22	Upcycle Market x LGBTQI+ clothes swap (meeting)	Met with Cass and Jess to discuss integrating a clothes swap idea into the Upcycle Market. A student had reached out about doing an event like this for LGBTQI+ students, plans were made to give LGBTQI+ students exclusive early access.
16/3/22	International Women's Day Debrief	
16/3/22	Uni Council x Exec (drinks)	
17/3/22	Clubs and Societies Meeting	

#### Upcoming Meetings:

Date	Meeting
22/3/22	Introduction meeting Good Sammy
23/3/22	Quiet 30 at O-Day Review
23/3/22	Health and Safety Committee (Guild)
24/3/22	Executive Committee

24/3/22	Events x VPA
24/3/22	Governance Review

### Events:

Date	Meeting	Comments
21/2/22	O-Week	Gorgeous gorgeous Guild Reps wear Guild shirts and hang out with students and post it on Guild socials 😊
23/2/22	O-Day	I was unavailable on O-Day. I created an anonymous feedback form and debriefed with reps who chose to speak to me. The feedback is leading me to strongly consider the merits of the Guild Passport or whether it causes problems for Equity Stalls. I passed on feedback relevant to Student Experience.
28/2/22	Accessibility Department Survival Session 1	
1/3/22	Accessibility Department Survival Session 2	
8/3/22	International Women's Day Brunch	I was unable to attend this event, upon debriefing with Salwa I understand it was well attended and could be catered more in the future.
10/3/22	Zooper Dooper Stall	We gave out free icy poles to students left over from O-Day, they loved it. The students love the icy poles and they love the Guild when they get the icy poles
11/3/22	ISC/PSC Sundowner	This event was well attended by International and Postgraduate students. It flowed well, there was adequate catering and live music.
17/3/22	Humanities Grill the Guild	It went so well and we learnt so much. We are Grill the Guild machines. I want to do a BBQ every week and I think the Guild Council should find a way to increase my BBQ budget

### Notes:

I have been working with Reps to plan and deliver events, collating feedback and organising/attending debriefs.

I have been working with Sofia to develop an ISC Discord.

Clubs Carnival and Wellbeing Fair are being reimagined to comply with capacity restrictions (500 cap for outdoor events), including spreading them out over more time and online supplements.

I have been thinking broadly about the Guild in the Online Space, and how we can provide experiences and community for students outside of online events, which traditionally are not well attended or enjoyed.



There has been a number of crises in the Clubs world that have led to an increase in workload and compounded by TidyHQ onboarding requirements there are delays in club renewals.

I have observed that students have returned to campus this year with a new passion and appetite for events and community that had significantly waned over the past couple of years. Campus is coming back to life baby

**Leave:**

22/2-23/2: Compassionate Leave

24/2-25/2: Personal Leave

4/3-8/3: Personal Leave

I took a total of six days leave and unfortunately missed some important events but was able to reschedule meetings, including Activities Committee. I am working to get back on top of deadlines and anything I missed, largely drafting documents and preparing for meetings.

**TL;DR:**

We have delivered O-Day, International Womens Day and the ISC/PSC Sundowner. We are planning reduced offerings for Clubs Carnival and Wellbeing Fair and I'm looking to reimagine our online offerings.

### **Motion: Safety Report**

Action: That the Guild Council discusses the Safety Report.

Motion: That the Guild Council notes the Safety Report.

Moved: Dylan Botica

Seconded: Theo Rohl

### **Performance:**

- Safety inspections conducted on time (as % of planned inspections):
  - 98%
- Workers compensation claims (as hours of paid compensation over the past 12 months):
  - 288.65 Hours

### **Incidents and Hazards to note:**

No incidents or hazards reported.

WorkSafe WA attended GMart on 23 February 2022, the following verbal direction and improvement notices were issued.

#### Verbal Direction:

- Removal of non-compliant step ladder from B106D store room - actioned and completed in front of inspector as per requirements.

#### Improvement Notices:

- Risk Assessment – manual handling of boxes in GMart store room (due date: 1700 hours, 28/03/2022)
- Risk Assessment – manual handling of boxes in overflow store room (due date: 1700 hours, 28/03/2022)
- Manual Task – Accessing crates on high shelves in the GMart store room (due date: 1700 hours, 29/04/2022)
- Storage shelving in the GMart store room (due date: 1700 hours, 29/04/2022)
- Storage shelving in the overflow store room (due date: 1700 hours, 29/04/2022)

*Note: "overflow store room" referenced is B106D store room.*

### **General Safety Update for the Month:**

The Guild's 6 monthly First Aid box checks and Fire Equipment servicing were completed during the week commencing 28 February 2022.

Workplace Health and Safety Act 2020 and accompanying regulations will commence 31 March 2022 in Western Australia (WA). For WA, this means:

- WHS laws will be modernised and harmonise with all other states and territories (except for Victoria)
- Bring together WHS under the one Act and assist businesses and workers to achieve a healthier and safer working environment
- Introduction of term 'person conducting a business undertaking', meaning anyone who engages a WA worker has a duty to protect their health and safety
- Confirmation that the responsibility for workplace safety sits with those at the top of an organisation's hierarchy where they must exercise due diligence to ensure compliance with the laws
- All workplace participants to review workplace health and safety practices, and deliver continuous improvement and progressively higher standards of work health and safety.
- There are three sets of WHS Regulations specifying the way in which some duties under the WHS Act must be met
- Advises the obligations and responsibilities the community now expects from companies and their senior management
- Insurance no longer cover penalties, meaning the persons conducting a business undertaking will be held accountable for their actions and responsible for financial penalties
- Industrial manslaughter laws will begin, carrying a maximum penalty of 20 years' imprisonment and a \$5 million fine for an individual and a maximum \$10 million fine for a body corporate.

### **Confidentiality:**

Open

### Item for Discussion: COVID-19 Update

Action: That the Guild Council discuss the COVID-19 Update.

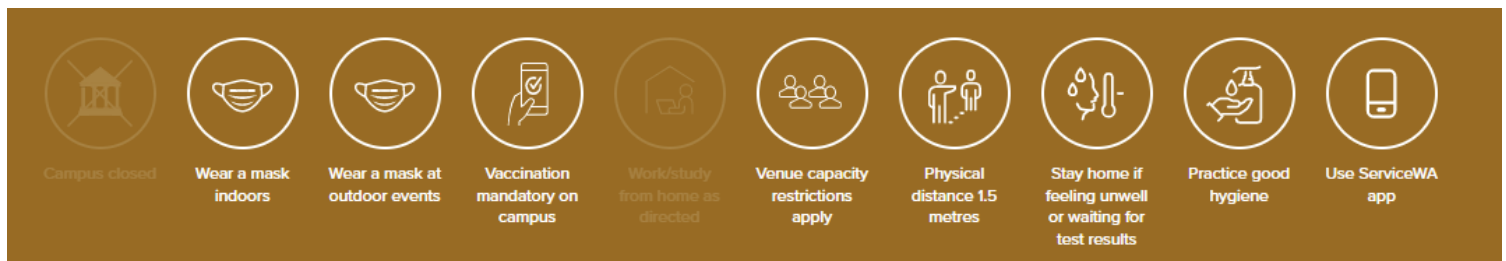
Motion: That the Guild Council notes the COVID-19 Update.

Moved: Theodora Rohl

Seconded:

### Current measures

The current campus measures are:



### Mandatory Vaccination

A campus-wide vaccination mandate has been put into place. All staff, students, visitors and others who wish to attend a Curtin campus or facility, or participate in a University activity, must provide the University with evidence they have received:

- at least one dose of a COVID-19 vaccine by 21 February,
- a second dose of a COVID-19 vaccine by 21 March 2022, and
- after 21 March 2022, people will also need to provide evidence they have received a third or booster within one month of becoming eligible.

As of 3<sup>rd</sup> March:

- Approx. 90% of students are compliant with the mandate
- Of those who are non-compliant:
  - 82.6% are domestic
  - 14.1% are international
- Spot-checks are being administered by COVID marshals

## Academic measures

The current approach is to **maintain face-to-face learning for as long as it is safe to do so**. This means that classes should be COVID-safe, including:

- Mask-wearing when indoors, except when teaching
- Allowing online options for students who request it, even if the unit is fully face-to-face
- Having classes in rooms that are adequately ventilated
- Following capacity limits
- Properly sanitising the classrooms between tutorials

**Please alert Theodora, Madison and the relevant Faculty Representative as soon as you become aware of a unit that is not following the above guidelines.**

It is expected that the disruptions due to COVID will influence students' grades, so the following academic measures are being put into place.

- Self-certifications are permitted for 5 days
  - If a student has a study load of >50 CR, they will have two self-certifications in each study period
  - If a student has a study load of <50 CR, they will have one self-certification in each study period
- If students must self-certify for longer than 5 days, for example if they can't leave the house to get a test, they must accompany their request by an explanation of their circumstances, and reasonable approval should not be withheld.
- Permitted evidence of having COVID for the purposes of extensions are:
  - Evidence of a positive COVID-19 PCR test,
  - Evidence of a positive COVID-19 RAT test,
  - A requirement to isolate, or
  - A valid medical certificate
- Extension requests for longer than 5 days will be granted if you have evidence of having COVID
- You can withdraw without penalty at any time of the semester if you have been negatively affected by COVID
- Changes to assessments can be made after the publication of the unit outline
- Assessment deadlines may be deferred within the study period at the discretion of the Unit Coordinator. Such amendments will be applied consistently across the cohort
- Face-to-face exams may be scheduled, but backup alternatives must be prepared
- More units are allowing further assessments
- The Assessment Quality Process data collection and reporting process is suspended in 2022. This will free up lots of time for Unit Coordinators

The information and representations above are accurate at time of writing (17/3/22).

## Confidentiality:

Open



# AISA Briefing Paper

## Why AISA?

### National representation

International students face many unique challenges to accessing high-quality education and maintaining a good quality of living, and a peak representative body to represent their interests and co-ordinate the work of ISAs across Australia is crucial in realising this aspiration.

Further to this, the Commonwealth Government provides significant opportunities for national international student representatives (currently CISA) to steer government and industry decision making through high-level government forums. A privilege not afforded to other organisations such as NUS and CAPA.

Unfortunately, CISA no longer operates to the high standards that international students and our representative bodies on campus deserve or rely on.

This is why it is critical student associations and ISAs come together to support a genuine and effective peak body for international students in Australia.

### The problems with CISA

**Incorrect legal structure** – CISA is a not-for-profit incorporated in the state of Victoria, which means it is legally established to operate within Victoria, not nationally.

**Lack of accountability to members/Lack of independence from government & industry** – CISA receives only a small affiliation fee from its members, and significantly more from government grants and corporate sponsorships, leaving it reliant on the organisations it exists to hold to account.

As an example of their dependence on commercial interests, their standing Returning Officer is an employee of ISANA, an industry association which represents institutions and companies which profit off international education.

To make this problem worse – the current administration of CISA have prevented student associations from joining to maintain their political control over the organisation, putting CISA in a position where it no longer listens to or represents the overwhelming majority of international students and associations in Australia.

**Lack of transparency/Poor governance & financial management** – CISA has no professional administrative or governance support, leading to poor governance and management processes.



They also suffer from a lack of transparency for both their members and directors – demonstrated by multiple examples of withholding financial reports and information from both members and directors which they are entitled to receive by law.

#### How AISA will prevent these issues from repeating:

AISA will be established as a Company Limited by a Guarantee, giving it the correct legal structure to operate Australia wide, and form a legal relationship with student organisations in every state and territory.

AISA will be bound by its own constitution to affiliate all genuine student representative organisations which represent international students (except as allowed by its rules, such as where an organisation is not student controlled, or is bankrupt).

AISA will establish financial independence from government and industry, by raising a modest revenue from member organisations, and operating efficiently through partnership with the NUS.

AISA will maintain an explicit constitutional right for members and directors to view relevant records, notices, minutes, resolutions and financial documents (including financial reports). It will seek to partner with the NUS to receive administrative support, to maintain professional financial and reporting processes.



## Constitution Summary

### Company Limited by a Guarantee

Established to operate nationally within Australia, to be set up and continue as a Charity.

### Charitable Purposes

AISA's object is to advance education by pursuing the following Charitable Purposes:

- (a) representing and promoting the interests of international students and their representative organisations in Australia;
- (b) providing a democratic and independent forum for the representation of international students and their representative organisations on a state and national level;
- (c) advancing international student perspectives on politics and social issues in the broader community;
- (d) advancing the quality of education provided to international students;
- (e) striving for greater recognition and quality of the academic qualifications and awards provided by post-secondary education institutions;
- (f) advocating for greater academic and professional support for international students;
- (g) promoting the health, welfare and equal opportunity of international students;
- (h) promoting the engagement, social life and cultural activities of international students;
- (i) promoting the values of student unionism, and co-operation and community between international students;
- (j) affiliating and associating organisations of international students, and supporting and co-ordinating the activities of those organisations;
- (k) co-operating with and affiliating to organisations which have similar purposes in whole or in part; and
- (l) providing quality services to international students.





## Membership

The membership is divided into two membership classes: Member Organisations and Associate Members.

**Member Organisations** are student unions/associations or international student associations which represent all students/international students of at least one level of study, on at least one campus of a post-secondary education institution in Australia.

The Board cannot refuse membership to a Member Organisation except for the limited reasons set out in the rules (i.e. not a genuine student controlled association, bankrupt).

**Associate Members** are organisations (not individual people) who are not eligible to be Member Organisations, but meet criteria set out by the Board once AISA is established. This may include organisations such as the Indian Students Association of Victoria or Malaysian Students Council of Australia.

## Affiliation Fees

Affiliation fees for Member Organisations are set at 0.15% of funding that organisation receives from their education institution (calculated in a similar (simplified) way, but at a smaller amount, as the minimum NUS affiliation fee).

## General Meetings/Elections

Member Organisations receive the following votes based on the number of enrolled international students they represent: 1-5000 students – one; 5001 – 15000 – two; 15001 or more – three; in both General Meetings and elections.

Associate Members are non-voting.

The Annual General Meeting and election is held in November each year but may be held in October if required.

## Board

The board is made up of the National and State Officers, the six Ordinary Directors, and up to two Independent Directors (all voting).

## Officers

The National Officers are the President, Secretary, Treasurer, Education Officer, Welfare Officer, and Women's Officer.

The State Officers are the State President of each state or territory with Member Organisations.



# Constitution

Australian International Students Association Ltd

ABN:

ACN:

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## **PRELIMINARY**

### **1. Name**

1.1 The name of the Company is Australian International Students Association Ltd (AISA).

### **2. Type of Company**

2.1 AISA is a not-for-profit public company limited by guarantee which is established to be, and to continue as, a charity.

### **3. Limited liability of Members**

3.1 The liability of Members is limited to the guarantee in clause 4.

### **4. The Guarantee**

4.1 Each Member must contribute an amount not more than \$10 (the Guarantee) to the property of the company if the company is wound up while the Member is a Member, or within 12 months after they stop being a Member, and this contribution is required to pay for the:

- (a) debts and liabilities of the company incurred before the Member stopped being a Member, or
- (b) costs of winding up.

## **CHARITABLE PURPOSE AND POWERS**

### **5. Purpose**

5.1 AISA's object is to advance education by pursuing the following Charitable Purposes:

- (a) representing and promoting the interests of international students and their representative organisations in Australia;
- (b) providing democratic and independent representation for international students and their representative organisations on a state and national level;
- (c) advancing international student perspectives on politics and social issues in the broader community;
- (d) advancing the quality of education provided to international students;
- (e) striving for greater recognition and quality of the academic qualifications and awards provided by post-secondary education institutions;
- (f) advocating for greater academic and professional support for international students;

- (g) promoting the health, welfare and equal opportunity of international students;
- (h) promoting the engagement, social life, and cultural activities of international students;
- (i) promoting student unionism, and co-operation and community between international students;
- (j) affiliating and associating organisations of international students, and supporting and co-ordinating the activities of those organisations;
- (k) co-operating with and affiliating to organisations which have similar purposes in whole or in part; and
- (l) providing quality services to international students.

## **6. Powers**

- 6.1 Subject to clause 7, AISA has the following powers, which may only be used to carry out its Charitable Purposes:
- (a) the powers of an individual, and
  - (b) all the powers of a company limited by a guarantee under the Corporations Act.

## **7. Application of income and property**

- 7.1 AISA must not distribute any income or assets directly or indirectly to its Members, except as provided in subclause 2 and clause 77.2.
- 7.2 Subclause 1 does not stop AISA from doing the following things, provided they are done in good faith:
- (a) paying a Member for goods or services they have provided or expenses they have properly incurred at fair and reasonable rates or rates more favourable to AISA.
  - (b) making payment to a Member in carrying out AISA's Charitable Purposes.
- 7.3 AISA must not pay fees to a Director for acting as a Director.
- 7.4 Notwithstanding subclause 3, AISA may pay fees to a National or State Officer for acting as a National or State Officer.
- 7.5 Any payment made under subclause 4 must be approved by the Member Organisations at a General Meeting.
- 7.6 AISA may:
- (a) pay a Director for work they do for AISA, if the amount is no more than a reasonable fee for the work done; or

- (b) reimburse a Director for expenses properly incurred by the Director in connection with the affairs of AISA.
- 7.7 Any payment made under subclause 6 must be approved by the Board.
- 7.8 AISA may pay premiums for insurance indemnifying Directors, as allowed by law (including the Act) and this Constitution.

## **MEMBERSHIP**

### **8. Membership classes**

8.1 AISA will have the following membership classes:

- (a) the Member Organisations, and
- (b) the Associate Members.

### **9. Eligibility**

9.1 To be eligible for membership, an organisation must be committed to the Charitable Purposes of AISA and meet the eligibility criteria of at least one Membership Class.

9.2 The eligibility criteria for application as a Member Organisation are that the organisation:

- (a) is controlled by students,
- (b) has a committee of management or board of directors whose membership is majority students, and
- (c) represents all international students of at least one level of study (i.e., Undergraduate) on at least one campus at an Australian post-secondary education institution.

9.3 The eligibility criteria for application as an Associate Member are that the organisation:

- (a) is not eligible for application as a Member Organisation, and
- (b) any other criteria determined by the Board from time to time.

### **10. Application**

10.1 An organisation may apply to become a Member of AISA by submitting an application in the form determined by the Board from time to time to the Secretary.

10.2 An applicant must agree in writing that they:

- (a) want to become a Member,



- (b) support the Charitable Purposes of AISA, and
- (c) agree to comply with AISA's Constitution, including paying the Guarantee if required.

## **11. Admission**

- 11.1 The Board must consider an application for membership within a reasonable time after the Secretary receives the application.
- 11.2 The Board must consider each application for admission as a Member Organisation and can only reject an application if the organisation does not meet the eligibility criteria set out in this Constitution, otherwise it must accept the application.
- 11.3 The Board may consider whether to accept or reject each application for Associate Membership in its sole discretion, using such criteria as the Board alone may determine. The Board is not bound to give reasons for the acceptance or rejection of any application.
- 11.4 If an application is accepted, the Secretary must:
  - (a) enter the applicant's details into the Register as soon as practicable, and
  - (b) send written notice of the acceptance to the Member.
- 11.5 An applicant is admitted as a Member of AISA when the organisation's name is entered into the Register.
- 11.6 If the Board rejects an application, the Secretary must send written notice of the rejection to the applicant as soon as practicable.

## **12. Cessation of membership**

- 12.1 An organisation ceases to be a Member if they:
  - (a) are wound up or otherwise dissolved or deregistered;
  - (b) resign, by writing to the Secretary;
  - (c) are expelled in accordance with this Constitution;
  - (d) are determined by the Board to be an untraceable Member after failing to respond within six months to a written request from the Secretary that they confirm in writing that they want to remain a Member;
  - (e) fail to satisfy the relevant eligibility requirements for their Membership Class and the Membership is not transferred to another Membership Class; or
  - (f) become bankrupt or insolvent.

- 12.2 A Member whose Membership is terminated will be liable for all monies due by that Member to AISA in addition to any sum not exceeding the Guaranteed Amount for which the Member is liable under this Constitution.
- 12.3 There will be no liability for any loss or injury suffered by a Member as a result of any decision made in good faith under this clause.
- 12.4 Any organisation who for any reason ceases to be a Member must not represent themselves in any manner as being a Member.

### **13. Affiliation fees**

- 13.1 There are no entrance fees payable by Member Organisations.
- 13.2 Subject to subclause 3, each Member Organisation must pay an annual affiliation fee equal to 0.15% of the total funding they receive from their relevant education institution.
- 13.3 Where a Member Organisation (such as an international student association or student representative council) receives its funding from a student association or similar organisation (their parent organisation), the total funding used to calculate their annual affiliation fee shall be the total funding received by their parent organisation from its relevant education institution.
- 13.4 For the purpose of this clause, funding received includes all funding paid by an education provider to the Member Organisation or their parent organisation including from the provider's general revenue, SSAF revenue, student union fees, and otherwise.
- 13.5 In determining each Member Organisation's annual affiliation fee, the Board may rely on the Member's most recent financial reports, as well as any information reported by the Member or education institution.
- 13.6 The amount of any entrance fee, subscription or other charge payable by Associate Members must be determined by the Board.
- 13.7 The annual affiliation fee is for the period 1 July to 30 June each year.
- 13.8 The annual affiliation fee is due on 30 June each year.
- 13.9 The Board must invoice all Members for their annual affiliation fee no later than 31 March each year.
- 13.10 The voting and all other membership rights of a Member that has not paid their annual affiliation fee by the due date are suspended until the annual affiliation fee is paid.

- 13.11 A Member Organisation is not entitled to vote at a General Meeting in the financial year it is admitted to AISA until it has paid the annual affiliation fee for that financial year.
- 13.12 Neither the Board nor a General Meeting can overturn the suspension of voting rights under this clause.
- 13.13 The annual affiliation fee is taken to have been paid by a Member when that money is in AISA's bank account and available to be spent by AISA.
- 13.14 Member Organisations must pay interest on overdue annual affiliation fees at a rate equal to AISA's overdraft rate, or the rate that it would pay if it were in overdraft.
- 13.15 If the Board is satisfied that a Member Organisation has a good reason for not paying its annual affiliation fee by the due date, it may by resolution passed by an absolute majority waive liability for some or all of the interest under subclause 14 (but not the annual subscription).
- 13.16 A Member that ceases to be a Member remains liable for the full annual affiliation fee for the financial year it ceases to be a Member.

#### **14. Register of Members**

- 14.1 AISA must establish and maintain a register of Members. The register of Members must be kept by the Secretary and must contain:
- (a) for each current Member
    - i. membership class,
    - ii. name,
    - iii. address,
    - iv. any alternative address nominated by the Member for the service of notices,
    - v. the level(s) of study of students the Member represents (Member Organisations),
    - vi. the campus(es) of study of students the Member represents (Member Organisations), and
    - vii. the date the Member was entered on to the Register.
  - (b) for each organisation which stopped being a Member in the last seven years:
    - i. name,
    - ii. address,

- iii. any alternative address nominated by the Member for the service of notices, and
  - iv. date the membership started and ended.
- 14.2 AISA must give current Members access to the Register of Members.
- 14.3 Information that is accessed from the Register of Members must only be used in a manner relevant to the interests or rights of Members.

## **DISPUTE RESOLUTION AND DISCIPLINARY PROCEDURES**

### **15. Dispute resolution**

- 15.1 The dispute resolution procedure in this clause applies to disputes under this Constitution or the exercise of a power or function under this Constitution between a Member or Director and:
- (a) one or more Members
  - (b) one or more Directors, or
  - (c) AISA.
- 15.2 A Member must not start a dispute resolution procedure in relation to a matter which is the subject of a disciplinary procedure until the disciplinary procedure is completed.
- 15.3 Those involved in the dispute must try to resolve it between themselves within 14 days of knowing about it.
- 15.4 If those involved in the dispute do not resolve it under subclause 3, they must within ten days:
- (a) tell the Board about the dispute in writing,
  - (b) agree or request that a mediator be appointed, and
  - (c) attempt in good faith to settle the dispute by mediation.
- 15.5 The mediator must:
- (a) be chosen by agreement of those involved, or
  - (b) where those involved do not agree:
    - i. for disputes between Members, a person chosen by the Board, or
    - ii. for other disputes, a person chosen by either the Commissioner of the ACNC or the president of the Law Institute of Victoria.
- 15.6 A mediator chosen by the Board under this clause:

- (a) must not have a personal interest in the dispute, and
  - (b) must not be biased towards or against anyone involved in the dispute.
- 15.7 When conducting the mediation, the mediator must:
- (a) allow those involved a reasonable chance to be heard,
  - (b) allow those involved a reasonable chance to review any written statements,
  - (c) ensure those involved are given natural justice, and
  - (d) not make a decision in the dispute.
- 15.8 A Member or Director must not commence a formal legal proceeding (except for interlocutory relief) in relation to a dispute under this Constitution unless and until they have complied with this dispute resolution procedure.

## **16. Disciplining Member Organisations**

- 16.1 In accordance with this clause, the Board may resolve to warn, or move that a General Meeting consider the suspension of a Member Organisation from AISA if the Board considers that:
- (a) the Member Organisation has breached the Constitution; or
  - (b) the Member Organisation's behaviour is causing, has caused, or is likely to cause harm to AISA.
- 16.2 At least seven days before the Board meeting at which a resolution under subclause 1 will be considered, the Secretary must notify the Member Organisation in writing:
- (a) that the Board are considering a resolution to warn, or move that a General Meeting consider the suspension of the Member Organisation,
  - (b) that this resolution will be considered at a Board meeting and the date of this meeting,
  - (c) what the Member Organisation is said to have done or not done,
  - (d) the nature of the resolution that has been proposed, and
  - (e) that the Member Organisation may provide an explanation to the Board, and details of how to do so.
- 16.3 Before the Board passes any resolution under subclause 1, the Member Organisation must be given a chance to explain or defend themselves by:
- (a) sending the Board a written explanation before that Board meeting, and/or
  - (b) speaking at the meeting.

- 16.4 After considering any explanation under subclause 3 the Board may:
- (a) take no further action;
  - (b) warn the Member Organisation; or
  - (c) require that a General Meeting consider whether or not to suspend the Member Organisation.
- 16.5 The Board cannot suspend a Member Organisation.
- 16.6 AISA can only suspend a Member Organisation for a maximum period of two years in each instance.
- 16.7 AISA cannot expel a Member Organisation.
- 16.8 AISA cannot fine a Member Organisation.
- 16.9 The Secretary must give written notice to the Member Organisation of the decision under subclause 4 as soon as possible.
- 16.10 Disciplinary procedures must be completed as soon as reasonably practical.
- 16.11 There will be no liability for any loss or injury suffered by the Member Organisation as a result of any decision made in good faith under this clause.

## **17. Disciplining Associate Members**

- 17.1 In accordance with this clause, the Board may resolve to warn, suspend or expel an Associate Member from AISA if the Board considers that:
- (a) the Associate Member has breached the Constitution; or
  - (b) the Associate Member's behaviour is causing, has caused, or is likely to cause harm to AISA.
- 17.2 At least seven days before the Board meeting at which a resolution under subclause 1 will be considered, the Secretary must notify the Associate Member in writing:
- (a) that the Board are considering a resolution to warn, suspend or expel the Associate Member,
  - (b) that this resolution will be considered at a Board meeting and the date of this meeting,
  - (c) what the Associate Member is said to have done or not done,
  - (d) the nature of the resolution that has been proposed, and
  - (e) that the Associate Member may provide an explanation to the Board, and details of how to do so.

- 17.3 Before the Board passes any resolution under subclause 1, the Associate Member must be given a chance to explain or defend themselves by:
- (a) sending the Board a written explanation before that Board meeting, and/or
  - (b) speaking at the meeting.
- 17.4 After considering any explanation under subclause 3 the Board may:
- (a) take no further action;
  - (b) warn the Associate Member;
  - (c) suspend the Associate Member's rights as a Member for a period of no more than 12 months;
  - (d) expel the Associate Member;
  - (e) refer the decision to an unbiased, independent person on condition that the Board considers appropriate (however, the person can only make a decision that the directors could have made under this clause); or
  - (f) require the matter be determined at a General Meeting.
- 17.5 AISA cannot fine an Associate Member.
- 17.6 The Secretary must give written notice to the Associate Member of the decision under subclause 4 as soon as possible.
- 17.7 Disciplinary procedures must be completed as soon as reasonably practical.
- 17.8 There will be no liability for any loss or injury suffered by the Associate Member as a result of any decision made in good faith under this clause.

## **GENERAL MEETINGS**

### **18. Annual General Meeting**

- 18.1 The Board must call and arrange to hold an Annual General Meeting:
- (a) no earlier than 1 October, and
  - (b) no later than 30 November each year.
- 18.2 The business of an Annual General Meeting may include the following, even if not referred to in the notice of meeting:
- (a) the consideration of the annual financial statements and any auditor's report;
  - (b) the election of Directors;

- (c) the appointment of any auditor; and
- (d) the fixing of any auditor's remuneration.

## **19. Convening General Meetings**

- 19.1 A General Meeting may be called by a resolution of the Board.
- 19.2 If Member Organisations with at least one half of the votes that may be cast at a General Meeting make a written request to AISA for a General Meeting to be held, the Board must:
- (a) within 28 days of the Member Organisations' request, give all Members notice of a General Meeting, and
  - (b) hold the General Meeting within two months of the Member Organisations' request.
- 19.3 If the Board does not call the meeting within 28 days of being requested under subclause 2, 50% or more of the Member Organisations who made the request may call and arrange to hold a General Meeting.
- 19.4 To call and hold a meeting under subclause 3 the Member Organisations must:
- (a) as far as possible, follow the procedures for General Meetings set out in this Constitution,
  - (b) call the meeting using the list of Members on the Register, which AISA must provide to the Member Organisations making the request at no cost, and
  - (c) hold the General Meeting within three months after the request was given to AISA.
- 19.5 AISA must pay the Member Organisations who request the General Meeting any reasonable expenses they incur because the Board did not call and hold the meeting.

## **20. Notice of General Meetings**

- 20.1 Notice of a General Meeting must be given to:
- (a) each Member entitled to vote at the meeting,
  - (b) each Director, and
  - (c) the auditor (if any).
- 20.2 Notice of a General Meeting must be provided in writing at least 21 days before the meeting.
- 20.3 Notice of a General Meeting must include:



- (a) the place, date and time for the meeting (and if the meeting is to be held in two or more places, the technology that will be used to facilitate this),
- (b) the general nature of the meeting's business,
- (c) if applicable, that a special resolution is to be proposed and the words of the proposed resolution,
- (d) a statement that Member Organisations have the right to appoint proxies and that, if a Member appoints a proxy:
  - i. the proxy does not need to be a Member of AISA,
  - ii. the proxy form must be delivered to AISA at its registered address, or the address (including an electronic address) specified in the notice of the meeting, and
  - iii. the proxy form must be delivered to AISA at least 48 hours before the meeting.

20.4 If a General Meeting is adjourned for one month or more, the Members must be given new notice of the resumed meeting.

## **21. Auditor's right to attend General Meetings**

- 21.1 The auditor (if any) is entitled to attend any General Meeting and to be heard by the Members on any part of the business of the meeting that concerns the auditor in their capacity as auditor.
- 21.2 AISA must give the auditor (if any) any communications relating to the General Meeting that a Member Organisation of AISA is entitled to receive.

## **22. Quorum at General Meetings**

- 22.1 No business may be transacted at any General Meeting, other than the election of a chairperson or adjournment of a meeting, unless a quorum of Member Organisations is present at the time when the meeting proceeds to business.
- 22.2 A quorum of Members for a General Meeting is one third of Member Organisations.
- 22.3 A person attending as a proxy is deemed to be a Member Organisation present for the purpose of determining a quorum.
- 22.4 When determining whether a quorum is present, a person may only be counted once (even if that person is a representative or proxy of more than one Member Organisation).
- 22.5 A Member Organisation that is suspended is not counted as a Member Organisation for the purpose of determining quorum.

- 22.6 If there is no quorum present within 30 minutes after the starting time stated in the notice of General Meeting, the General Meeting is adjourned to the date, time and place that the chairperson specifies. If the chairperson does not specify one or more of those things, the meeting is adjourned to:
- (a) if the date is not specified – the same day in the next week,
  - (b) if the time is not specified – the same time, and
  - (c) if the place is not specified – the same place.
- 22.7 If no quorum is present at the resumed meeting within 30 minutes after the starting time set for that meeting, the meeting is cancelled.

### **23. Chairperson at General Meetings**

- 23.1 The President is entitled to chair General Meetings.
- 23.2 The Member Organisations present and entitled to vote at a General Meeting may choose a Director or Member to be chairperson for that meeting if:
- (a) there is no elected President, or
  - (b) the President is not present within 30 minutes after the start time set for the meeting, or
  - (c) the President is present but says they do not wish to act as chairperson of the meeting.
- 23.3 The chairperson is responsible for the conduct of the General Meeting, and for this purpose must give Member Organisations a reasonable opportunity to make comments and ask questions (including to the auditor (if any)).
- 23.4 The chairperson does not have a casting vote.

### **24. Method of voting**

- 24.1 At a General Meeting, voting will occur by a show of hands or another method chosen by the chairperson that is fair and reasonable in the circumstances, unless a poll is demanded in accordance with this clause.
- 24.2 A Member Organisation may vote at a General Meeting in person, by technology or by proxy.
- 24.3 A poll can be demanded by one quarter of Member Organisations present (or their proxies) at any time prior to a vote being taken, or immediately after the declaration of a result of a vote conducted by means other than a poll.
- 24.4 If a poll is duly demanded, it will be taken in such a manner as the chairperson directs.

24.5 A poll demanded on the election of the chairperson of the meeting or on a question of adjournment of a meeting must be taken immediately.

24.6 A demand for a poll may be withdrawn.

## **25. Voting rights**

25.1 The number of votes held by each Member Organisation is:

(a) for Member Organisations which represent between 1 - 5,000 international students – one;

(b) for Member Organisations which represent between 5,001 – 15,000 international students – two; and

(c) for Member Organisations which represent more than 15,001 international students – three.

25.2 Only international students enrolled at the campus and at the study level represented by the Member Organisation are considered to be represented by the Member Organisation for the purpose of this clause.

25.3 In determining the number of international students represented by each Member Organisation, the Board should use the most recent full year data published by the Federal Government Department of Education.

25.4 Where the Federal Government Department of Education has not published the required data on international student population for a Member Organisation, the Board should:

(a) source this data from an equally reputable source such as audited student enrolment figures in an education institutions annual report, and

(b) use student population data from the same year as the data in subclause 3.

25.5 Associate Members are not entitled to vote at General Meetings.

25.6 The votes of a Member Organisation may be exercised by its international representative/officer (or its president/chair in the case of a standalone international student representative organisation) unless another individual, who must be an international student represented by that Member Organisation, has been appointed by that Member Organisation's committee of management.

25.7 Before each General Meeting, the Board must prepare an accreditation report, which includes for each Member Organisation:

(a) the number of international students it represents,

(b) the number of votes it holds,

- (c) confirmation of payment of affiliation fees for the most recent financial year, and
  - (d) the person representing that Member Organisation.
- 25.8 The Board must send the accreditation report to all Member Organisations and Directors at least one week before the General Meeting for which it has been prepared.
- 25.9 The Board must delegate responsibility for the accreditation report to the Returning Officer if one has been appointed for the General Meeting.
- 25.10 If a General Meeting is satisfied that the accreditation report contains an error, it may only amend the accreditation report by resolution passed by an absolute majority.

## **26. Proxies**

- 26.1 The representative of a Member Organisation may appoint a proxy to act on behalf of the Member Organisation at one or more General Meetings.
- 26.2 A proxy may exercise any and all of the rights of the Member Organisation who appointed it at a General Meeting, subject to the following:
- (a) a proxy is subject to any directions, or limitations specified in the proxy appointment.
- 26.3 A proxy must be a currently enrolled international student at an Australian post-secondary education institution.
- 26.4 The appointment of a proxy must be in writing and signed on behalf of the Member Organisation making the appointment and in the form determined by the Board.
- 26.5 A vote given by proxy is valid even if the Member Organisation who appointed the proxy revokes the appointment, or ceases to be a Member Organisation, provided that the chairperson was not aware of the revocation or cessation of membership at the time the proxy cast the vote.

## **27. Seconding**

- 27.1 A motion must be seconded to be put to a vote.

## **28. Use of technology at meetings**

- 28.1 AISA may hold a General Meeting at any two or more locations using any technology that gives the Members as a whole a fair and reasonable opportunity to participate, including to hear and be heard.
- 28.2 Anyone attending the meeting using this technology is taken to be present in person at the meeting.

## **29. Adjournment of General Meetings**

- 29.1 If a quorum is present, a General Meeting must be adjourned if Member Organisations holding a majority of votes present direct the chairperson to adjourn it.
- 29.2 Only unfinished business may be dealt with at a meeting resumed after an adjournment.

## **30. Members' resolutions and statements**

- 30.1 Any Member Organisation with the written support of one other Member Organisation (a seconder in the case of a resolution) may give:
- (a) written notice to AISA of a resolution they propose to move at a General Meeting (Members' resolution), and/or
  - (b) a written request to AISA that AISA give all of its Members a statement about a proposed resolution or any other matter that may properly be considered at a General Meeting (Members' statement).
- 30.2 A notice of a Members' resolution must set out the wording of the proposed resolution and be signed by the Members proposing the resolution.
- 30.3 A request to distribute a Members' statement must set out the statement to be distributed and be signed by the Members making the request.
- 30.4 Separate copies of a document setting out the notice or request may be signed by Members if the wording is the same in each copy.
- 30.5 If AISA has been given notice of a Members' resolution under this clause, the resolution must be held at the next General Meeting held more than 35 days after the notice is given.
- 30.6 This clause does not limit any other right a Member has to propose a resolution at a General Meeting.
- 30.7 AISA does not need to send the notice of proposed Member's resolution or a copy of the Member's statement to Members if:
- (a) it is more than 1 000 words long;
  - (b) the Directors consider it may be defamatory; or
  - (c) in the case of a proposed Members' resolution, the resolution does not relate to a matter that may be properly considered at a General Meeting or is otherwise not a valid resolution able to be put to the Members.

## **31. Resolutions without meetings**

- 31.1 Members may not pass resolutions without holding meetings.

## **DIRECTORS**

### **32. Number of Directors**

32.1 AISA must have at least six and no more than 24 Directors.

### **33. Composition of the Board**

33.1 The Board will consist of:

- (a) the National Officers (voting),
- (b) the State Officers (voting),
- (c) the six Ordinary Directors (voting), and
- (d) up to two Independent Directors (voting).

### **34. Eligibility**

34.1 Any person committed to the Charitable Purposes of AISA is eligible to be a Director provided the person:

- (a) is, or was within the past two years, an enrolled international student at an Australian post-secondary education institution at the time of their election or appointment to the Board,
- (b) is nominated by a Member Organisation entitled to vote at a General Meeting,
- (c) is at least 18 years of age,
- (d) has given signed consent to act as a Director, and
- (e) is not ineligible to be a Director under:
  - i. the Act; or
  - ii. the ACNC legislation.

34.2 Subclauses 1(a) and (b) do not apply to Independent Directors.

34.3 Subclause 1(e)ii will not apply to disqualify a person if an exemption is obtained from the ACNC Commissioner.

### **35. Election and appointment of Directors**

35.1 The Initial Directors are the people who have agreed to act as Directors and who are named as proposed Directors in the application for registration of AISA.

35.2 Apart from the Initial Directors, Independent Directors, and Directors appointed to fill a casual vacancy, the Directors will be elected by the Member Organisations subject to this Constitution and any Regulations established by the Board.

- 35.3 The Board may appoint a person who meets the eligibility criteria as a Director to fill a casual vacancy at any time.
- 35.4 The Board may choose to appoint up to two additional Directors who, in the opinion of the Board, improve the qualification or skills of the Board (the Independent Directors).
- 35.5 The Independent Directors do not need to be or have been international students.

### **36. Term of office**

- 36.1 A Director elected under the Rules holds office for a term of one year:
- (a) commencing 1 January, and
  - (b) expiring 31 December.
- 36.2 A Director appointed to fill a casual vacancy holds office until:
- (a) commencing the date of their appointment, and
  - (b) expiring 31 December.
- 36.3 An Independent Director holds office for the period set out in the resolution appointing them, up to a period of two years.
- 36.4 A Director other than an Independent Director may be elected for more than one term, subject to a maximum tenure of three years.
- 36.5 An Independent Director may be elected for more than one term, subject to a maximum tenure of six years.

### **37. Ceasing to be a Director**

- 37.1 A person stops being a Director, and a casual vacancy is created, if they:
- (a) resign in writing to the Secretary or President;
  - (b) die;
  - (c) are removed by the Member Organisations under the Act;
  - (d) are absent without the consent of the Board and without a leave of absence, from:
    - i. three consecutive Board meetings; or
    - ii. at least four Board meetings over 12 months.
  - (e) become subject to a Court order to receive treatment or have their finances managed by another person due to the Director being of unsound mind or having a mental illness; or

(f) are not ineligible to be a Director under:

- i. the Act; or
- ii. the ACNC legislation.

37.2 Subclause 1(f)ii will not apply to disqualify a person if an exemption is obtained from the ACNC Commissioner.

### **38. Effect of casual vacancy**

38.1 If the number of Directors at any time is fewer than six, the continuing Directors must act as soon as possible to:

- (a) increase the number of Directors to six; or
- (b) convene a General Meeting of AISA for the purpose of electing Directors.

38.2 Until the continuing Directors have acted in accordance with the preceding subclause, the Board may only act if and to the extent that there is an emergency requiring them to act.

### **39. Defects in appointment of Directors**

39.1 Each resolution passed or step taken by, or with the participation of, a person acting as a Director, Officer or member of a subcommittee is valid even if it is later discovered that:

- (a) there was a defect in the appointment of the person; or
- (b) the person was disqualified from continuing in office, voting on the resolution or taking the step.

## **DIRECTORS MEETINGS**

### **40. Meetings of the Board**

40.1 The Board must meet at least six times each year.

### **41. Convening Board meetings**

41.1 The Secretary must convene a Board meeting if:

- (a) the Board so resolves; or
- (b) requested in writing by three Directors.

### **42. Notice of Board meetings**

42.1 Written notice must be given to each Director entitled to vote at the meeting



- 42.2 A notice of a Board meeting must contain:
- (a) the date, time and place of the meeting; and
  - (b) if the meeting is to be held in two or more places, must specify the technology that will be used to facilitate this; but
  - (c) does not need to specify the nature of the business to be transacted at the meeting.
- 42.3 At least 48 hours' notice must be given of Board meetings to all Directors.
- 42.4 The Board may unanimously waive the requirement to give 48 hours' notice of Board meetings.

### **43. Chairperson for Board meetings**

- 43.1 The President is entitled to chair Board meetings.
- 43.2 The Directors present may elect an acting chairperson for a Board meeting if:
- (a) there is no elected President, or
  - (b) the President is not present within 30 minutes after the start time set for the meeting, or
  - (c) the President is present but says they do not wish to act as chairperson of the meeting.

### **44. Quorum at Board meetings**

- 44.1 No business may be transacted at a Board meeting unless a quorum is present.
- 44.2 A quorum of Directors for Board meetings is a majority of the Directors.
- 44.3 A Director on a leave of absence approved by the Board should not be included when calculating the total number of Directors for the purpose of this clause.

### **45. Use of technology to hold Board meetings**

- 45.1 The Board may hold its meeting at any two or more locations using any technology that is agreed by the Board and gives the Board as a whole a fair and reasonable opportunity to participate (including to hear and be heard).
- 45.2 The Board's agreement may be a standing one.
- 45.3 A Director who is present at a Board meeting through the use of technology is deemed to be present in person at the meeting.

#### **46. Voting at Board meetings**

- 46.1 A question arising at a Board meeting is to be decided by a majority of the Directors present and entitled to vote, unless otherwise provided in this Constitution. Such a decision is for all purposes a decision of the Board.
- 46.2 Where votes cast on a motion are equal, the chairperson of the meeting does not have a second or casting vote and must declare the motion failed.

#### **47. Resolutions without meetings**

- 47.1 The Board may pass a circular resolution without a meeting if:
- (a) it is seconded by another Director, and
  - (b) at least three quarters of the Directors entitled to vote on the resolution sign a notice stating that they are in favour of the resolution.
- 47.2 AISA may send a circular resolution by email to the Directors and the Directors may agree to the resolution by sending a reply email to that effect, including the text of the resolution in their reply.
- 47.3 The resolution is passed at the time when at least three quarters of the Directors entitled to vote sign.
- 47.4 The resolution fails if it has not achieved the number of votes required under this clause within 72 hours after it was circulated.

### **POWERS OF DIRECTORS**

#### **48. Powers of the Board**

- 48.1 The Directors are responsible for managing and directing the activities of AISA to achieve its Charitable Purposes.
- 48.2 The Directors may use all the powers of AISA except for powers that, under the Act or this Constitution, may only be used by Members.
- 48.3 The Directors must decide on the responsible financial management of AISA including:
- (a) any suitable written delegations of power under clause 49, and
  - (b) how money will be managed, such as how electronic transfers, negotiable instruments or cheques must be authorised and signed or otherwise approved.
- 48.4 The Directors cannot remove a Director or auditor. Directors and auditors may only be removed by a Members' resolution at a General Meeting.

#### **49. Delegation of powers**

- 49.1 The Board may delegate any of its powers and functions to a committee, a Director, an employee of AISA, or any other relevant person they consider appropriate.
- 49.2 A delegation must be recorded in AISA's minutes.
- 49.3 The Board may revoke a delegation.
- 49.4 The Board may specify terms of the delegation (including the power to further delegate).

#### **50. Regulations**

- 50.1 The Board may by resolution passed by absolute majority make Regulations to give effect to this Constitution.
- 50.2 The Board may only alter or revoke Regulations by resolution passed by absolute majority.
- 50.3 Members and Directors must comply with Regulations as if they were part of this Constitution.

#### **51. Establishment of subcommittees**

- 51.1 The Board may establish one or more subcommittees comprised of persons as it thinks fit for such purposes as it thinks fit. A subcommittee may include, or be comprised of, non-Directors.
- 51.2 The meetings and proceedings of subcommittees are:
  - (a) subject to any directions of the Board; and
  - (b) otherwise governed by the provisions of this Constitution which regulate the proceedings of the Board, to the greatest extent practical.

#### **52. Chief Executive Officer**

- 52.1 The Board may appoint a Chief Executive Officer designated by whatever title the Board thinks fit.
- 52.2 The appointment may be for the period, at the remuneration and on conditions that the Board thinks fit.
- 52.3 The Chief Executive Officer will attend and speak at all Board meetings but may not vote.
- 52.4 Where the position set out in this clause is vacant, any decision for AISA to employ staff must be made by resolution of the Board.

## **DIRECTORS DUTIES**

### **53. Duties of Directors**

- 53.1 The Directors must comply with their duties as Directors under legislation and common law, and with the duties described in governance standard five of the regulations made under the ACNC Act which are:
- (a) to exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a Director of AISA,
  - (b) to act in good faith in the best interests of AISA and to further the Charitable Purposes of AISA,
  - (c) not to misuse their position as a Director,
  - (d) not to misuse information they gain in their role as a Director,
  - (e) to disclose any perceived or actual material conflicts of interest in the manner set out in clause 54,
  - (f) to ensure the financial affairs of AISA are managed responsibly, and
  - (g) not to allow AISA to operate while it is insolvent.

### **54. Conflicts of interest**

- 54.1 A Director must disclose the nature and extent of any actual or perceived material conflict of interest in a matter that is being considered by the Board (or that is proposed in a circular resolution):
- (a) to the other Directors, or
  - (b) if all the Directors have the same conflict of interest, to the Members at the next General Meeting, or at an earlier time if reasonable to do so.
- 54.2 The disclosure of a conflict of interest by a Director must be recorded in the minutes of the meeting.
- 54.3 Each Director who has a material personal interest in a matter that is being considered at a Board meeting (or that is proposed in a circular resolution) must not, except as provided in subclause 4:
- (a) be present at the meeting while the matter is being discussed, or
  - (b) vote on the matter.
- 54.4 A Director may still be present and vote if:

- (a) their interest arises because they are a Member of AISA, and the other Members have the same interest;
- (b) their interest relates to an insurance contract that insures, or would insure, the Director against liabilities that the Director incurs as a Director of AISA;
- (c) their interest relates to a payment made by AISA under clause 76, or any contract relating to an indemnity that is allowed under the Act;
- (d) the Australian Securities and Investments Commission (ASIC) makes an order allowing the Director to vote on the matter; or
- (e) the Directors who do not have a material personal interest in the matter pass a resolution that:
  - i. identifies the Director, the nature and extent of the Director's interest in the matter and how it relates to the affairs of AISA, and
  - ii. says those Directors are satisfied that the interest should not stop the Director from voting or being present.

## **OFFICERS**

### **55. National Officers**

55.1 The National Officers of AISA shall be:

- (a) the President,
- (b) the Secretary,
- (c) the Treasurer,
- (d) the Education Officer,
- (e) the Welfare Officer,
- (f) the Women's Officer, and
- (g) up to two additional Officers established by a Members' resolution.

### **56. President**

56.1 The President:

- (a) is the official spokesperson of AISA;
- (b) is responsible for the overall supervision of AISA's activities;
- (c) is responsible for the co-ordination of the National and State Officers;

- (d) is responsible for the supervision of AISA's staff; and
- (e) is responsible for communication and engagement with the Members.

56.2 Where the position of President is vacant, or the President is on a leave of absence or unable to act, the Secretary shall act as President.

### **57. Secretary**

57.1 The Secretary is responsible for:

- (a) maintaining the register of AISA's Members;
- (b) acting as secretary to General Meetings and Board meetings;
- (c) supervision of the administration of AISA;
- (d) management of the office (if any);
- (e) maintaining minutes and records as required by this Constitution;
- (f) the giving of any notice required of the Board under this Constitution; and
- (g) acting as President where the position is vacant, or the President is on a leave of absence or unable to act.

### **58. Treasurer**

58.1 The Treasurer is responsible for:

- (a) supervision of the finances of AISA; and
- (b) preparing the budget for the Board annually.

### **59. Education Officer**

59.1 The Education Officer:

- (a) is the official spokesperson of AISA in the area of academic policy and education (subject to the President);
- (b) is responsible for co-ordinating campaigns in the area of academic policy and education; and
- (c) is responsible for communication and engagement with the Members in the area of academic policy and education.

### **60. Welfare Officer**

60.1 The Welfare Officer:

- (a) is the official spokesperson of AISA in the area of student welfare (subject to the President);

- (b) is responsible for co-ordinating campaigns in the area of student welfare; and
- (c) is responsible for communication and engagement with the Members in the area of student welfare.

### **61. Women's Officer**

61.1 The Women's Officer:

- (a) is the official spokesperson of AISA on issues affecting women (subject to the President);
- (b) is responsible for co-ordinating campaigns on issues affecting women; and
- (c) is responsible for communication and engagement with the Members on issues affecting women.

61.2 The Women's Officer must be a woman.

### **62. State Officers**

62.1 The State Officers of AISA shall be the State Presidents.

62.2 There shall be one State President for each state or territory of Australia which contains a Member Organisation of AISA.

62.3 The name of a State President shall be "[State or Territory Name] President".

62.4 Each State President must:

- (a) live in the state or territory they represent; or
- (b) be enrolled at a post-secondary education institution in the state they represent.

62.5 The State Presidents:

- (a) are the official spokesperson on matters affecting students or Members in their state or territory (subject to the President);
- (b) are responsible for ensuring effective communication between the Members in their state or territory and AISA; and
- (c) are responsible for co-ordinating campaigns on issues affecting students and Members in their state or territory.

## **ELECTIONS**

### **63. Elections at Annual General Meeting**

63.1 The following Directors must be elected annually at an election held during the Annual General Meeting:

- (a) the National Officers,
- (b) the State Officers, and
- (c) the six Ordinary Directors.

#### **64. Nominations**

- 64.1 A person may nominate for more than one position.
- 64.2 Nominations must be made in the form determined by the Returning Officer.

#### **65. Notice of Election**

- 65.1 The Returning Officer must give written notice of elections to all Directors and Member Organisations at least two weeks before the close of nominations.
- 65.2 The notice must include:
  - (a) direction on how to find this Constitution and the Regulations,
  - (b) instructions on how to nominate,
  - (c) instructions on how to vote,
  - (d) the date of close of nominations, and
  - (e) the date of the ballot.

#### **66. Method of Election**

- 66.1 The Board may make regulations for the conduct of elections subject to this Constitution.
- 66.2 The Board must appoint the Returning Officer for the Elections by 30 September each year. The Returning Officer must not have been an employee or Director of AISA in the last three years.
- 66.3 Only representatives of Member Organisations or their proxies may vote.
- 66.4 Representatives of Member Organisations or their proxies shall receive the same number of votes in an election as they are entitled to exercise at a General Meeting.
- 66.5 All Directors must be elected using optional preferential proportional representation.

### **ADMINISTRATION**

#### **67. Minutes and related records**

- 67.1 AISA must within one month, make and keep the following records:
  - (a) minutes of proceedings and resolutions of General Meetings,



- (b) a copy of notice of each General Meeting, and
  - (c) a copy of a Members' statement distributed to Members.
- 67.2 AISA must, within one month, make and keep the following records:
- (a) minutes of proceedings and resolutions of Board meetings (including meetings of any committees), and
  - (b) minutes of circular resolutions of Directors.
- 67.3 The Directors must ensure that the minutes of a General Meeting or Board meeting are signed within a reasonable time after the meeting by:
- (a) the chairperson of the meeting, or
  - (b) the chairperson of the next meeting.
- 67.4 The Directors must ensure that the minutes of the passing of a circular resolution are signed by a Director within a reasonable time after the resolution is passed.

#### **68. Finance and related records**

- 68.1 The Board must no later than 30 May set the budget for AISA for the following financial year.
- 68.2 The budget may subsequently only be altered by resolution passed by an absolute majority.
- 68.3 AISA must make and keep written financial records that:
- (a) correctly record and explain its transactions and financial position and performance,
  - (b) enable true and fair financial statements to be prepared and to be audited, and
  - (c) are prepared in accordance with ACNC requirements.
- 68.4 AISA must also keep written records that correctly record its operations.
- 68.5 AISA must retain its records for at least seven years.
- 68.6 The Directors must take reasonable steps to ensure AISA records are kept safe.

#### **69. Directors access to records**

- 69.1 A Director has right of access to the financial records of AISA at all reasonable times.
- 69.2 If the Board agrees, AISA must give a Director or former Director access to:
- (a) certain documents, including documents provided for or available to the Directors, and
  - (b) any other documents referred to in those documents.

## **70. Members access to records**

- 70.1 AISA must give a Member Organisation access to the records set out in clause 67.
- 70.2 AISA may authorise a Member Organisation to inspect other records of AISA, including records referred to in clause 68.

## **71. Financial year**

- 71.1 The financial year will begin on the first day of July and end on the last day of June unless the Board passes a resolution to change the financial year.

## **72. Audit**

- 72.1 If required by law, AISA must appoint and remunerate an auditor.
- 72.2 Any auditor is entitled to attend any General Meeting and to be heard by the Members on any part of business of the meeting that concerns the auditor in their capacity as auditor.
- 72.3 AISA must give any auditor all communications relating to the General Meeting that the Members of AISA are entitled to receive.

## **73. Execution of documents**

- 73.1 AISA may execute a document by the signature of:
- (a) two Directors; or
  - (b) one Director and one Secretary; or
  - (c) one Director and another person appointed by the Board for that purpose.

## **74. Alteration of Constitution**

- 74.1 Subject to this clause, the Member Organisations may amend this Constitution by passing a special resolution.
- 74.2 The Member Organisations must not pass a special resolution that amends this Constitution if passing it causes AISA to no longer be a charity.

## **75. Notices**

- 75.1 Notices can be served on Members or Directors personally, by post, electronic mail, or such other means as may be generally accepted in business from time to time.
- 75.2 Notices directed to the last known address (including virtual or electronic address) of a Member or Director are to be treated as duly served in such time as it would usually take for such notice to be delivered.
- 75.3 The non-receipt of notice of a General Meeting or Board meeting, including notice of postponement or change of venue, does not invalidate anything done or any

resolution passed at the meeting if the non-receipt of notice occurred by accident or inadvertent error.

75.4 A person or Member who attends a General Meeting or Board meeting waives any objection that person or Member may have to non-receipt of notice of the meeting.

75.5 In calculating a period of notice to be given under this Constitution, both the days on which the notice is given or taken to be given and the day of the meeting convened by it are to be disregarded.

## **76. Indemnity and insurance**

76.1 AISA indemnifies each officer of AISA out of the assets of AISA, to the relevant extent, against all losses and liabilities (including costs, expenses and charges) incurred by that person as an officer of AISA.

76.2 In this clause, 'officer' means a Director or Secretary and includes a Director or Secretary after they have ceased to hold that office.

76.3 In this clause, 'to the relevant extent' means:

- (a) to the extent AISA is not precluded by law (including the Act) from doing so, and
- (b) for the amount that the officer is not otherwise entitled to be indemnified and is not actually indemnified by another person (including an insurer under an insurance policy).

76.4 The indemnity is a continuing obligation and is enforceable by an officer even though that person is no longer an officer of AISA.

76.5 To the extent permitted by law (including the Act), and if the Directors consider it appropriate, AISA may pay or agree to pay a premium for a contract insuring a person who is or has been an officer of AISA against any liability incurred by the person as an officer of AISA.

## **77. Winding up**

77.1 If AISA is wound up, any surplus assets must not be distributed to a Member or a former Member of the company, unless that Member or former Member is a charity described in subclause 2.

77.2 Subject to the Corporations Act and any other applicable Act, and any court order, any surplus assets that remain after AISA is wound up must be distributed to one or more charities:

- (a) with Charitable Purpose(s) similar to, or inclusive of, the Charitable Purpose(s) in clause 5, and

- (b) which also prohibit the distribution of any surplus assets to its members to at least the same extent as AISA.

77.3 The decision as to the charity or charities to be given the surplus assets must be made by a special resolution of Members at or before the time of winding up. If the Members do not make this decision, AISA may apply to the Supreme Court in the State of Victoria to make this decision.

## **INTERPRETATION**

### **78. Exclusion of replaceable rules**

78.1 The replaceable rules contained in the Act do not apply to AISA.

### **79. Definitions**

79.1 In this Constitution:

- (a) “ACNC” means the Australian Charities and Not-for-profits Commission
- (b) “ACNC Legislation” means the Australian Charities and Not-for-profits Commission Act 2012 (Cth) and the Australian Charities and Not-for-profits Commission (Consequential and Transitional) Act 2012 (Cth)
- (c) “Act” means the Corporations Act 2001 (Cth)
- (d) “campus” means the physical campus (or online) which a student is enrolled at within their education institution
- (e) “international student” means a student enrolled at an Australian post-secondary education institution who is not an Australian citizen, Australian permanent resident, New Zealand citizen, or a holder of an Australian permanent resident humanitarian visa
- (f) “level of study” means the level of qualification which students are enrolled in and includes but is not limited to vocational education (or sub-bachelor), undergraduate (or bachelor), and postgraduate
- (g) “post-secondary education” means education levels five through to ten on the Australian Qualifications Framework
- (h) “rules” means the Constitution and Regulations of AISA
- (i) “SSAF” means Student Services and Amenities Fee as defined by the Higher Education Legislation Amendment (Student Services and Amenities) Act 2011 (Cth)

- (j) “surplus assets” means any assets of AISA that remain after paying all debts and other liabilities of AISA, including the costs of winding up

## **80. Interpretation**

80.1 In this Constitution:

- (a) the words ‘including’, ‘for example’, or similar expressions mean that there may be more inclusions or examples than those mentioned after that expression, and
- (b) reference to an Act includes every amendment, re-enactment, or replacement of that Act and any subordinate legislation made under that Act (such as regulations).

Student Guild of Curtin University  
Representation Board - Meeting #3  
Held at 5.30pm on Thursday the 10th of February 2022  
Meeting opened 5.35pm

## AGENDA

### 1. Acknowledgement of the Traditional Owners

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

2. Attendance 2.1. Members Present; Amber Hilston; Cassidy Pemberton; Madison Ainsworth, Salwa Kilzi; Marcus Furnihough; Zoe Wing, Sophie Scott; Gabbi Marsh; Dylan Botica ; Elizabeth Powell; Jasmyne Tweed; Rachel Taylor; Hameed Mohammad; Rey Nairn ; Madison; Adam Reader  
2.2. Others Present; Maryanne Shaddick (minute secretary), Jo-Ann Naidu  
2.3. Apologies and Leave of Absence; Sofia Gonzalez Torres, Theodora Rohl  
2.4. Absent; Shuniqua Cutinha;

3. Disclosure of any potential or perceived Conflicts of Interest. Madison Ainsworth noted a conflict with item 8.3.

### 4. Minutes of the Previous Meeting:

#### 4.1. Previous Meeting Minutes:

Motion: That the Representation Board approves the minutes of the previous meeting, held on 20/01/2022, as a true and accurate record of the proceedings.

Moved: Sophie Scott

Seconded: Rey Nairn

Carried

5. Matters Arising from the Minutes. None

6. Items Not for Discussion. None

7. Reports 7.1. President – Submitted 7.1.1. Key Performance Indicators. Marcus Furnihough queried the amendments to Evaluate saying that he was hoping there would be more specific information. He noted that the process was focused on staff. It was noted that Madison Ainsworth was liaising on the pilot project as well. The committee heard that modification could lead to better student feedback. There

was an update with regard to the Curtin Covid management team. Marcus Furnihough queried the letter to the Premier calling for the Government to open the border to international students. Marcus felt the letter implied that students should not have to quarantine. Maryanne Shaddick clarified that was not the intent of the letter.

7.2. Vice President – Education – Submitted 7.2.1. Key Performance Indicators. As tabled. No questions.

7.3. Faculty of Business and Law Representative – Submitted 7.3.1. Key Performance Indicators. As tabled. No questions

7.4. Faculty of Science and Engineering Representative –Submitted 7.4.1. Key Performance Indicators. As tabled. No questions

7.5. Faculty of Health Sciences Representative – Submitted. 7.5.1. Key Performance Indicators. As tabled. As tabled. No questions.

7.6. Faculty of Humanities Representative – Not Submitted 7.6.1. Key Performance Indicators.

7.7. Student Assist – Submitted. There was a query about whether students in isolation could access financial relief and food aid. Jo-Ann Naidu said that the Guild did not have information about which students were impacted. Curtin was doing welfare checks. Jo-Ann said that she understood that there were 245 students in Perth in isolation. Curtin expected to reach all students by next week.

7.8. International Students Committee President –Submitted 7.8.1. Key Performance Indicators. As tabled. No questions.

7.9. Postgraduate Students Committee President –Submitted 7.9.1. Key Performance Indicators. As tabled. No questions.

7.10. Queer Officer – Submitted 7.10.1. Key Performance Indicators. Cassidy Pemberton added to her report noting that she had been liaising with the Queer community, staying up-to-date, attending a protest and working on a statement with regard to the Religious Discrimination Bill. Cassidy noted that she was working on the All Need to Pee campaign and had met with other WA Queer Officers. Marcus Furnihough foreshadowed suspending standing orders for a motion to condemn the Religious Discrimination Bill. There was agreement to follow up this up in general business.

7.11. Women’s Officer – Submitted 7.11.1. Key Performance Indicators. As tabled. No questions

7.12. First Nations Officer – Vacant

7.13. Accessibility Officer – Submitted 7.13.1. Key Performance Indicators. Rey Nairn added that discussion with accessibility services had occurred. Rey said that they had liaised with the Head of School of Chemistry regarding accessibility. As well, Rey noted that they had participated in the Guild statement concerning the Religious Discrimination Bill.

7.14. Higher Education Developments – Submitted. Nothing to add.

7.15. Chair of the Representation Board\* - Verbal report 7.15.1. Key Performance Indicators. Jasmyne noted that she was working with Dylan on the preparation of Representation Board agendas. As well Jasmyne noted that she was investigating the possibility about having student ids on mobile phones as it would be more accessible to get into buildings.

Motion: That the Representation Board notes the reports.

Moved: Elizabeth Powell

Seconded: Amber Hilston

Carried

## 8. Items for Discussion and Resolution

### 8.1. Increase COVID Safety Measures

Motion: That the Guild demand the University enact a range of COVID safety measures beyond minimum State and Federal Government requirements.

Moved: Marcus Furnihough

Seconded: Rey Nairn (Accessibility Officer)

Carried

Marcus Furnihough spoke to the motion noting that a number of schools have had to close. He said that controlling COVID was difficult. Inevitably, we would have to manage COVID for a long time. Marcus discussed measures that could be introduced on campus for example filters, co2 monitoring, free face masks. These cost money. University not wanting to spend this kind of money. Marcus advocated for a campaign that defended the rights of students. Rey noted that while these measures could appear overly thorough, studies have concluded that current measures were not good enough.

## 8.2. Guild Support NSW Nurses and Midwives Association

Motion: That the Guild endorses proposed industrial action taken by NSW Nurses and Midwives Association.

Marcus noted a 15 hour strike and said that during action there was a skeleton crew of staff to take care of patient needs.

Moved: Marcus Furnihough  
Seconded: Hameed Mohammad  
Carried

## 8.3. 2022 NUS KPIs

Motion: That the Representation Board approves the 2022 Key Performance Indicators for the National Union of Students.

Moved: Cassidy Pemberton  
Seconded: Rachel Taylor  
Carried

Standing Orders suspended to vote to allow Maddison Ainsworth to stay.  
Carried by absolute majority.

Cassidy Pemberton spoke to the motion. List of KPIs about how the Curtin Student Guild would measure the NUS performance. Quite standard KPIs. Need to hold NUS to account. Marcus Furnihough noted that NUS KPIs were quantitative rather than qualitative. These KPIs could lean into the NUS inactivity. Rachel Taylor felt quantitative KPIs set bare minimum expectations.

## 8.4. Federal Election Demands

Motion: That the Curtin Student Guild run a campaign regarding the Federal Election centered around the following demands:

1. Cheaper tertiary education fees
2. Action on climate change
3. Changing the age of independence
4. A duty of care in the higher education sector
5. Support for international students

Moved: Adam Reader  
Seconded: Hameed Mohammad

Adam Reader spoke to the motion. He noted the objectives of reversing the fee hike imposed by the Federal Government, the need for better action on climate change. Adam said that a gas led recovery



not good enough. He noted that the age of independence a big issue for students and this was determined by Centrelink. Adam said that a duty of care implied that there would be a legal requirement for universities to be responsible for students academic and mental well-being. This was introduced in New Zealand and with positive impact. Hameed Mohammad said that this motion was especially important for international students. Hameed spoke about the fees paid by international students. Dylan Botica suggested changing point one to be "cheaper and fully funded fees". Noted that these points were similar to NUS campaign. Should Guild work with NUS? NUS was going to campaign for 100% of SSAF for Guilds. Rachel Taylor said that the cheaper education point should be in terms of more government funding. Marcus Furnihough proposed a demand for free education. Marcus said the demand about climate change could go further for example immediate transition to renewables. Marcus said that International student fees were too high. Adam Reader said amendment with regard to free education was a good idea. Adam said transitioning overnight to renewables was going to cost a lot of jobs. Government must start investing now. He advocated that the demands be achievable. Hameed Mohammad noted that international students could pay up to 12 times more than domestic students.

Adam Reader was not amendable to changes to the motion .

Marcus Furnihough proposed to amend the motion.  
Gabbi Marsh seconder  
Carried

#### 8.4 Amended motion

The Federal Election will be held this year, and as a student union it's important we make sure that students are informed, especially on issues which affect them.

##### 1. Free university tuition fees

Students are leaving university with tens of thousands of dollars of debt. This is especially the case for Humanities students, who are systematically disregarded, and whose fees have increased the most.

##### 2. An immediate transition to renewables

We are in a climate emergency, yet the Government routinely ignores this. We need action on climate change immediately.

##### 3. Changing the age of independence

Until someone is 22 years old, their ability to claim Youth Allowance is tied to their parents' income, even if they are living out of home. This policy is ageist, and can put many young people in precarious situations. The age of independence needs to be lowered.

##### 4. A duty of care in the higher education sector

A duty of care means that Universities are responsible for students' wellbeing. This includes not only physical wellbeing, but mental and emotional too. A duty of care in Universities is in place in New Zealand, and it means that Universities have increased funding to their mental health services and the safety of the campus and classes. We need this in place in Australia.

##### 5. International students to pay no more than Australian students

International students pay between three and seven times the amount of tuition fees than domestic students do, yet they are constantly disregarded and deprioritised. Now, with the COVID-19 pandemic, these disparities have dramatically increased. International students need to be supported.

Moved Marcus Furnihough  
Seconded by Gabbi Marsh.  
Carried

Rachel left at 6.30pm

## 9 Minutes of Committees Reporting to the Representation Board

9.1. International Student Committee – Nil

9.2. Postgraduate Student Committee – Meetings held on 16/11/2021;17/1/2022

9.3. Queer Collective - Nil

9.4. Womens Collective – Nil

9.5. First Nations Collective - Nil

9.6. Accessibility Collective - Nil

9.7. Student Housing Advisory Committee - Nil

9.8. First Year Committee – Nil

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

Moved: Jasmyne Tweed (Chair of Representation Board)

Seconded: Salwa Kilzi.

Carried

Carried

## 10. General Business

Jasmyne commented on the motion passed in the January Representation board meeting supporting the rally to keep WA's borders closed. Following the Government's decision to delay the order opening the purpose of rally did not align with the motion.

Suspension of standing orders was requested by Salwa Kilzi to discuss the motion related to the Jenkins Report.

Vote to suspend standing orders passed by absolute majority

Content Warning: Sexual Assault.

**Motion:** That the Curtin Guild endorse the legislative changes that were recommended by Kate Jenkins and that the Curtin Guild encourages the parliament to implement these changes; furthermore, the Curtin Guild Women's Department will monitor the parliament progress in implementing these changes.

Moved Salwa Kilzi

Seconded Rey Nairn

Carried

Salwa Kilzi spoke to the motion and provided background to the report. Report outlined 28 recommendations that Parliament should implement over 10 years. The Prime Minister and Speaker of the House issued an apology to Miss Higgins and others who had been subjected to sexual assault and guaranteed that the recommendations would be implemented.

Marcus proposed suspending standing orders to discuss the motion relating to the Religious Discrimination Bill.

Standing orders suspended by absolute majority

MOTION: The Guild as a whole condemns the religious discrimination bill and demand it be scrapped in its entirety.

- The Guild will release a statement as soon as possible and promote this rally opposing the bill on Saturday 12<sup>th</sup>: <https://fb.me/e/1ykPz59yX>
- In the statement, they will condemn the ALP for supporting the bill whether or not their amendments were agreed to.

Moved Marcus Furnihough  
Seconded Cassidy Pemberton  
Carried  
1 abstention

Marcus Furnihough said ALP positioned itself to be an advocate of social justice and yet it had supported the bill with some amendments. A number of organisations had criticised the ALP. Cassidy Pemberton said it was a shock that the ALP backed the bill. The bill was filled with bigotry and hate. Dylan Botica spoke about the progress of the bill and the nuances of the amendments. Marcus said that the Guild should condemn anyone who had endorsed the bill in any form.

Hameed Mohammad spoke about the requirements for international students in quarantine. Marcus Furnihough said Guild should consider more weighty demands about things such as fees and access to welfare for international students. He said that the quality of online learning needed to be better in the event of a move to online because of COVID.

## 11. Next Meeting

The next ordinary meeting of the Representation Board is Thursday, the 17th of March at 5.30pm to be held at Council Chambers. Documents and motions are to be submitted no later than 4:30pm on Thursday the 10th of March 2022 to [chair.representation@guild.curtin.edu.au](mailto:chair.representation@guild.curtin.edu.au) and [secretary@guild.curtin.edu.au](mailto:secretary@guild.curtin.edu.au) closed at 6.57pm



## Student Guild of Curtin University

Executive Committee

Meeting #6

Held at 11am on Thursday the 10<sup>th</sup> of February 2022

Location: Online

# MINUTES

Meeting Open: 11.04am

## 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; [Theodora Rohl](#), [February](#), [Madison Ainsworth](#), [Dylan Botica](#), [Jasmyne Tweed](#)
- b. Others Present;
- c. Apologies and Leave of Absence;
- d. Absent;

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

[Madison](#) declared a conflict with NUS circular. Will not be involved with discussion.

## 4. Minutes of the Previous Meetings

### **CR RESOLVED EC#11/22**

That the Guild Executive Committee approves the minutes of the meetings held on 01/02/22 as a true and accurate record of the proceedings at that meeting.

Moved: Dylan Botica

Seconded: Theodora Rohl

### **RESOLVED EC#13/22**

Motion: That the Guild Executive Committee approves the minutes of the meetings held on 08/02/22 as a true and accurate record of the proceedings at that meeting.

Moved: Dylan Botica (Secretary)

Seconded: Madison Ainsworth (Vice President – Education)

[Carried](#)

## 5. Circular Resolutions

### **CR RESOLVED EC#12/22**

That the Executive Committee appoints agents for the National Union of Student Referendum:

Yes (remain affiliated): Dylan Botica (Primary) and Marcus Fernihough (Secondary)  
No (not remain affiliated): February (Primary)

Moved: Dylan Botica  
Seconded: February

a. Action List (Attachment A)

Action list was updated. CMSA matter is ongoing as the student has responded.

6. Significant Items

- a. Guild Executive Verbal Reports  
i. Secretary

Dylan said that the Curtin Engineering Club constitution is awaiting a response from the club and to update the By-Laws first to enable updates without a further SGM. Register of delegations is being updated. Register of resolutions has been created and updated with minutes needing resolution numbering amendments. By-laws have been rewritten. Asked for amendments of which only David responded. Was working with David and Martin to kick off the governance review. Compiled documents for this process. Getting started on autonomous elections and WASM casual election. Approved for WASM to have their honour board funded by Bentley. Finance adjusting WASM account. Met with the WAEC about being involved with elections and affirmative action. Dylan discussed how the commissioner still expressed similar sentiments with regard to ideological differences on AA.

Theo thanked Dylan for filling in for graduation.

ii. Vice President – Education;

Madison has been meeting with reps. Meeting with Jon Yorke and CAS was delayed. Has been proofreading reps reports and working with Salwa on the motion for Jenkins report. Lots of reading.

February asked about how Madison thinks the reps are tracking after looking at the reps submitted reports. Madison got in contact with the rep who didn't submit and they will be providing a verbal report. A rep concern was raised but is being addressed.

iii. President;

Theodora has said to refer to Representation Board report. On top of that attended President's summit online. Theodora gave a COVID-19 University update. Theodora said the University is playing it by year with restrictions / return to online only. University is worried about anti-vax activists.

February asked about the testing clinic on campus and safety. Theodora said it will be in a big parking lot and health and safety is being considered and the clinic will be for people for and around campus.

Filmed the Curtin insider tour.

#### iv. Vice President – Activities;

February cancelled the Toga Party. Wait and see for other events. O-Day will be cancelled if restrictions reduced numbers to below 500 as it would mean no one could attend other than stall holders. Other club events / stall events will be provided through the semester or online.

Met with Rey and Jess about accessibility / quiet space / zone. Accessibility information is being collated in event descriptions. Met with Adam who has a good idea for online event. February has been working closely with reps on their events. University health and safety committee was attended. Discussed protecting staff and providing resources for Guild staff to stay safe with checking vaccination status etc following an incident at concept.

#### **ACTION: February to follow up incident at Concept with David**

Event calendar is finalised. A rep event conflicts with their class so this will be corrected.

Madison asked about reaching out to Sofia to provide online sessions for international students to chat and hang out. Madison asked if February wants to be included in correspondence.

Theodora discussed Curtin Wellbeing online sessions and has reached out to Sofia and Hameed to talk about the Guild and what we offer.

February discussed an approach of creating come and go online initiatives like Discords rather than time limited specific events.

#### v. Chair Of the Representation Board;

Has been handballed across the University regarding the Student ID on phones initiative. Jasmyne has made the Representation Board agenda and discussed Reps not submitting reports and not giving notice which makes it difficult to keep updating the agenda.

Theodora suggested reaching out to David about finding a contact for Student IDs.

February suggested adding version numbers to the agendas and to make common practice.

#### **RESOLVED EC#14/2022**

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

Moved: Dylan Botica (Secretary)

Seconded: Madison Ainsworth (Vice President – Education)

## b Referendum Contingencies

February said David asked whether Exec would move the referendum to semester two. Madison was unsure of how involved she can be in discussion as an NUS officer. February said we can vote to keep Madison involved and voting. Dylan said its better to just leave it. Theodora noted it can't be held simultaneous to the annual elections.

February believes the referendum is a low risk event. Dylan discussed what the WAEC communicated regarding the timeline in their meeting.

Dylan believes postal vote ballots are the best. We could send everyone a postal vote and it will cost us tens of thousands of dollars. Mass exploitation of postal ballots is hard. Dylan asked whether it could be delayed a couple of weeks if COVID spikes. Dylan said it shouldn't be in semester two because it will conflict with the annual elections and confuse students.

Madison noted that her unit outline has all assessments moving online from week four so believes the University is planning a shift at that stage.

Jasmyne is optimistic that we may be able to do the referendum before COVID gets bad. Jasmyne said it can't be in semester two as per Dylan's comments and that it shouldn't be online if people are still on campus.

February discussed the latest COVID-19 modelling. Theodora said that the election will be held in person unless a lockdown occurs. Theodora said postal vote upon request only would lead to a really low turnout. Dylan discussed how Peter Z RO used express envelopes and the WAEC doesn't from his experience with Union elections and wondered what the cost difference is. Theodora said that sending everyone a postal vote is the ideal but could be very expensive.

February wondered whether it is more expensive than the marquee and setup. Dylan believes a lot of the cost come from the way postal votes are administered.

Dylan asked about the WAECs appetite to make it easier to apply for. Dylan said he consistently asks why students need to fill a PDF out. Dylan suggested students should just be able to click a button on mailchimp emails and it uses their details to auto-send them a postal vote.

Dylan said ideally nothing should need to be filled out. Electors should do as minimal work as possible to postal vote. February discussed Uni Council elections used to be easy application postal voting.

## c Student Hub Proposal

The University did not believe that the Student Hub was needed. 2022 will be a year of consultation with clubs and submission to be made next year. February asked whether this is acceptable or whether we should rush to submit by March. The Guild also needs to find a University sponsor and discussion needed with Fiona. February will submit a plan for the Student Hub to Representation Board. Dylan suggested that this isn't primarily a Representation Board issue as it's a club issue. February said it is a club issue but is also students feeling like they have a space on campus. February asked if it should be a representation board recommendation

to Guild Council. Dylan said that Guild Council still has the same objectives for students and listed the representation boards scopes of discussion.

**ACTION: February to put an item on the Student Hub to Guild Council.**

d CAPA Affiliation (Attachment B)

Theodora suggested that Hameed wishes to leave CAPA following the annual caucus meeting chaos. Hameed said the PSC wishes to leave. The CAPA constitution sets disaffiliation processes. Dylan said the Guild seems to be the only organisation to follow our contractual requirements with these organisations. February is sick of the Guild being held to ransom! Dylan is worried about leaving another national organisation. Dylan said we could run an AGM where we run the elections for the PSC committee as well.

Theodora will attend the next CAPA event to assess.

**ACTION: Dylan and Theodora to follow up on leaving CAPA and consult with national networks.**

February said starting the disaffiliation process allows postgraduate students to make an informed choice.

## 7. Other Items

a. Working Together Online

Theodora discussed about how it would be best to communicate with each other online / preferred modes.

**ACTION: Theodora to send a document summarising preferred mode of contact to Executive.**

Theodora discussed COVID-19 and stress causing executive members to make mistakes. Theodora said Executive need to stick together. Theodora said when people make a mistake we need to address it in a way that is constructive and not passive aggressive.

## 8. General Business

Theodora want to submit the letter to Guild Councillors written by February tonight and will circulate. February discussed open day being now 'undergraduate expo'. February discussed having a stall. Theodora doesn't have strong opinions. February asked about attending parliament house to Dylan. Dylan said we can still go to parliament but MPs have been unresponsive recently.

## 9. Next Meeting

Meeting Closed: 12.18pm



The next meeting of the Executive Committee will be held on Thursday 24<sup>th</sup> of February 2022 at 10.30am in The Bridge or as Omicron Decides.



## Student Guild of Curtin University

### Club Approval - Executive Committee

#### Meeting #7

To be held at 12.30pm on Tuesday the 15<sup>th</sup> of February 2022

Location: Dylan's Webex

## MINUTES

Opened 12.32pm

### 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; [Theodora Rohl](#), [February](#), [Madison Ainsworth](#) (Arrived 12.34pm), [Jasmyne Tweed](#), [Dylan Botica](#)
- b. Others Present;
- c. Apologies and Leave of Absence;
- d. Absent;

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

[Jasmyne](#) is member of the Curtin Bubble Tea Society. [Jasmyne](#) wont vote on this motion.

### 4. Club Approvals

- a. Club Renewals
  - i. Curtin Bubble Tea Society
  - ii. Campus Christian Movement
  - iii. Curtin Machine Learning Club

### **RESOLVED EC#16/22**

Motion: That the Executive Committee approves the renewal of: Curtin Bubble Tea Society, Campus Christian Movement, Curtin Machine Learning Club and authorises the Vice President – Activities to sign the cover sheet(s).

Moved: [Dylan Botica](#) (Secretary)

Seconded: [Theodora Rohl](#) (President)

*Carried*

[February](#) asked about the CEC constitution. [Dylan](#) will sign the form from last meeting.

### 5. Next Meeting

Closed 12.37pm

The next meeting of the Executive Committee will be held on Thursday 24<sup>th</sup> of February 2022 at 10.30am in The Bridge / Online.



## Student Guild of Curtin University

### Executive Committee

### Meeting #8

To be held at 10.45am on Tuesday the 1st of March 2022

Location: President's Office / Online

## MINUTES

Meeting Opened: 10.47am

Chair absent – Dylan Botica appointed to chair.

### 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; February, Madison Ainsworth (Online), Dylan Botica, Jasmyne Tweed (Online)
- b. Others Present;
- c. Apologies and Leave of Absence; Theodora Rohl
- d. Absent;

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

Jasmyne discussed whether a conflict exists as she's resolving issues with a representative. Madison declared a potential conflict with the NUS campaign. Considered immaterial conflicts. No further declarations.

### 4. Minutes of the Previous Meetings

#### **RESOLVED EC#17/22**

That the Guild Executive Committee approves the minutes of the meetings held on 10/02/2022 and 15/02/2022 as a true and accurate record of the proceedings at that meeting.

Moved: Dylan Botica (Secretary)

Seconded: Jasmyne Tweed (Chair of Representation Board)

*Carried*

### 5. Action List

- a. Action List (Attachment A)

Action list was updated. No actions complete.

## 6. Significant Items

### a. Guild Executive Verbal Reports

#### i. Vice President – Education;

Reminding representatives to put their class schedule in their calendar. Met with Rural and regional support staff at the University. Meeting regularly with equity and faculty representatives. Met with a multi-faith officer to discuss religious calendars. Met with Luc and Theo to discuss the President's summit. Helping Amber with an issue with the oral health school. Has been in contact with Rachel about a field trip issue during tuition-free in geology.

February asked if the multi-faith officer meeting was with the Australian Union of Jewish Students, Madison said yes.

Jasmyne asked about the ongoing support for one of the Faculty Representatives. Madison said a meeting is organised for this week to arrange a plan.

Dylan asked Madison whether she has reached out to Student Assist or put forward a motion to support Ukrainian students.

#### ii. Vice President – Activities;

Has been on leave recently so February has less to report. Has been focused on week one and two events. International women's day, ISC/PSC Tav party and Accessibility event. The Women's department did a public speaking competition last year and February is working with the department and external organisation to organise this for this semester.

February has been talking to Sofia about a discord server.

Madison asked about any rallies or support for the Ukrainian community. February was not aware of any.

#### iii. President - Not present

#### iv. Secretary

Dylan has created the register of resolutions, delegations etc. Dylan updated the Guild website with new by-laws information agendas, recordings and minutes are being compiled and sent to Bree.

Dylan discussed work with the NTEU to improve internal union membership and student representation. Has been doing the typical finance approvals, resolving representative issues, timesheets and working with WASM on a new honour board.

#### v. Chair Of the Representation Board;

Jasmyne has been working on representation Board questions from Marcus to Theodora who wanted to know about eVALUate, resources and equity questions. Jasmyne is following this up. Jasmyne wanted to know about further COVID-19 measures on campus but since then a vaccine mandate has been established. Election demands were created by the representation board. Jenkins report motion from Salwa went through. Marcus put forward a motion that the Guild

opposes the religious discrimination bill. These were all passed. Emailed David about a student ID app but hasn't heard back. Helped at O-Day with WD and the pancake breakfast at Catherine's College. Has been assisting the FBL position.

February asked if any observers attended Representation Board. Jasmyne said no.

A discussion was had on the importance of pushing for free and fully funded education.

**RESOLVED EC#18/2022**

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

Moved: Dylan Botica (Secretary)

Seconded: February (Vice President – Activities)  
*Carried*

b University Council Membership

Members discussed the University Council elections and the preference for Guild Officers occupying these roles.

**RESOLVED EC#19/2022**

Motion: That the Guild Executive Committee endorses elected Guild Officers running in the University Council elections.

Moved: February (Vice President – Activities)

Seconded: Jasmyne Tweed (CORB)  
*Carried*

**ACTION: February to reach out to Maryanne and check election rules for steps to endorse candidates.**

Madison left the meeting 11.34 am

7. Other Items

a. Current Campaigns

Dylan asked about what was happening with the parking campaign. February discussed the messaging of the Guild regarding parking and how it may conflict with our views. Jasmyne mentioned it was inaccurate messaging. Executive Committee agreed it would like to see progress.

**ACTION: Theodora to update Guild Executive on the status of the Parking Campaign**

b. Representative Concerns

Executive Committee moved in camera at 11.25am.

Moved out of the camera at 11.31am

## 8. General Business

February discussed expectations with representatives and COVID-19 protocols. Will circulate an email to update our plan.

**ACTION: February to communicate with Executive to establish an updated COVID-19 officer protocol.**

## 9. Next Meeting

Meeting closed 11.47am

The next meeting of the Executive Committee will be held on the 10<sup>th</sup> of March 2022 at 11am in the Bridge

## **MINUTES**

1. Acknowledgement of the Traditional Owners:

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

2. Attendance:

2.1. Members Present: Hameed Mohammed (Chair), Yie Xin Cheong, Adam Reader, Athina Hilman, Gabbi Marsh, Rachel Kogiopoulos, Kenny Lye

2.2. Others Present: Theodora Rohl, Dylan Botica, Jo Boldison, Karen Rennie, David Luketina

2.3. Apologies and Leave of Absence;

2.4. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

None

4. Minutes of the Previous Meeting:

4.1. Previous Meeting Minutes –

Motion: That the Finance and Risk Committee **approve** the previous minutes of the Finance and Risk Committee held on the 17th November 2021 (*Attachment 4.1*).

Moved: Kenny Lye

Seconded: Rachel Kogiopoulos

4.2. Any Circular Resolutions – N/A

5. Matters Arising from the Minutes

5.1. Action List (*Attachment 5.1*).

Noted

5.2. Finance and Risk Committee Work Plan 2021 (*Attachment 5.2*)

All Items on the work plan are included in the agenda. Conflicts of Interest for the new Guild Council members are currently being collected by Dylan, and will be provided by the next Finance and Risk meeting.

6. Items for Decision

None



## 7. Items for Discussion

### 7.1. Interim Audit Management Report (*Attachment 7.1-7.1a*)

Auditors were in the office late December where they carried out the interim audit. The auditors found no issues apart from journals not being independently reviewed, which has been picked up in prior audits. The auditors are concerned that the Management Accountant is entering journals and these journals are not being checked. Karen explained that it is difficult to fulfil this requirement given that the Guild's Finance team is small, with only 3 staff. Division of duties between staff members means that sometimes there are things that Karen needs to correct, which is what a journal is, moving something from one area to another.

The Guild's response to the auditors is that from now on, Karen will pass all journals on to another staff member so that Karen can then approve their journals.

There was a discussion around the purpose of the requirement the auditors have raised.

## 8. Items for Noting

### 8.1. Draft Financial Reports for December 2021 (*Attachment 8.1-8.1c*)

Karen advised that this is the first draft of the 2021 Financial Statements. There will be changes made to the right of use assets as during 2021 the Guild signed an agreement with Curtin University to extend the commercial leases. The Guild was also given rent relief, which wasn't factored into the right of use assets at the start of 2021. This won't change the underlining performance of the Guild for the year. The final audited Financial Statements will be included in the agenda of the next Finance and Risk meeting.

### 8.2. Quarterly SSAF and Grant Reports (*Attachment 8.2*)

Dylan queried what happens with un-acquitted SSAF. Karen advised that the Guild has specified that it will be acquitted against the 2021 outlet refurbishment project in early 2022 for the works carried out at the Lab.

### 8.3. Financial Ratios for December 2021 (*Attachment 8.3*)

Rachel commented that the ratios look fairly consistent to last year, but queried whether there are any issues with retail inventory being so high? Karen advised that the G-Mart is now providing about 5 new student uniforms that weren't stocked last year and these have all been ordered in 2021, in preparation for the start of semester in 2022. The G-Mart is conscious of supply chain issues in general so they have ordered stock extra early to be ready for 2022. Additional grocery items have also been ordered as this line sold well in 2021.

Hameed queried if there are any plans around supply chain problems. David noted that for the catering outlets themselves, we have been building up inventory. Our distributors have been telling us which products are likely to be in short supply in the coming months and we have been ordering large quantities of these items, particularly items that don't perish easily.

### 8.4. Invoices over \$50k (*Attachment 8.4-8.4d*)

Noted

8.5. Insurance confirmation 2021 (*Attachment 8.5-8.5h*)

Dylan queried if Cyber insurance was new. Karen advised that this came into place in 2021. We had tried to put it into place in the past, but it was a very complicated process really set up for larger companies. More recently the insurers were able to find an alternative provider who works well with our size company.

Rachel commented the insurers have done well to keep the prices fairly consistent, with not too much of an increase, but the broker amount is high. Rachel asked is that normal? Kenny agreed that the brokerage seems very high. Karen advised that this charge hasn't increased in at least 15 years.

David agreed that it was quite expensive. He mentioned that the Guild did a review of the service, looking for an alternative, about four years ago, however struggled to find an alternative. The service our current brokers provide is more than just the straight brokerage of getting the insurance in place. They also provide assistance in insurance claims and other things like that. However, given this feedback, we will discuss their fee with them this year to see if we can reduce the cost or otherwise relook at alternatives.

David advised that we are currently relooking at the Office Bearers and whether or not they are covered for accident insurance as we have determined that they do not fall under Workers Compensation. We only realised this fairly recently, so we are currently clarifying, and if need be we will put in place additional arrangements to ensure there is accident/injury cover of some sort to both protect the Guild and those individuals.

Dylan queried if they would be covered by voluntary workers insurance. David advised that there is a murky middle ground, and working Directors, which would certainly pick up most of the Office Bearers can't be covered under Workers Compensation unless we are a Pty Ltd company.

8.6. Conflicts of Interest Register (*Attachment 8.6*)

It was noted that this would be updated by the next committee meeting.

Dylan queried if this only registers conflicts for four committee meetings; Guild Council, Legal, Finance and Risk & Executive and not the other committees like the Representation Board? David advised that this is what has been done historically as these are the committees that play a key Governance role in the Guild.

David advised that the Finance and Risk committee may need to discuss if the Representation Board has a sufficient governance role or sufficient power to allocate resources and make decisions which would inform whether it should be included or not.

David mentioned that previously Reps Board wasn't included as they didn't have a lot of money at their disposal and larger purchases are approved at Guild Council. Dylan raised that there are significant non-financial matters considered by representation Board.

## 9. General Business

David advised that a detailed Covid plan has been put in place. Guild Council has approved an Emergency Management Committee, which consists of the Executive, and has a very similar format to the original Covid plan that was introduced in 2020.

The plan covers things like staffing, events, number of events, larger events have already been deferred, building up inventory etc. The office staff are already on A & B teams, contact between café staff is being kept to a minimum, and a Covid web page for staff and Office Bearers has been set up, which contains a lot of detail. We are working on an assumption that its similar to over East where it was basically 4 weeks from reasonably low levels to the peak, 2 weeks at peak, then a drop off of 6 plus weeks. The assumption is that March and April will likely be peak Covid and have a significant impact on our operations, community and campus.

#### 10. Items to be Communicated

#### 11. Next Meeting –

The next Finance and Risk Committee meeting will be held on the 16th March at 12.30 via Webex

## **AGENDA**

Meeting opened 12:04pm.

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; February, Theodora Rohl, Rey Nairn, Cassidy Pemberton
- 2.2. Others Present; Jess Bourne, Bec Barendrecht, Maryanne Shaddick, David Luketina
- 2.3. Apologies and Leave of Absence; Athina Hilman, Dylan Botica
- 2.4. Absent; Adam Reader, Tanya Della-Santina

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 11/01/2022 as a true and accurate record of the meeting.

Moved: Cassidy Pemberton

Seconded: Theodora Rohl

5. Matters Arising from the Minutes

6. Business on Notice

- 6.1. Reports
  - i. Vice President – Activities;

February reported on the brainstorm they had with the student representatives to plan their events and said that ISC and PSC have confirmed events. February said they had made progress with stalls for O-Day and had a meeting around contingencies regarding Covid. Due to Covid restrictions, February said the Toga party had been cancelled, however is intended to be held in semester 2.

ii. Manager – Student Engagement;

Maryanne reported on digital activity over the last month and outlined an inconsistent open rate with previous years and rework of the International Student emails due to the delay of boarder openings. Maryanne said the microsite had launched and is looking good, as well as socials performing well with a current focus on connecting students to the campus in the lead up to orientation. Maryanne provided an overview on printing requirements and artwork, with current issues regarding image sources.

David asked about Maryanne's visit to Uni Lodge. Maryanne said he hadn't visited Uni Lodge, however found her St Catherine's visit interesting. Maryanne said St Catherine's are open to collaboration with the Guild. Bec said St Catherine's had invited the Guild events team to collaborate on a stall as they are eager to promote the Guild and campus experience. Maryanne said she would like to discuss with Tanya the possibility of a promotion with the Tav and said all merchandise had arrived except for showbags and diaries.

iii. Manager – Student Experience;

Regarding O-Day, Bec said it will be a regular event with a few changes including the oval location, check of double vaccination and requirement of masks. Bec they are stretched with experience staff numbers and are therefore unable to split into two teams to execute O-Day. Bec outlined they are in the middle of peak club season.

iv. Manager – Retail and Tavern Services;

Tanya – Absent.

David provided a brief overview in terms of Retail and Tavern Services, including the cancelation of Toga and the expanding trading hours of the Tav and making it available for other events that are running.

v. Events Coordinator

Jess outlined that although the events timeline had been pushed back, her team is making good progress. Jess discussed how O-Day will be Covid safe, although will need to wait and see what happens to know which plan to put in place. Jess said her team is working with February to finalise the events calendar.

Motion: That the Activities Committee notes the reports.

Moved: Rey Nairn

Seconded: Theodora Rohl

## 6.2. Event Evaluation

N/A

## 6.3. Upcoming Events

Theo asked how often the events team is planning on holding Grill the Guild. February said there will be 4 BBQ's for Faculty Reps in semester one, approximately every 3 weeks.

## 7. General Business

Theo mentioned she had a student rep discuss with her the lack of vegan options available at giveaways, specifically the donut giveaway. Jess said they try to offer vegan options at most events, particularly BBQ's, however will consider other options like donuts that are low cost therefore can be bought in a large quantity.

## 8. Next Meeting

The next ordinary meeting of the Activities Committee is Tuesday, the 8<sup>th</sup> of March at 12pm. Documents and motions are to be submitted no later than 12pm on Friday, March 4<sup>th</sup> to [activitiesvp@guild.curtin.edu.au](mailto:activitiesvp@guild.curtin.edu.au)

Meeting closed at 12:28pm