

## President's Guild Council Report August

**Prepared by:** Jesse Naylor Zambrano

**Covering Dates:** 14/8/21 - 21/9/21

**Submitted to:** August Guild Council

**Leave:** 6.6 days

### 1. Meetings

#### 1.1 Guild Meetings

Date	Meeting	Comments
18/8	SPEAK OUT TO RETURN OUR TUITION FREE WEEKS	13 students spoke to the impact of removing the tuition free week
18/8	Humanities Campaign Discussion	Providing guidance to the setup of a Humanities 'We Are Important' campaign
19/8	End of Sem Bash Planning	
23/8	Remuneration Tribunal Meeting #1	
24/8	Exec and Portfolio Managers Meeting	
26/8	Sci-Eng Rep x Pres x VPE	Discussing potential campaign against staff cuts and their lasting impacts in sci-eng
26/8	Guild Exec	
27/8	Remuneration Tribunal Meeting #2	Draft determination created
3/9	Tuition Free Open Letter Planning	
7/9	Activities Committee	
9/9	Guild Exec Meeting	
10/9	Student Meeting	Meeting with student who wants to escalate issue to VC
10/9	L6+7 Bldg. 201 Walkthrough and Brainstorm	Hosted a meeting with 12 representatives from various Curtin clubs, where we walked through the top floors of Building 201 and then brainstormed potential ways the Guild and clubs could use, manage and allocate these spaces

20/9	Tuition Free Organising Meeting	Lunch with students to discuss Tuition Free campaign and next steps
21/9	Exec and Portfolio Managers Meeting	

## 1.2 University Meetings

Date	Meeting	Comments
19/8	Academic Board Executive	
20/8	VC and Guild President	Asked for University's response to Tuition Free demands - no response. Relayed Offshore International Students feedback from Speak Out. Put forward proposal for student hub on campus, with student common rooms and dedicated club rooms. Finally, discussed the Guild asking for 2.5% more SSAF this year.
24/8	Students as Partners Community of Practice	
25/8	Guild President: Academic Board Discussion	Meeting with the Chair of Academic Board to discuss the University processes for returning the tuition free week
26/8	Introduction to Curtin Enterprise Bargaining Agreement Negotiation Team	Curtin's Chief Operating Officer Fiona Notley introduced me to lead negotiators, Michelle Paul Davie and Angus Buchanan. Negotiations will be happening November onwards.
27/8	University Academic Board	Raised the issue of tuition free weeks. Asked to be involved in the 'Curtin Wellbeing Community of Practice'.
30/8	Meeting with Head Librarian	Learning about plans for library space in 2022, asking about potential for student spaces in Building 201 next year
31/8	Meeting with Tim Urquhart, Director of Properties	Determined there is no current use outlined for Building 201 for the next 5 years, after it's done being used for library space. Confirmed that plans are to leave the top two floors locked up next year. Pitched idea of club and student spaces on these floors.

1/9	Students as Partners - Leadership Team Meeting	Raised lack of teaching staff represented on the leadership team, raised need for Guild to have the resources and support to participate equally in student 'partnership'.
2/9	Tuition Free Meeting Jon Yorke	Learning about how tuition free was removed in the first place
6/9	Global Positioning Committee	Spoke to feedback from Offshore International Student speak out, received updates of how this feedback had been actioned
6/9	VP Corporate Relations Meeting	Raised Tuition Free, Student Hub on campus and asking for great SSAF allocation
10/9	Graduation	
12/9	Graduation	
13/9	VC Sports Day Debrief	Raised the fact that VC Sports Day took up the same day as Guild Games. Mentioned I want Guild Games to return next year, so to not schedule a directly competing event again.
14/9	Jill Downie Tuition Free Meeting	Meeting following Professor Downie was notified about the Open Letter for tuition free weeks. Professor Downie said she would work with LSEC to alleviate assessments falling at the same time, and to reduce workload one week later this semester to simulate the benefit of a tuition free.
17/9	VC and Guild President	Presented Launch Event Grant report, and Ecosia report. Presented open letter. Arranged a meeting next week to discuss process for returning Tuition Free weeks with key staff. Asked about study mode plans for Sem 1 2022.
21/9	Process for Changing Tuition Free Week	Met with VC, Chair of Academic Board, Academic Registrar and VP Corporate Relations to discuss process for returning Tuition Free weeks

## 2. Items of Significance

### 2.1 Semester 1 2022 Learning Mode

I asked the VC on 17/9 what their plans were for learning mode in Semester 1 2022. She suggested that it was largely a flipped classroom approach, with essentials being delivered online. In October, the Guild will need to seriously turn its attention to ensuring there are in-person options for all learning in Sem 1 2022. This work will require coordination with Faculty Representatives, as consultation has been moved to the faculty level.

### 2.2 Bringing Campus Back to Life!

#### 2.2.1 \$400 [Launch Event Grant](#)

Earlier this year, I negotiated a \$20,000 from Curtin to activate campus by boosting clubs. Lachy and the Clubs team have been coordinating this over the end of the holidays and start of semester. \$15,000 was to go to Launch Event Grants, to help clubs run events early in the semester to increase signups, engage members early and activate campus.

At the end of the 5-week launch event period, \$15,343.60 total funding was provided for our Bentley clubs. The funding was redeemed by 37 different clubs to hold an event on campus. The list of events ranged from smaller professional development style workshops, to larger and more visible outdoor events, such as Beers on the Lawn. We saw an increase of 15% in the total number of club events typically held in this period.

Working with Lachy (VP-A) and Bec (Manager of Student Experience), a report was prepared and provided to the Chief Operating Officer. You can read the report, which will be attached to my report. I asked for the University to renew this funding next year, and to provide it in Semester 1 and 2 for a total of \$40,000 of funding.

I presented the report to the Vice Chancellor on 17/9. She commended us for doing a good job maximising benefits to students with the money allocated. The Chief Operating Officer will get back to me about whether Curtin will renew this funding.

#### 2.2.2 Student Spaces on Campus

I put forward my pitch of allowing Building 201 to be a student hub on campus. She was on board with the idea, but made no commitments, seeing we would have to see if the building was pegged for another use. Following this, I met with key staff members such as the Director of Properties, Chief Librarian and VP Corporate Relations. After presenting my research and proposal to the VP Corporate Relations, she assisted me in championing the idea with the Senior Executive Team. Following this, the Vice Chancellor asked the Chief Operating Officer to work with me to prepare a business case. I have arranged a meeting with the Chief Operating Officer to do this on 28/9.

The initial proposal was for use of the space to begin in 2023 once the building was no longer needed for library spaces. However, while meeting with the Director of Properties it was confirmed to me that L6+7 were being locked up next year, as the University had no use for them. I pivoted to

asking for us to use these spaces next year. I think if we are successful in securing these spaces, it will serve as a good trial run for this idea, without committing to a whole building at once.

On 10/9, I organised a meeting with around 12 club leaders from clubs that had expressed interest in being informed and involved with this proposal. We walked through the rooms and then brainstormed how we might use, allocate and manage the rooms. The ideas from this, and subsequent proposals sent through to me by club leaders, will inform our proposal/business case to the University.

### 2.2.3 Activating the Guild Precinct

Refreshment to the Guild Precinct is now well underway! The walls and floors have been painted, the Equity Space mural is going up, and the First Nations Department mural is completed. Overall, things are looking a lot brighter and more cohesive. The mural in the Equity Space has made it easier to tell what the space is for, and hopefully invites students in from outside. Changes yet to come include extra signage for the Equity Spaces, a new sign for the courtyard (made of neon lights!), new furniture and a little sitting/swinging area across from the 106F bathrooms.

Image descriptions:

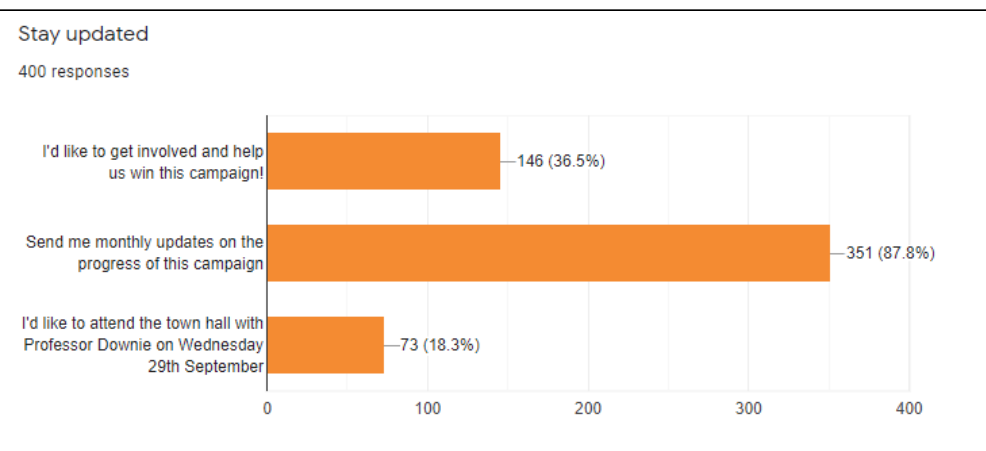
- 1: Guild Courtyard before any of the changes. A courtyard scattered with tables. Some of the tables have students sitting eating or studying.
- 2: Courtyard with yellow, blue and red line patterns painted on the ground, and the surrounding walkways painted in white.
- 3: Mural on the wall of the First Nations Department, with the text 'First Nations'.
- 4: Mural on the wall of the Equity Space, with the text 'Welcome to the Curtin Student Guild Equity Space'.



## 2.3 Return Tuition Free Week

The SPEAK OUT went ahead, with about 25 students attending and 13 speaking. We had speakers from a diverse range of backgrounds, including international and postgraduate students, all the faculties, mature age students, rural and regional students and club leaders. A summary of the speakers points and the recordings were sent to the Senior Executive Team. The Vice Chancellor was asked to comment by our meeting the following Friday, but did not provide a response.

After consulting with the Guild Executive, we decided to continue the campaign in September by putting out an open letter. This would direct pressure towards the member of staff with authority over the Academic Calendar, Professor Jill Downie. It would also be a less time and physically intensive way to continue the campaign and discussion while elections were on.



The [Open Letter to Return Our Tuition Free Weeks](#) was launched on 7/9 and gained 1000 signatures within the first week. Lots of students wanted to stay updated on the campaign, with 146 saying they'd like to get involved with the campaign, 351 respondents asking for monthly updates on progress, and 73 expressing interest in attending a town hall with Professor Downie.

The open letter was presented to Jill Downie on 13/9. Professor Downie did not agree to attend the town hall with students, despite being available at that time. However she was amenable to student suggestions being passed on to her. She also said she would work with LITEC to alleviate workload in classes toward the end of semester, to simulate the benefits of a tuition free.

The open letter was presented to the Vice Chancellor on 17/9 and has resulted in a few positive actions. She was amenable to the VP-E and myself working with the Director of Student Experience to try and organise a wellbeing survey of students, which would touch on the impacts of the tuition frees being removed. Today (21/9) I met with the VC, Chair of Academic Board, Academic Registrar and VP Corporate Relations to discuss process for returning Tuition Free weeks. I keep being told it's 'too complicated' to return the tuition free weeks, so this meeting was to get everyone on the same page about what this process would actually entail. This is helping me to push the argument that this change is necessary, and to plan the best strategic move.

Moving forward, I think the focus of this campaign this year will be to get Curtin to commit to reviewing the impact of the change to Academic Calendars NOW (not in 3 years). I think it will be necessary to work within the university's internal processes, while also organising with and involving students on the ground. For this, we will build on the students who expressed interest in getting involved in the campaign. I will also look at meeting with staff across the faculties who have expressed support for returning the tuition frees.



Depending on our capacity, there is still time to build towards an action at the end of the semester. However, education matters for Sem 1 2022 will be needing our attention at this stage of the year.

Image description: Bar chart with three horizontal bars. The first bar shows 146 students selected the option 'I want to get involved and help us win this campaign!'. The second bar shows 351 students selected option 'Send me monthly updates on the progress of this campaign'. Bar 3 shows 73 students expressed interest in the option 'I'd like to attend the town hall with Professor Downie on Wednesday 29th September'.

## 2.4 Guild Elections

The elections are currently underway at the time of writing. Once the elections and voting has been completed, we can look at whether initiatives like the Election Information Campaign resulted in more voter participation/independent nominations.

Other new initiatives this year include the Election Debate hosted by Grok, stalls by different candidates/tickets in the first week of campaigning, 'NO CAMPAIGNING' stickers and a democracy sausage sizzle on the first 2 days.

While the Election Debate and stalls didn't see much engagement from students, I hope that next year the Guild, students and candidates will know what to expect and be able to grow these initiatives the second time around. It would be great to build an exciting culture around the elections for students.

## 2.9 Assorted Guild Work

- **Remuneration Tribunal:** There were delays starting the tribunal, and further delays confirming with all members of the tribunal before sending out the draft determination. The draft determination of the remuneration tribunal should be available for reading by 22/9. We are seeking feedback on the changes.
- **Room Bookings:** With regard to room bookings is club committee members, outstanding work is first, committee members being able to make bookings directly into 'Resource Booker' rather than having to have Guild staff do it on their behalf. Second, clubs being able to book rooms for free, even when they are selling tickets for an event. This will require follow up from myself and the VPA Activities in October.
- **First Nations Representative:** I'm sad to report that the newly elected First Nations Officer Ilona McGuire resigned from the Guild. Efforts to elect another First Nations Officer will resume once the annual elections are completed. Our hope is to do as much as possible to set up the First Nations Collective for success in 2022.
- **Curtin Counselling:** Curtin has recruited new Counsellors, and has advised that the wait time should be reduced to 3-4 weeks. I have been advocating for more counselling support at a faculty level.
- **Managing Director Contract Negotiation:** Guild Council approved the new contract for the Managing Director. This has been sent to the Guild's lawyers to be looked over. Once lawyer approval is received, the Guild Secretary and myself will execute the proposed employment contract and affix the Common Seal to the contract. The process will then

have been finalised. The Guild will benefit from Managing Director David Luketina's marvellous contribution for another few years yet!

- **SSAF Proposals:** In various forums I have been advocating for the Guild to receive greater funding. My plan currently is to apply for 2.5% extra SSAF for 2022. If secured, this could fund more paid hours for the VP-E and Fac Reps/ISC and PSC Presidents, allow for a full time member of staff to be hired to support reps with their projects, renovate and furnish spaces in Building 201 for student use, and more!
- **Offshore International Student Speakout:**
- **Enterprise Bargaining Agreement:**

### 3. Use of Delegated Powers

N/A

### 4. TLDR

I have been doing my utmost to keep the Tuition Free campaign going business as usual despite elections happening in the background. Education matters need urgent attention in October. We have reported on the outcomes of the Launch Event Grant and asked for \$40,000 extra club funding next year. We have been working on making existing Guild Spaces more colourful and inviting, and are continuing work to secure a new Guild Space in Building 201 as soon as 2022.

Thanks for reading!

Jesse Naylor Zambrano  
President  
Curtin Student Guild



## \$20,000 Club Funding to Curtin Student Guild

### Briefing Note

Sponsor: Fiona Notley, Chief Operating Officer  
 Author: Lachlan Lee (VP – Activities, Curtin Student Guild)  
 Date Prepared: 14/09/2021

### Preamble

The \$20,000 provided to the Curtin Student Guild by Curtin University was provided with the intended purpose of inspiring club leaders to hold events at the beginning of the semester to activate the campus.

The grant was split, with \$15,000 going towards financing launch events to take place in the first 5 weeks of the semester, and \$5,000 going towards an additional club membership voucher for students, which was aimed to increase club engagement and boost membership numbers, by making club membership more accessible to more students.

These two measures were aimed at increasing student participation in clubs, which in turn would empower clubs to activate the campus. We believe this has certainly been achieved, and is evident in the results reported below.

### Launch Event Grant (\$15,000)

At the end of the 5-week launch event period, \$15,343.60 total funding was provided for our Bentley clubs. The funding was redeemed by 37 different clubs to hold an event on campus. The list of events ranged from smaller professional development style workshops, to larger and more visible outdoor events, such as Beers on the Lawn.

The Guild facilitated and supported an impressive 99 club events throughout the month of August alone. Whilst not all of these events were accompanied by a direct request for Launch Grant funding, the surrounding campaign encouraging increased club events over the first five weeks of semester is still believed to have had significant impact on these figures.

Making comparisons to previous year's total numbers of events (considering last year to be an outlier due to reduced student presence on campus), we can see that there is an increase of 15% in the total number of club events typically held in this period.

Allowing student club leaders to momentarily suspend their concern around an event breaking even removes one of the boundaries for clubs to hold these events.

### Event & Expenditure Breakdown

CLUB	Event(s)	Confirmed Attendance	Event Date	Amount Approved
AIESEC in Curtin	Quiz Night	30	23-Aug	\$ 400.00
Asian Students in Australia	BBQ Fundraiser	200	25-Aug	\$ 380.00
Association of Chemical Engineering Students	Alcoa Technical Talk	151	25-Aug	\$ 307.00
Association of Malaysian Students	Meet n Greet	33	14-Aug	\$ 400.00
Biomedical Science Club	Quiz Night	30	13-Aug	\$ 400.00
Campus Christian Movement	Parasite (amazing race style event)	30	14-Aug	\$ 333.43

Computer Science Students Association	Talks from the Industry	40	18-Aug	\$ 296.48
Curtin Accounting Association	Resume and LinkedIn workshop; MYOB Workshop	TBC	11-Aug & 18-Aug	\$ 210.00
Curtin Chemistry Club	Industry Night	120	12-Aug	\$ 400.00
Curtin Consulting Group	Intro into consulting	TBC	4-Aug	\$ 100.00
Curtin Economics Society	Discussion Panel Event	19	25-Aug	\$ 400.00
Curtin Engineers Club	Beers on the Lawn	TBC	27-Aug	\$ 400.00
Curtin Engineers Without Borders	School Outreach Training Night; Pavilion Challenge Night	35	12-Aug & 25-Aug	\$ 800.00
Curtin Filipino Students' Society	CFSS 4th Anniversary	47	6-Aug	\$ 400.00
Curtin Film Production Society	Launch Party	48	27-Aug	\$ 800.00
Curtin IET on Campus	Woodside Graduate Event	62	12-Aug	\$ 250.00
Curtin Immanuel Club	Mid-Autumn Festival	TBC	18-Sep	\$ 400.00
Curtin Investor Society	Workshop 01: Investing Basics & Trading Strategy 2021	12	25-Aug	\$ 250.00
Curtin Machine Learning	AI and Automation Panel	37	20-Aug	\$ 318.00
Curtin Marketing Association	Quiz Night	20	18-Aug	\$ 370.00
Curtin Mechanical Society	SolidWorks workshop series	40	12, 19 & 26 Aug	\$ 331.10
Curtin Occupational Therapy Association (COTA)	Networking Night	TBC	3-Sep	\$ 800.00
Curtin Palestinian Society	Tea and Tatreez'- A series of workshops; Pop-Up Activation Stall (with giveaways!)	TBC	24/08, 30/08, 31/08, 7/09	\$ 800.00
Curtin Robotics Club	Woodside x CROc Knowledge Sharing Build Night; Special General Meeting	40	5-Aug	\$ 765.95
Curtin Society of Mechatronic Engineers - CSME	Renewables Talk	TBC	11-Aug	\$ 400.00
Curtin Students' Physics Association	Games Night	28	19-Aug	\$ 400.00
Curtin Writers Clubs	Books and Publishing in Western Australia	10	30-Jul	\$ 400.00
Enactus Curtin University	Quiz Night	TBC		\$ 347.60
Exp. Share	Minecraft LAN Party Launch Day.	TBC	28-Aug	\$ 180.00
IEEE Curtin University	Leadership Workshop	50	18-Aug	\$ 400.00
Mind Medicine Curtin	Movie Night & Sundowner	TBC	17-Sept	\$ 800.00
Nutrition and Dietetics Student Association	Careers Night	TBC	18-Aug	\$ 370.00
Passion4Jesus	Board Games Night	25	17-Aug	\$ 400.00
Sri Lankan Australia Youth Association	Quiz Night	TBC	27-Jul	\$ 346.00
Student Actuarial Society	Industry Panel Night	TBC	12-Aug	\$ 395.00
Vegans at Curtin	Vegan BBQ	TBC	24-Aug	\$ 190.00
Women in Engineering Curtin Division	Alumni Sundowner	20	27-Aug	\$ 403.00

### Grant Uptake

Not every club took advantage of the funding provided, with possible reasons including lack of time and/or competing commitments, failure to read outgoing communications from the Guild, a lack of motivation to hold an on-campus event, and/or difficulties organising their committees and planning events in the provided timeframe. To ensure that as many clubs as possible were aware of the funding, the Guild sent numerous emails, made several announcements at its regular clubs and societies meetings and via social media, and made several face-to-face efforts to encourage clubs to pursue this funding.

To assist clubs with the relatively short timeframe, the application for the funding was made as quick and as easy as possible. Application criteria was also twice revised to make it easier for clubs to access the funding.

There was, unfortunately, no way of getting around the short time frame for these events, as high impact events typically require at least eight weeks' notice to meet the necessary logistics, health and safety, and planning requirements. With limited notice before the beginning of the semester to develop a grant application process and announce the grant to clubs, we found that if clubs were not already planning on holding a large-scale event within the specified timeframe, there was not quite enough time to organise themselves to commit to a large event.

This presented the choice of either not applying for the funding, or holding a smaller-scale event. Should this funding be renewed for next year, making clubs aware of the available grant at least eight weeks prior to the proposed application period will allow them to greater utilise the funding for larger and more impactful events.

### Application Process & Criteria

The Launch Grant application form can be viewed here: <https://ap-prod-au-u1-csg.azurewebsites.net/Forms/launch-event-grant>. Please note: The Guild has migrated to a new website since the Launch Grant closed, and as such this particular form is hosted as a now inactive temporary legacy site only. Should this link have expired upon attempted viewing, a look at the form's start text has been provided below.

## CLUB LAUNCH EVENT GRANT

The Guild has recently negotiated a one-time additional club funding allocation from the University for Semester Two, 2021, designed to encourage and support increased club events on campus across the first five weeks of semester. The Club "Launch Event" Grant is aimed at enhancing club culture and visibility on campus, whilst also helping clubs attract new members at O-Day.

This funding is in addition to all existing Guild club grants and entitlements, including the \$1500 Sponsorship Grant, Function & BBQ Packs, and Club Voucher Reimbursements - more info on these ongoing Guild-provided club grants and financial perks can be found here: <https://www.guild.curtin.edu.au/club-perks>.

At this stage, this funding has been allocated for this year only, but if we can bring the University sufficient evidence of a corresponding increase in campus activation and club engagement in the first five weeks of semester, our hope is to convince them to extend this funding into the years ahead. (Hence the reporting requirements outlined post-event.)


To apply, simply plan an on-campus event that falls within the first five weeks of Semester Two, draft up a basic budget to outline your expenses, and lodge this form! First in, first serve, and while funds last.

Please contact the Guild VP-Activities ([activitiesvp@guild.curtin.edu.au](mailto:activitiesvp@guild.curtin.edu.au)) and/or the Clubs Officer ([clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au)) if you would like to access further support and/or advice around planning a suitable launch event for your club!

#### Grant Criteria

- Maximum grant value of \$800 each club or until the grant allocation has been reached.
- Must be used for a club-run event/s held within the *first five weeks of Semester Two, 2021*
- Each separate event requires a separate grant application
- Event/s must be run on-campus
- Event/s is to be promoted online as a way to:
  - get students to your first event,
  - promote more engaged members, and
  - show members that your club is active on campus.
- Club must submit a rough event budget / expense breakdown within this form, showing approximate / expected event costs
- Any underspend of 20% or more below the actual grant amount awarded, must be paid back to the Guild post-event
- Club must submit a **post event acquittal** by no later than 31st August 2021. The acquittal form will be sent to successful grant recipients directly, and will require the following info:
  - Attendance numbers
  - Event/s summary & photos
  - Promotional material used
  - Proof of purchase showing final actual event spend (i.e. receipts / invoices)
  - Each separate event requires a separate acquittal

**Application deadline: 23 August 2021**



Please allow up to one week for your application to be processed, and up to two weeks for funds to be transferred to your club bank account.

## Post-Event Club Feedback

Below is a sample of the post-event feedback and images provided to the Guild by clubs, following the delivery of their events.

*“Opportunities at Woodside Event went well, turnout was significant compared to the expected turnout. The funding allowed for expanded catering for the attendees, staff and presenters, which was well received by all who attended. The supplies purchased in addition to the catering allowed for a better experience for all staff, attendees and presenters.”*

- Curtin IET on Campus

*“The Launch Event Grant greatly assisted Curtin Film Society with our Launch sundowner as it allowed us to welcome our members, introducing them to the club and what we offer at a minimal charge to them. The event went so well with various student members, some representatives of associated or future collaborating clubs and Screen Art staff stopping by to meet each other, committee, enjoy a drink and have some free food. It was thanks to the grant we were able to offer this food at no cost to attendees, as well as utilise various photography mediums to memorialise the event, and add entertainment such as DJ’s for added enjoyment. Overall, the grant benefited the members of CFPS as it created a space for a fun and rewarding reception into the society!”*

- Curtin Film Production Society

*“Received great feedback from attending members especially in regards to being able to talk to the alumni about getting vacation work and better understand the transition from university to full time work. Even attending committee members found a lot of value in it, learning about the history of the club and how we used to do things. The grant was used on catering food platters.”*

- Women in Engineering, Curtin Division

*“The event was from our perspective, very successful. The funding contributed to the students who attended our event having a more luxurious experience with lots of food provided. The funds definitely were worth having because the students loved it and found it was great value and a great experience.”*

- Curtin Mechanical Society

*“In this work shop, students were given the opportunity to gain insight into leadership roles in the electrical engineering industry. Four guest speakers, each with over 10 years of experience, covered topics including their responsibilities as engineering project leaders, as well as how to lead effectively, motivate others and continue growing as a leader throughout your career. The event ran extremely well and allowed us to promote our club and upcoming events to a large audience, whilst building our relationships with industry representatives that are now keen to work with us again. To show just how well we had kept the students engaged, many students were keen to hang around after the event, whilst others left with a smile on their face. The final, overarching goal of the event was to provide students with new leadership and teamwork skills. Our speakers provided the fantastic advice and gave in-depth responses during the Q&A time. This left many students telling us that it was one of the best university events they had attended, and that the newfound knowledge was both incredibly useful and inspiring.”*

- IEEE Curtin Society

*“The grant was to fund game props, prizes and light refreshments for our Parasite event. Our event was very successful with approximately 30 students that joined and participated. The props bought with the grant such as balloons, flour, canned fruits, nerf gun bullets, cups, tape and yarn were used to make the games more exciting and fun for the participants. The light refreshments before and after the event such as tea, cup noodles and subway helped to facilitate a more friendly and comfortable environment for students to make new friendship. Following the event, the overall feedback from participants were that they had fun and enjoyed the event. We would like to thank the Guild and the University for their generous consideration for granting us the funds to execute this Parasite event. The club and the students that participated would not have been able to enjoy this free event without the help of the grant provided.”*

- Campus Christian Movement

*“The event was successful, drawing around 40 people in total (committee and speakers included). The audience asked questions and were engaged throughout the presentations; A substantial crowd*



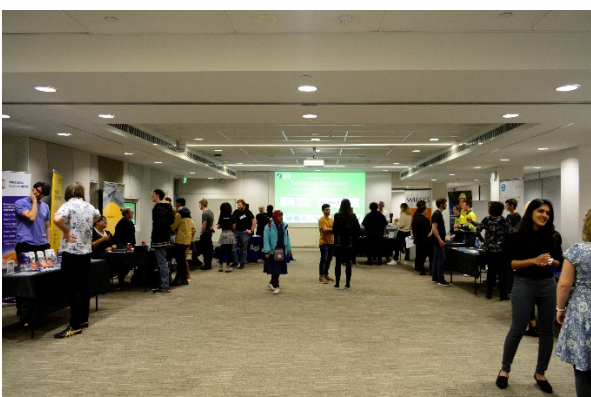
*persisted throughout the catered portion of the event post presentations / Q&A. This grant helped the club by drawing more attendees to the event, resulting in a better and more social experience for people, in addition to more outreach for our sponsors. The funding was invested in catering (pizza), snacks, and non-alcoholic beverages. This makes for a more enjoyable and comfortable experience for both our guests and speakers. Overall, the event and grant was worth it for the value it brought our members, sponsors and brand.”*

- Computer Science Student Association

*“The grant assisted us in sharing a genuine Filipino birthday experience with members, as it covered catering costs. It also helped reduce the financial stress from having a significant net loss: catering and the reduced membership sign-ups usually expected during sem 2. I was so pleased to see members excited to eat Filipino food and enjoy it during the event.”*

- Curtin Filipino Students’ Society

### Event Images





## Additional Club Vouchers (\$5000)

Clubs have reported significant increases to their second semester membership intake, which certainly appears to align with the provision of an additional \$5 club voucher for first and second year Curtin students, made possible by the additional \$5000 in voucher funding from Curtin. We are pleased to report that 13,295 students were members of Guild-registered clubs as at the end of August.

The additional club vouchers available were communicated broadly across the Guild's social media platforms, with new students (i.e. those starting in Semester 2, 2021) receiving three vouchers (instead of the standard two) upon activating their membership and collecting their Guild sticker.

First and second year students who commenced in Semester 1 were also able to return to the Guild to collect an additional voucher in Semester 2, by simply visiting Guild Reception and presenting their student card. This was then scanned to confirm they'd not already collected a third voucher, and the additional voucher then provided to the student.

Accordingly, a total of 3,620 vouchers have been used to join clubs so far this year, for which the Guild has subsequently reimbursed clubs to the current value of \$18,100.00. The additional \$5000 from Curtin toward this figure has enabled the provision of more club vouchers than ever before, with a corresponding increase in membership figures being reported by clubs.


# \$20,000 CLUBS GRANT!

**The Guild has secured \$20,000 in clubs funding from Curtin to reinvigorate campus culture.**

Visit the Guild website for more information on Guild clubs and how this grant will benefit you.

GUILD.CURTIN.EDU.AU

CURTIN  
STUDENT  
GUILD

 Curtin Student Guild  
★ Favorites · July 2 · 🌐

The Guild has secured \$20,000 in additional clubs funding from Curtin to start Semester two off with a bang!

Curtin is working with us to reinvigorate campus culture as we return to face to face, and has supported this initiative to help get as many students back on campus as possible in Semester two.

Guild clubs provide students with events and communities in which to network, share skills and knowledge, and make lifelong friends.

💰 \$5000 will fund additional club vouchers in Semester 2. Each club voucher is worth \$5 and can be used to pay for club membership.

If you are a first or second year student you are entitled to one extra club voucher. You can collect your club voucher from Guild Reception commencing 19 July (O Week).

👉 \$15,000 is available to fund clubs to run free on campus events in Semester 2. Thank you Curtin, it's going to be an exciting semester.

See you on campus!

#CurtinGuild #CurtinUniversity



## Conclusion

On behalf of the Guild and our student clubs, I want to give our sincere thanks for giving us this opportunity.

Our goal with dedicating funding to providing an extra club voucher was to offset the lower signup rates in Semester 2. We were able to do so, and clubs did report seeing increased signups. However, reflecting on the feedback, we felt that the Club Launch Event provided more benefit to students per the amount of money spent.

If this \$20,000 allocation of funding were to be renewed in 2022, we would suggest dedicating all of it to providing grants to clubs.

Our goal with the Launch Event Grant was to incentivise clubs to plan events early in the semester to promote at O-Day. These events would boost signups by showing that the club would be active and providing benefits. It would also allow them to build connections with new and continuing members before they got too busy with the semester. This would set them up for success into Semester 2 and beyond.

As predicted, \$400 was an absolute game changer for students, and allowed them to run bigger and better events than they had capacity to before. The ability to provide good catering was a huge boon for clubs. Many also acquired resources for their Launch Events that they will benefit from for years to come, like signs and banners that can be reused at O-Day. Students are resourceful, and it has been a pleasure to help them take this money and make magic for their communities.

With this grant, we have been able to activate Curtin campus for students. Allowing student leaders in clubs to choose how this money was spent maximised the benefit gained by students. It also allowed a diverse range of events to occur that engaged students across faculties, cultures, religions and special interests.

We feel that the Launch Event Grant has been a success, and bolstered clubs culture at Curtin not only now, but as an investment for the future. Our mission is to build a strong campus and clubs culture, and foster a strong sense of identity with being a Curtin student, and coming to Curtin campus. We would like to see a thriving campus culture at Curtin to rival the likes of UWA, whose bigger clubs and club events draw Curtin students who don't have the same offerings here.

We would like to ask that this become a permanent grant. We would love to be able to provide clubs with a \$20,000 Launch Event Grant at the start of Semester 1 and another \$20,000 ahead of Semester 2. It is our firm belief that the benefits to student retention, student engagement and campus life would be worth every penny.



# Vice President – Education

Report #9  
Bridge Truell

Meeting date: 30/9/21

Date submitted: 29/9/21

## 1. University Meetings

Date	Meeting	Comments
27/8/21; 24/9/21	Academic Board	
7/9/21	Courses Committee	
14/9/21	Learning and Student Experience Committee (LSEC)	During this LSEC, we received an update on the RNA Steering Committee. Julie Howell outlined Lite Respectful Relationships module to be designed and piloted by January for students who are not able/are not comfortable to complete the full module.
14/9/21	Respect. Now. Always. (RNA) Steering Committee	
24/9/21	COVID-19 Critical Incidence LSEC Sub Group Meeting	

## 2. Guild Meetings

Date	Meeting	Comments
19/8/21; 28/9/21	Representation Board	
24/8/21; 21/9/21	Guild Executive & Portfolio Managers Meeting	
26/8/21; 24/9/21	Guild Executive Committee Meeting	
1/9/21	Higher Education Meeting	
2/9/21	Guild Council (Special Meeting)	After quorum could not be reached at the previous Guild Council, this special meeting was organised.

### 3. Other Meetings/Activities

Date	Meeting	Comments
17/8/21	Library Textbooks Project Meeting	Kate Conway is a staff member at the Library and is currently launching a project to investigate the way students utilise textbooks, particularly those stocked in the Library. I met with her to relay personal and anecdotal evidence from student concerns on how we utilise and access textbooks to help inform her project.
18/8/21	Speak Out To Return Our Tuition Free Weeks	On Wednesday August 18 <sup>th</sup> we hosted an occupation of the Chancellory to return our second tuition free weeks and allow students the opportunity to share their personal experiences with the reduction of tuition free weeks this year. It was a really great rally and was an awesome opportunity to hear from a diverse range of students who have been affected.
18/8/21	UN Sustainable Development Goals (SDGs) Lunch & Learn Workshop	After successfully running one of these sessions in first semester, Students as Partners Lead Kat Clements and Properties Planning Director Rocio Bona scheduled another Lunch & Learn session to start conversations with students about the UN SDGs and help to identify any potential student-led projects from the ideas discussed during the session. Kat and Rocio asked me to attend again and speak to the importance of student-led initiatives and participation in projects like these.

18/8/21	Humanities Campaign Discussion	<p>Madison approached Jesse and I with a really exciting idea for a national Humanities campaign to highlight the importance of encouraging students into Humanities degrees and the unique issues this cohort experiences, particularly after last year's launch of the 'Job Ready Graduates' package. This was an early planning and discussion meeting and we're really excited to see how this campaign takes off.</p>
19/8/21	Faculty of Business & Law Learning for Tomorrow Strategy Meeting	<p>As we've begun compiling the different guidance notes that have been emerging from each Faculty since the shift from the Learning for Tomorrow strategy from central control to Faculty control, I've been taking up any opportunity to meet with relevant Faculty staff and their associated Faculty Rep to discuss their guidance notes and provide any feedback or concerns they raise for us. This meeting was an opportunity for Dylan and I to meet with the B&amp;L Dean of Learning &amp; Teaching Sonia Dickinson to discuss their Faculty's plans in this space and provide our feedback on the note.</p>

24/8/21; 28/9/21	Students as Partners Community of Practice (SaPCoP)	
25/8/21	DVC-A Portfolio Leadership Workshop	This session was organised by DVC-A Jill Downie and consisted of presentations and updates from a variety of areas of the university that fall under her portfolio. Kat Clements and I presented on the Students as Partners project and got the opportunity to answer a few questions. After lunch, the session consisted of a student planning and feedback session on what we'd like to the future of the Library look like, post-renovations. It was a really great opportunity to provide feedback and connect with other students.
26/8/21	Rad Sex & Consent Week Planning	Dax, Clare, Lachy and I met with Jess to discuss plans for the upcoming Rad Sex & Consent Week.
26/8/21	Sci-Eng Staff Cuts Petition Meeting	Jason approached Jesse and I to raise some concerns around the impacts of high numbers of staff cuts within the Faculty of Science & Engineering. He approached us with an idea for a petition-based campaign which is currently underway.
1/9/21	Students as Partners Leadership Team Meeting	Director of Student Success Julie Howell and I co-chaired this meeting of the SaP Leadership Team and it was a great chance to touch base with the other SaP Leaders, discuss our successes so far in the last couple of years and get an update on strategic directions for the rest of this year and beyond.
2/9/21	Student Voice Australia (SVA) Student Network Meeting	During this meeting we received a presentation from a couple of the student representatives at the University of Sydney on their

		<p>experiences with engaging in Faculty Boards and decision making as students. It was equally reassuring and disheartening to hear that many of the issues and barriers to authentic representation we experience at Curtin are somewhat applicable across the board and seem vaguely universal when engaging in this type of work within higher education settings.</p>
2/9/21	Pride Collaboration Planning	<p>Jess, Bec and I met with Sheldon and Alan from People &amp; Culture to discuss plans for Pride as November is quickly approaching. It was decided that we'd collaborate on both a stall for Fair Day and a Pride float, with staff organising the stall and the Guild organising the Pride float.</p>
7/9/21	Research Design, Analysis & Evaluation Working Party	<p>This meeting was scheduled as the working party had received quotes back from Curio (an external learning design organisation) on redesigning some of the current statistics units. The quotes were far more reasonable than the group initially anticipated so at this stage it appears that they'll be going ahead with this process. There is still a long way to go in the process of identifying key content and learning outcomes before commencing the redesign stage. The chair of the working party has still been meeting regularly with the Heads of School. There was also some discussion about the School of Psychology phasing out the use of SPSS as the key statistics software and shifting to Jamovi or other similar free software.</p>

6/9/21	Health Sciences Campaign Meeting	I met with Lucy, Hameed and Sofia to discuss the potential of a wider health campaign after the discussions Lucy and I had earlier in the year with Head of Nursing Phil Della. At the time, he had suggested that many of the issues currently facing nursing students (lack of practicum spaces leading to postponed graduations, lack of support for students seeking regional or remote placements, prioritisation of international graduates over Australian graduates etc) could be addressed via a campaign to WA Health Minister Roger Cook. We met with ISC & PSC Presidents Sofia and Hameed who are both Masters in Nursing students and have received multiple complaints from their peers around these issue, so we decided to look into booking a meeting with Roger Cook and compiling student experiences in the meantime, potentially through an open letter that we can present at the meeting.
6/9/21	Festival of Learning	Kat Clements brought together a panel of Students as Partners leads from around the university to present on the project at this year's Festival of Learning. It was a great opportunity to present on the project and hear from other practitioners around the uni.
7/9/21	Student Assist & Sci-Eng catch up	Jason and I met with Jo-Ann to discuss some concerns that had been coming to Student Assist from Sci-Eng students and to see if there was any capacity for Jason and Jo to work together on these issues and with assisting any students presenting with concerns.

8/9/21	BoardEffect Online Tour	Dylan organised a meeting with Grant who works for BoardEffect to run us through the software and look into the feasibility of implementing BoardEffect within the Guild as it is within the university.
15/9/21	Curriculum Queering Community of Practice (CQCP)	
23/9/21	Student Voice Australia (SVA) Practitioner Network	
28/9/21	LITEC Equity Project Meeting	Nick Everett is a staff member at LITEC who is currently overseeing a project to support several student equity cohorts (specifically First Nations, rural/regional/remote, low socioeconomic status, and incarcerated students) and implemented new professional development options for teaching staff to ensure they're fully prepared to adequately support students in these groups. He kindly met with me to run over this project.

#### 4. Other Projects/Developments:

- On Wednesday 15<sup>th</sup>, Dax, February and I ran a free donut giveaway for Rad, Sex & Consent Week.
- On September 22<sup>nd</sup>, Kat Clements and I participated in some promotional filming for the Students as Partners project.

#### 5. Travel: N/A

#### 6. Leave: 8<sup>th</sup>-10<sup>th</sup> September



# Vice President - Activities Report

Guild Council Meeting #9/2021

## Meetings

Date	Meeting and Notes
18/8	- Whiteboard review - Higher Ed
19/8	- Exec
24/8	- Whiteboard meeting
25/8	- Higher ed meeting - Health and Safety Committee
26/8	- Rad sex and Consent planning - Exec Meeting - Events x VP-A
30/8	- Whiteboard review
1/9	- Clubs x VP-A - Higher Ed
7/9	- Whiteboard review - Activities Committee
8/9	- Higher Ed
9/9	- Exec Meeting
10/9	- Architecture building walk around
14/9	- Whiteboard Review
15/9	- Higher Ed

## Club Awards

Club awards have gone out to clubs to apply for, they come in four categories, best new club, most improved club, best event and the big one, club of the year. We've recently added best event as it looked to be a category that needed a reward for clubs. Shelley, Bec and I will be scoring them in the next week.

Regards,



LACHLAN LEE  
HE/HIM [learn about pronouns](#)  
VICE PRESIDENT - ACTIVITIES  
E [ACIVITIESVP@GUILD.CURTIN.EDU.AU](mailto:ACIVITIESVP@GUILD.CURTIN.EDU.AU)  
T (08) 9266 2920  
[GUILD.CURTIN.EDU.AU](http://GUILD.CURTIN.EDU.AU)

I will be working Tuesday to Friday from 9 am to 4pm I may be slow to reply or unavailable outside of these times.

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

## Secretary

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### September 2021 Guild Council Report

24/08	Exec and PMs Meeting
26/08	Exec Meeting
27/08	Scholarships Reference Group
30/08	Representative Induction
9/09	Exec Meeting
14/09	WASM-Bentley Meeting
23/09	WASM-Bentley Meeting

#### **Representative Onboarding**

We've had two new office bearers joining our team in the last few weeks – Hameed as our new PSC President and Sofia as our new ISC President.

I have providing induction, training and support to Hameed and Sofia to prepare them for their responsibilities and assist them in their transitions into these roles.

Unfortunately, our First Nations Officer Ilona has resigned due to being unable to commit the required time to the role. We will be looking at beginning our search for a new First Nations Officer after elections have closed.

#### **Nominations**

I was organised to open nominations in early September, but to avoid interfering and confusing the messaging the Guild was sending out about the Guild Elections, it was decided to delay this.

During setting this up, it has been raised that the use of resources to arrange the formal autonomous appointment process is inefficient considering the point of time in semester and the limited time left in the role.

#### **Handover**

Early in the year, Jesse and I identified that there were a lot of gaps in handover – particular in handover reports, leaving some representatives with very poor and some non-existent handovers.

I am currently working on establishing a process to create a more robust and efficient handover process.

#### **WASM**

I have been keeping in touch with WASM and supporting them where position. They have had some changes in their committee and will be looking to have their elections in the coming weeks to elect their representatives for the 2022 term.

## Routine Tasks

I have been completing my routine tasks of:

- Approving creditor payments weekly
- Approving payroll payments fortnightly
- Processing reimbursements
- Processing leave forms
- Checking and following up with timesheets
- Processing resignations
- Filling vacancies in positions
- Addressing representative complaints
- Collecting items for agenda
- Preparing, compiling and consulting on agenda documents including Representation Board, Guild Council, Commercial Operations Committee, First Year Committee, Activities Committee, Clubs and Societies and Executive Committee
- Distributing documents and reminders relating to meetings
- Taking minutes
- Chairing relevant meetings
- Updating documents that become outdated as a result of these tasks
- Addressing ad-hoc representative questions and requests
- Regularly meeting with members of staff to confirm processes and regulations and relay information from meetings
- Preparing documents for consultations, onboarding and data registers as needed

Sustainable Regards,



FATMA SEHIC

SHE/HER [learn about pronouns](#)  
SECRETARY

E [SECRETARY@GUILD.CURTIN.EDU.AU](mailto:SECRETARY@GUILD.CURTIN.EDU.AU)

T +61 8 9266 2918 M 0401 282 631  
[GUILD.CURTIN.EDU.AU](http://GUILD.CURTIN.EDU.AU)

**My work hours are Tuesday – Thursday 9am – 5pm and Friday 9am – 2pm. I may be slow to respond outside of these times.**

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**Motion: Safety Report**

Action: That the Guild Council discusses the Safety Report.

Motion: That the Guild Council notes the Safety Report.

Moved: Fatma Sehic

Seconded: Jesse Naylor Zambrano

**Performance:**

- Safety inspections conducted on time (as % of planned inspections):
  - 80%
- Workers compensation claims (as hours of paid compensation over the past 12 months):
  - 0 Hours

**Incidents and Hazards to note:**

Incidents reported:

- Guild staff member fell down 5 steps while walking down stairs exiting B105 (Library) main entry/entry point. Injured left ankle, was in pain and unable to walk normally or put pressure on ankle/foot. Staff member attended general practitioner, provided with moon boot and referral for scan. Upon investigation:
  - The stairs are in adequate condition, there are hand rails, clear marked hazard strips and adequate spacing.
  - Staff member was not carrying anything or distracted by mobile device etc.
  - Staff member was not needing to rush for any particular reason
  - Staff member was wearing safety shoes in good condition
- An individual broke into Tavern at night (approximately 2.30am) by smashing the window in pool room door to break glass, pushed hand through to unlock nib Glass; F clamp retrieved from elsewhere on campus used to smash window. Less than 1 minute later, individual leaves premise via side beer garden gate. Approximately 5-6 bottles of spirit taken in a garbage bag; attempt was made to obtain the tablet operating the Jukebox, however failed. Campus security attended venue, placed barrel in front of broken glass. Tavern manager emailed details, police notified. Window pane repaired a few hours later.

Hazards reported:

- B104 (Guild Café Central) internal stairs from level 1 to level 0 have been identified as a hazard. The marked footing is not sufficiently slip resistant. This has been reported to Curtin for their review and assessment.

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

- Contractor Management and Engagement processes and requirements have been reviewed in collaboration with the Guild's main Curtin University Senior Health and Safety Advisor liaison, with the intention to further understand and discuss these processes/requirements with Curtin University's Properties department.
- Scheduled Guild staff First Aid Training sessions are completed for employee development.

### **Confidentiality:**

Open

**Action: Review of Guild Strategy**

Action: That the Guild Council reviews and provides feedback on the Guild's Strategy.

**Background:**

Clause 13(4) of *Statute No. 4 Student Guild* requires that:

The Guild Council must prepare, adopt and publish a strategic plan that –

- a) covers at least the next 3 Guild financial years;
- b) sets out the condition, aspirations and objectives of the Guild for that period; and
- c) is reviewed at least annually.

The Guild uses a Strategy Map to meet these requirements. A strategy map shows an organisations strategy on a page (long strategic documents may look impressive but they rarely get looked at or used).

In particular, strategy maps:

- Make it easy to communicate the key overarching objectives with people inside and outside of the organisation.
- Ensure thoroughness with focus - key perspectives and stakeholders/areas are defined and then strategies developed for those areas. The key perspectives and stakeholders/areas chosen for the Guild's strategy map are:
  - Members
  - Financial
  - People and Culture
  - University
  - Good Governance

At any one time, only so many strategies can be implemented. For this reason, not all strategies on the strategy map will be underway at the same time.

The strategy map in action is mostly shown by the Managing Director's annual business plan and Officers' plans and KPIs.

**Next Steps:**

It is requested that Guild Council reviews the strategy map and provides feedback.

Any feedback would be incorporated and the Strategy Map be presented to the September 2021 meeting of Guild Council for approval.

**Confidentiality:**

Open

# Strategy → Performance: Strategy Map

## Members

- We will maintain our relevance through continued engagement with our members
- We will implement service delivery to members external to the Bentley campus
- We will advance the active and informed participation of students in all levels of University decision making
- We will maximise the benefits to students from clubs and events
- We will deliver advocacy, support and welfare services that maximise student outcomes
- Our food and beverage offerings will be diverse and offer value for money
- We will grow external service provision where we can safely leverage off and give scale to existing services

## Financial

- We will be financially sustainable over the long term
- Implement a long-term capital works program
- Our service delivery is efficient and fit for purpose
- Our procurement approach is robust

## People and Culture

- We are values driven and understand the context for what we do
- We plan, set clear goals and empower and motivate our employees and Elected Officers to achieve them
- Develop an environment that facilitates collaboration and learning
- Recognise and promote our success and achievements
- Use technology to enhance workflows, management and improve access to services
- We invest in our people so both they and the organisation benefit

## University

Acknowledge our symbiotic relationship with the University whilst striving for autonomy by:

- Engagement and consultation with the University
- Keep the University accountable whilst showing respect
- Position ourselves as the “first choice” service provider within the University
- We will invest in amenity beyond our lease line
- We will preserve our representation services at all costs

## Good Governance

- Office Bearers and employees are clear on how they work together
- Implement rolling three year strategic plans and annual business plans
- We will understand our strategic and operational plan and measure performance
- We make decisions based upon data, risk and strategic alignment
- Preserve our status as a not for profit organisation
- We support access and equity within the workplace