

CURTIN STUDENT Guild President Report

February 2024

Jasmyne Tweed

Presidents Guild Council Report

Covering Dates: 23.11.2023 – 22.02.2024

Leave: 19.12.23 Sick leave

21.01.24 Sick Leave

23.12.23 Guild holiday closure period

Travel: 09.12.23-18.12.23 National Union of Students 2023 National Conference

29.01.24-01.02.24 National Union of Students 2024 Presidents Summit

02.02.24 Public holiday leave

1. Meetings Log

University Meetings		
Date	Meeting	Comments
23.12.23	DVCA Monthly Meeting	Introduction meeting with the Deputy Vice Chancellor Academic to discuss upcoming Guild projects for 2024.
27.12.23	President x Vice Chancellor monthly meeting	Myself and Dylan (outgoing President) had an introductions meeting where I discussed some of the projects and plans the Guild has for 2024 including: <ul style="list-style-type: none"> - Improving Curtin Counselling - Free Period Product Vending Machines on Campus - Addressing Student Accommodation Issues - Providing Students a Duty of Care
	Students as Partners Meeting	
30.12.23	Academic Board	Observed Academic Board and presented the 2024 Guild Vision.
04.12.23	DVCA Monthly Meeting	From this meeting I have an upcoming meeting with the Curtin Volunteers Team to see areas of collaboration with the Guild.
	Student Services and Amenties Fees Expenditure Advisory Committee	The Guilds projects were approved but due to over spend the Universities SSAF projects had to be revised and approved via circular resolution.

11.01.24	Self Certs with associate DVCA	
15.01.24	President X DVCG Check in	
16.01.24	Guild Exec X Uni Exec meeting	
19.01.24	COO period product vending machine discussion	
23.01.24	Guild X Curtin Volunteers	
07.02.24	Phone Call with Vice Chancellor	Accords discussion
13.02.24	DVCA X Guild Monthly check in	
	Change the Age Campaign Meeting	NUS Campaign meeting with the campaigns officer
14.02.24	Safer Communities Meeting	
15.02.24	Academic Board Executive	
19.02.24	Orientation Welcome	
23.02.24	Academic Board	
Guild Meetings		
Date	Meeting	Comments
27.12.23	President x Managing Director catch-up	Meeting with the Managing Director to cover continuing and new Guild projects for 2024.
29.12.23	Executive Committee	The last Executive Committee Meeting of the 54 th Guild Council.
30.12.23	Higher Education	
01.12.23	Guild Induction Day	
05.12.23	Orientation Communications Discussion	Veronika and I had a discussion with the Guild Student Engagement team about the orientation communication timeline and content we would on the socials.
	President x Managing Director Meeting	
07.12.23	Higher Education	
20.12.23	Executive Committee	
21.12.23	Higher Education	
22.12.23	Executive Committee Goals Meeting	Assigning projects for the year.
08.01.24	President X MD Check in	
	President X MS Check in	
09.01.25	President X S.Exp Check in	Discussed changes to club governance and how the new VP role will be participating in events.
10.01.24	WASM Guild Check in	
11.01.24	Executive Committee	
11.01.24	Representation Board	
12.01.24	Governance Review Check in	
15.01.24	President X MD Check in	
	President X MS Check in	
17.01.24	Juice Box Brand Strategy Meeting	
22.01.24	President X MD Check in	

	President X MS Check in	
23.01.24	Guild Exec X PMs meeting	
	Executive Committee	
	Digital engagement catch up	
05.02.24	Higher Education	
07.02.24	Finance and Risk	
08.02.24	Student housing campaign meeting	
17.01.24	Juice Box Brand Strategy Meeting	
22.01.24	President X MD Check in	
	President X MS Check in	
23.01.24	Guild Exec X PMs meeting	
	Executive Committee	
	Digital engagement catch up	
05.02.24	Higher Education	
07.02.24	Finance and Risk	
08.02.24	Student housing campaign meeting	
09.02.24	Executive Committee	
12.02.24	President x MD Check ins	
	President x MS Check ins	
15.02.24	JuiceBox Guild Branding session	
	Representation Board	

2. Palestine Statement

At the Representation Board meeting on the 19th of October the Officers of the Curtin Student Guild debated and passed a motion relating to support for the Palestinian people and students at Curtin University. As a part of this motion, a statement was published on the Guilds website and social media in regards to the occupation of Palestine and the Guilds support for the community. Upon the release of the statements the Guild received mixed feedback, but overall positive feedback was received by students, staff, alumni and the broader community further, the Guild supports the call and will boycott companies that support and profit from Israeli occupation of Palestinian Territories in line with the global Boycott, Divestment and Sanctions (BDS) guidelines. As a part of the Guild's stance in support of Palestine, the safety and respect of the Palestinian and Jewish communities at Curtin University has been a priority.

3. Dignity Vending Machines

During my introductory meeting with the VC, I mentioned that one of the Guilds projects for 2024 would be the installation of free period product vending machines that can be accessed on campus 24/7. The VC recommended that I reached out to the COO as this project would fall under properties and would also be well received by Fiona Notley. A meeting has been organised between myself, the Womens Officer, the COO and Curtin's Director Commercial to discuss the project and possibility of installing Dignity Vending Machines on Campus.

The Guild currently work with Share the Dignity in providing free period products to students from the Womens department. They key issues in providing the products this was is that students can

only access the products on weekdays 9am-4pm in the Guild's Equity Departments and the Womens Officer has to regular monitor the supplier of products. Across Australian university campuses Share the Dignity service Dignity Vending Machines, that all free 24/7 access to period products, which is what the Guild is working to get introduced on campus in 2024.

4. Consultation on the Draft Action Plan Addressing Gender-based Violence in Higher Education

The Guild Executive Committee submitted a response to the Draft Action Plan addressing gender-based violence and the establishment of a National Student Ombudsman's as a part of the new action plan. The Curtin Student Guild was one of very few universities to submit a response to the draft action plan. The Guild's submission can be viewed here: [Curtin Student Guild Draft Action Plan Response](#)

5. National Union of Students 2023 National Conference

A comprehensive report will be provided by all NUS delegates and accredited observers who attended the conference to represent Curtin Students will be included at the February Representation Board meeting for approval.

In summary, NatCon 2023 was highly unproductive and the behaviour of certain factions was shameful. The second motion passed during the conference with the support of Student Unity (the Labor Right), Socialist Alternative and some independence was to abolish the NUS Policy Book. The Policy Book was one of the key accountability mechanism the NUS had in guiding the organisation in what it believes in and advocates for at a National level. Without the Policy Book there is no continuing Policy that guides the NUS and everything has to be passed again, every year at NatCon. It will be interesting to see how this will affect the efficacy of National Conference.

6. Club Governance

The new Clubs Charter and Clubs Policy are ready for review for the Guild Council. A number of updates have been made to reflect changes in the Guild By-laws that were made at the end of last year. Based on the decision of the 54th Guild Council the charter and policy will be sent to Guild Council for feedback prior to the Executive Committee approving.

7. Student Housing

The Guild is concerned with the number of International Students that will be starting and returning to the Perth campuses due to the lack of accommodation available. This is also a concern that WASM Student Guild has expressed. With the current rental vacancy rate and student accommodation being full, the Guild is concerned that there will be a repeat of last year's circumstance where students had nowhere to go once they were in Perth or Kalgoorlie.

One of the key campaigns that the executive teams have been planning is the student housing campaign. I have had the opportunity to meet with Make Renting Fair WA as the Guild is a part of their alliance of organisations fighting for tenancy reform. As a part of the second round of reform the Guild will be pushing for student renters and lodges to being included in the tenancy act. We will be collaborating on grassroots and digital campaign with Make Renting Fair WA.

8. Mallokup Rebrand

Mallokup café will be rebranded to have a focus on drinks and deserts due to the low demand for the Mallokups previous offerings. The main goal is to brighten up the area through new furniture,

signage and by having all of the doors/windows open. The colours of Mallokup will stay the same but there will be an emphasis on the pastel colours in the branding.

9. Student Kitchen

The Guild is in the process of designing a new student kitchen on the north of campus where The Lab was previously located. This new location for a student kitchen will be more visible for students and will also be able to host more services for students to use such as microwaves, kettles, and pantry staples. The Vice President – Sustainability and Welfare are also exploring options of having a containers for change bin located near the student kitchen.

KEY PERFORMANCE INDICATORS

INDICATOR	DELIVERABLES	STATUS
Attendance at 80% of required meetings		
Submission of monthly report to Guild Council that demonstrates satisfactory progress toward KPIs		
Completion of at minimum 50% of the 'hours to be completed each week' on campus on weekdays between 9am and 4pm unless there is approval to the contrary		
Completion of handover report for successor		
Complete mandatory training within 45 days of being provided the resources/information to undertake the training		
Collaborate with Make Renting Fair WA to run a housing Campaign to improve the rights and conditions for student renters		

<p>Contribute in the Creation of an Action Plan to Stop Gender-based Violence in Australian Higher Ed Institutions.</p> <p>Create Policy that leads to Curtin UniLodge to report cases of Gender Based Violence</p>		
<p>Refurbish and open a new student kitchen that is high functional and Guild branded</p>		
<p>Free period product vending machines to be installed throughout campus</p>		
<p>Increase collaboration between the Guilds on off-shore campuses</p>		
<p>Continue the renovations of a Student Clubs Hub and New Bistro (Curtin Common Project)</p>		

Vice President – Education

February Guild Council (11/12/2023 – 22/02/2024)

Veronika Gobba (she/her)

University / External Meetings

Date	Meeting	Comments
11/12/23 – 14/12/23	NUS National Conference	
11/1/24	Self certs chat w/ Academic Registrar	
16/1/24	Exec meeting w/ DVCA,VC,COO	
17/1/24	Juicebox brand strategy workshop	
18/1/24	EROC Draft Action Plan Briefing	
22/1/24	ISSU post-grad orientation presentation	On behalf of PSC president
31/1/24	NUS national exec meeting	Attended as general executive member
	DVCA Learning & Teaching vision/strategy workshop	
6/2/24	Courses Committee	
8/2/24	First Year Advisor meeting	To see where we can be collaborative and to avoid clashes in giveaways/activities
15/2/24	Juicebox brand strategy workshop #2	
16/2/24	Curtin Connect Faculty Service Improvement Facilitators meet and greet	Attended with HUM rep, who noticed that many unit outlines in HUM have Curtin Connect listed as administrative contact. This is becoming a more standard practice to become more streamlined and take the administrative burden away from academic staff. We now have more direct contacts with Connect staff who deal with complex issues.
16/2/24	AI taskforce meeting	Curtin exploring AI chatbot to be integrated into Curtin website.
19/2/24	Guild Survival Guide	Presented this Orientation session with VP-SW, quite successful with at least a third of the Curtin stadium filled with attendees. Myself and Jacquie stayed back afterwards to help answer many student queries.
20/2/24	Change the Age campaign meeting with NUS campaigns officer and campus welfare officers	Attended on behalf of Jacquie
	Mental Health & Resilience Reference Group	Attended with VP-SW

Guild Meetings

Date	Meeting	Comments
20/12/23	FBL Rep Check-in	
	Exec Committee	
21/12/23	Higher Education	
22/12/23	Exec Check-in	
4/1/24	Health Sci Rep Check-in	
	Higher Ed	
8/1/24	Intro meeting with WO	Support while VPSW on leave
	Chairing meeting	
11/1/24	Exec committee	
	Health Sci Rep check-in	
	Representation Board	
12/1/24	HUM rep check-in	
18/1/24	HUM rep check-in	
23/1/24	Exec & PMs meeting	
24/1/24	Student Assist Officer interviews	
25/1/24	Health Sci rep check-in	
	HUM rep check-in	
	Exec committee	
	Student engagement digital catch-up	
1/2/24	FBL rep check-in	
6/2/24	Health Sci rep check-in	
7/2/24	Student Housing meeting w/ Pres & VPSW	
8/2/24	HUM rep check-in	
	Exec Mallokup re-strategise w/ commercial	
9/2/24	Exec Committee	
12/2/24	Operations Committee	
15/2/24	Representation Board	First live-streaming trial (unlisted)
22/2/24	Student engagement digital catch-up	

Leave Taken

- 24/11/23 – 27/11/23
- 13/12/23 - 15/12/23
- 23/12/23 – 2/1/24 (PH & Guild closure)

National Draft Action Plan to reduce Gender-based violence in Higher Education

Coming out of the Universities Accords is the [Draft Action Plan](#) addressing gender-based violence in higher education. We have submitted our response to this plan:

https://drive.google.com/file/d/1_yO1F0Wa4sfBxV1A9mTNfyii4ciUFvd/view?usp=sharing

Potential Loss of Services – Curtin Dietician Services

It has been brought to our attention that Curtin plans to cease its Dietician Services through the Curtin healthcare centre. Curtin staff will be able to receive dietician services through an external service but there is no plan to provide a substitute for students. There are currently many Curtin

students engaging with these services and it could be dangerous and put these students in vulnerable positions if this service is taken away. Students are vulnerable to developing dietetic issues during their time at university, combatting issues such as eating disorders is an important part of this service. Our last communication from the Director, Operating Engagement Services informed us that the dietetic service is “not sustainable and is providing a small and targeted service to small number of students and members of the community”. The service is planned to cease at the end of April and there are “transition plans” to refer students to “community-based” care. According to the director, this decision was made in consultation with their medical practitioners, however, it was the clinic’s dietician who brought this issue up to us in surprise. Other sources also say that clinic staff are worried. The Guild is still querying further and will continue to push on this unfair and harmful decision. Grok has reached out and are interested in investigating this story as well.

Student Partnership Agreement

There is a delay in the signing of the refreshed SPA. The VC has requested for the signing to be delayed until the final paper of the Accords is released as it may contain recommendations surrounding student representation in university governance. This may impact a certain clause in the proposed agreement. Currently, we are still operating under the 2020 SPA.

Guild O-day VP – Education Stall

The Guild representation stall had a focus on Palestine campaigns and the ‘NDA’ on March 1. IPAN has generously donated lots of pro-Palestinian liberation posters and stickers, and we have been communicating with other Guild clubs and other WA Guilds to share some of these resources. I have also been communicating with VP-SW on starting to build on the housing/cost-of-living campaign aligned with the NUS, and supported the development of a cost-of-living survey which launched at O-day.

Other

I am still active on University Admissions Committee (all committee business is done through emails), I have been working with the Faculty reps and PSC President to support their work and am keeping in touch regularly with them. Myself, the President and VP-SW are staying on top of communications the NUS have for welfare/education campaigns and starting to plan how we are going to coordinate with those.

KEY PERFORMANCE INDICATORS

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Completion of at minimum 50% of the 'hours to be completed each week' on campus on weekdays between 9am and 4pm unless there is approval to the contrary		
Completion of handover report for successor		
Complete mandatory training within 45 days of being provided the resources/information to undertake the training		
Campaign for mandatory placements/practicals to be paid.		

<p>More information on how to manage your degree and what is required of students, including accurate incidental fees information</p>		
<p>Further push through the Federal Higher Education Accords for the Guild's recommendations</p>		
<p>Work with the university to lock back in the second tuition-free week as early as practical</p>		
<p>Protect self-certified extension mechanisms and push for a robust, automated self-certification mechanism enshrined into Curtin's policy</p>		
<p>Facilitate awareness and engagement for students to connect with the unions from their prospective/current industries</p>		
<p>Conduct a unit outline review with Guild faculty representatives</p>		

Vice President – Activities

Max Zhang

Guild Council Report FEBURARY 2024

01/12/2023 – 22/02/2024

Meetings

Date	Meeting
01/12/2023	Induction of the 55 th Guild Council
01/12/2023	Executive Committee
06/12/2023	Executive Committee
14/12/2023	Clubs X VPA Meeting
18/12/2023	Events X VPA Meeting
19/12/2023	Global Village Meeting
20/12/2023	Executive Committee
21/12/2023	Directory Consolidation Meeting
04/01/2024	VPA X Health Science Rep Meeting
05/01/2024	ISC President X VPA Meeting
05/01/2024	ISC President X PSC President X VPA Meeting
10/01/2024	Events X VPA Meeting
11/01/2024	Executive Committee
11/01/2024	VPA X Health Science Rep Meeting
11/01/2024	Representation Board
16/01/2024	Guild Executive X VC, DVCA, COO
17/01/2024	Juicebox Brand Strategy Workshop
17/01/2024	Events X VPA Meeting
18/01/2024	Guild Executive Photo and Media Shoot
22/01/2024	Clubs X VPA Meeting

55th Guild Council

23/01/2024	Exec X Portfolio Managers Meeting
23/01/2024	Events X VPA Meeting
23/01/2024	Meeting with Megan Jenkinson
24/01/2024	Global Village Meeting
25/01/2024	VPA X Health Science Rep Meeting
25/01/2024	Photoshoot at The Tav
25/01/2024	Respect at Curtin Week Working Group
25/01/2024	Executive Committee
25/01/2024	Guild Digital Catchup Meeting
26/01/2024	Invasion Day Rally
29/01/2024	Guild X Curtin Connect Events Calendar Meeting
30/01/2024	Toga Meeting
30/01/2024	Guild X Library Meeting
30/01/2024	Club Website and Marketing Review
31/01/2024	Adobe Workshop Meeting
31/01/2024	Events X VPA Meeting
01/02/2024	Respect at Curtin Week Working Group
01/02/2024	Learning and Teaching Vision and Strategy Workshop
05/02/2024	Meeting with Curtin Stadium
06/02/2024	Events X VPA Meeting
07/02/2024	Club Induction Workshop
08/02/2024	Guild X First Year Advisor Meeting
08/02/2024	MFiles training
08/02/2024	Mallokup Meeting
09/02/2024	Executive Committee

55th Guild Council

09/02/2024	Respect at Uni Week Working Group
12/02/2024	Operations Committee
12/02/2024	Clubs X VPA Meeting
13/02/2024	Clubs Charter and Policy Meeting
14/02/2024	Respect at Uni Week Working Group
14/02/2024	Events X VPA Meeting
15/02/2024	Meeting with Athina
15/02/2024	Juicebox Meeting 2
15/02/2024	Representation Board
19/02/2024	Juicebox Reflection and Discussion
21/02/2024	Events X VPA Meeting
22/02/2024	Guild Digital Catchup Meeting

Events

Date	Event
20/02/2024	Friend Speed Dating
21/02/2024	Guild O-Day
22/02/2024	Friend Speed Dating

Upcoming Events

Date	Event
01/03/2024	Toga Party
11/03/2024 – 15/03/2024	Mind Mojo Week
18/03/2024	Global Village
18/03/2024 – 22/03/2024	Respect at Uni Week
25/03/2024 – 29/03/2024	Clubs Week
27/03/2024	Clubs Carnival

TOGA planning is in full swing, with an expanded event map, a second stage, club involvement and some custom TAV menu items, TOGA is looking to be bigger than ever. TOGA kits are being created and promoted, along with promotion via flyers at every event and through golden tickets for bar cards at O-Day showbags.

The Pathway Migration VISA sessions are booked in and ready, with promotion in the works. We have 3 sessions booked in for semester 1 and there will be targeted promotion towards international students.

The ISC X PSC sundowner event is locked in and work on that will begin after TOGA.

Grill the Guild dates are locked and ready to go for all four faculty reps.

Myself and Jacquie have collaborated on the planning for Mind Mojo week and Respect at Uni Week, with plans in the works for both of these weeks.

Event Notes

O-Day:

O-Day was quite a success, we had a record high number of attendees and a record high number of stalls. Overall engagement across all guild stalls and most club stalls were very high, however I have received several comments from various clubs about not liking where they were placed this year, and it is something I will keep an eye on for Semester 2. In addition, many students were unhappy that external stalls had higher traffic locations, with less priority given to clubs that work towards on-campus engagement, with these clubs feeling unfairly relegated/under-appreciated despite their contribution to events and campus life.

Friend Speed Dating:

Very good turnout, had some great conversations with a lot of first years, promoted O-Day and Toga, as well as Guild social media.

Club Notes

Club Induction:

We had a very good turnout for club induction and leadership training, with full capacity for leadership training and even more people for training and networking after. A good variety of clubs from all different sectors attended, with a lot of positive feedback. I will continue to build good working relations with individual clubs throughout the year.

KEY PERFORMANCE INDICATORS

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Completion of at minimum 50% of the 'hours to be completed each week' on campus on weekdays between 9am and 4pm unless there is approval to the contrary		
Completion of handover report for successor		
Complete mandatory training within 45 days of being provided the resources/information to undertake the training		
Progress towards the completion of the Clubs Hub		

Progress towards a live music event on campus		
Organise and deliver large and small scale events		
Update and improve club committee training		
Streamline clubs paperwork progress		
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Vice President – Sustainability & Welfare

February Guild Council Report (01/12/2023 – 07/02/2024)

Jacque Bicanic (she/they)

University / External Meetings:

Date	Meeting	Comments
4/12/23	Curtin Student Mental Health/Wellbeing Resilience Framework - Group Discussion	Discussed how <i>The Cozy Corner</i> initiative can better support students. Representative from UWA who implemented <i>The Living Room</i> was in attendance to provide advice. *Note, this initiative has since been discontinued (funding removed).
11/12/23	Humanities - Project re: Content Warnings	I joined a meeting that Imari (Humanities Rep) had organised with faculty members to discuss content/trigger warnings in unit content.
End of Month		
16/01/24	Meeting with incoming Guild Executive with VC, DVCA and COO.	
29/01/24	University Health and Safety Committee	
30/01/24	Uni Workshop – Student Experience	
31/01/24	Uni Workshop – Student Experience	
End of Month		
01/02/24	New Learning and Teaching Vision and Strategy workshop	
05/02/24	Respect at Curtin Specialist Advisory Committee	
12/02/24	FBL Sustainable Events Guide Morning Tea	
14/02/24	Safer Communities	Introductory meeting where I met Sean Daly and introduced myself as the VPSW. Jasmyne and I briefly discussed what Sean’s experience has been with students over the last few years and we discussed possible trends we could expect for 2024.
14/02/24	Respect @ Uni Week	
20/02/24	Mental Health & Resilience Reference Group Meeting	VC & DVCA in attendance. Meeting discussed what programs are currently available for students as well as programs that are being created for the care of students mental health.
27/02/24	Give to Change Appreciation Event	Advancement team invites us to join this event to see what work they do.
27/02/24	Monthly Sustainability Catch-Up	With Jessie Parish and Caitlin Agostino.

Guild Meetings (Or Guild-Related Meetings):

Date	Meeting	Comments
5/12/23	Meeting with Student who brought up student welfare issues.	Student called Safer Communities during a panic attack and found their main response was to call an ambulance. Discussed the possibility of expanding training of Safer Communities to triage panic attacks (i.e. not defaulting to calling an ambulance). *I advised the student I was about to go on leave but would attend to this upon my return.
6/12/23	Exec Committee	
7/12/23	Accessibility Officer – check in	Discussed their goals, projects and how I could best support them in my role and as a line manager.
7/12/23	Queer Officer – check in	Discussed their goals, projects and how I could best support them in my role and as a line manager.
End of Month		
17/01/24	Health Sciences Rep	Met with Nini and discussed her plans for 2024 and areas that might overlap with Welfare.
17/01/24	Juicebox Brand Strategy Workshop	
17/01/24	Health & Safety Committee	
23/01/24	International Student President	Discussed their role, best ways to reach students, who to talk to for social media support and ideas for O-Day.
23/01/24	Exec Committee and Portfolio Manager Meeting	
23/01/24	Accessibility Officer	Check in & Discussed KPIs
25/01/24	Exec Committee	
25/01/24	Respect at Curtin Week	Working Group
25/01/24	Student Engagement digital catch up	
26/01/24	Invasion Day Rally	
31/01/24	Operations Meeting	
End of Month		
01/02/24	Meeting – Caitlin Agostino (FBL Projects Coordinator)	Met with Caitlin to discuss areas of overlap between projects and ways we can work together to deliver a more sustainable campus in future.
01/02/24	Respect at Curtin Week	Working Group
01/02/24	Meeting with Advancement Team at Curtin	Met with Caroline Robson to create a contact point for the Advancement Team and the Guild. Discussed ways we could work together in future.
05/02/24	Higher Education Meeting	

07/02/24	Met with owner/manager at Andrews Succulents to discuss donations for O-Day	
07/02/24	Met with President and VP Education to discuss Student Housing	
08/02/24	M-Files Training	
08/02/24	Meeting with Tanya re Mallokup	
09/02/24	Exec Meeting	
09/02/24	Respect at Curtin Week	Met with Max (VPA) and Jasmyne (Pres) to discuss what the Guild can deliver for the Respect at Curtin event.
09/02/24	Korean Club AGM	Shadowed Mitch (Secretary) for KCC's AGM
12/02/24	Operations Meeting	
14/02/24	Events & VPA Catch-Up	Given VPSW involvement with the more welfare & sustainability orientated events across the year, I joined this catch up to introduce myself and discuss my involvement for events like Mind Mojo, Pop-Up Thrift Stalls, mental health week and Love Week/Rad Sex & Consent week.
15/02/24	Reps Board Agenda session	Went through the agenda as a group given the size of the document.
15/02/24	Reps Board	
15/02/24	Juicebox Session #2	
19/02/24	Juicebox session #2 discussion (internal)	
19/02/24	Uni Survival Guide event	O-Week event at the stadium
21/02/24	O-Day	
23/02/24	Accessibility Officer Meeting	
23/02/24	Women's Officer Check in	Phone/email

Leave Taken:

- 12/12/2023 – 15/01/2024

Further Notes:

Topic	Details
O-Day	<p>VPSW Stall for O-Day went well. The succulents were quite popular, as were the propagation stations (although they were quite limited). These helped ramp up interest in the Cost-of-Living survey I created for students, at the end of O-Day there was 575 responses.</p>
Containers For Change	<p>Discussed with David and Tanya my ideas for CFC, and what has/hasn't worked in the past. Will need to do some research and present these to David before the project can proceed. I am hopeful to present a case for Reverse 10c Vending machines on campus with at least one North, one South and one or two central locations.</p>
Op-Shop On Campus	<p>Received feedback from Fiona that Good Sammies feel that a permanent Op-Shop on campus may not be viable due to fluctuating demand (e.g. high demand at start of semester then tapering off). Working on proposing a 'permanent' pop-up shop 4 times a semester/once a month during semester.</p>
Other Guild Contacts	<p>Have been reaching out to the other welfare/sustainability officers of the student guilds from other universities in WA: UWA – Follow up sent ECU – Follow up sent Murdoch – I am meeting Elizabeth on the 26th Feb</p>
Curtin Network	<p>A few staff members have reached out to me about working with the Guild or about sustainability on campus. I have coordinated a meeting between VP Activities and the events staff at the Guild and a staff member from properties to better coordinate for events on campus.</p> <p>I have also been in discussion with Caitlin Agostino - FBL Project Coordinator - about the delivery of The Carbon Literacy project and ongoing projects. I will meet monthly with Caitlin and Jessie Parish (Project Manager, Climate Change Impacts, Sustainable Development Goals). We will discuss sustainability on campus and projects we could potentially collaborate on.</p> <p>I met with Caroline Robson and Taylor McKee from the Advancement team at Curtin. There seems to be some overlap on projects, we agreed to keep in contact about potential projects we could collaborate on and ways we could better work together.</p>

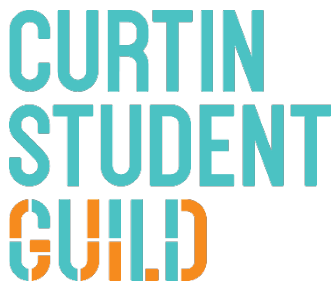
KEY PERFORMANCE INDICATORS

INDICATOR	DELIVERABLES	STATUS
Attendance at 80% of required meetings.	I will read agendas prior to meetings and attend at least 80% of required meetings.	Ongoing
Submission of monthly report to Guild Council that demonstrates satisfactory progress toward KPIs.	I will record and monitor my KPI progression and report this to Guild Council on a monthly basis.	Ongoing
Completion of at minimum 50% of the 'hours to be completed each week' on campus on weekdays between 9am and 4pm unless there is approval to the contrary.	I will complete at least 50% of my working hours from campus (Bentley).	Ongoing
Completion of handover report for successor.	I will create a detailed handover report for my successor and deliver this at the end of my term.	
Complete mandatory training within 45 days of being provided the resources/information to undertake the training.	I will complete any mandatory training within 45 days of date of issue.	Ongoing
Support and work with the Vice President – Education to campaign for paid practicals, placements and work-integrated learning, with better support and working conditions.	Advocacy and delivery of paid practicals/placements/etc. and working conditions for students.	Ongoing

<p>Consult with students on sustainability initiatives they want to see at Curtin and advocate for popular initiatives.</p>	<p>Reply to students' queries in a timely manner and seek student input on sustainability and welfare issues.</p>	<p>Ongoing</p>
<p>Regularly communicate with other campus Guilds to collaborate on state/national sustainability and/or student welfare campaigns.</p>	<p>Keeping in contact with other Guilds and their Sustainability/Welfare Officers and maintain a working relationship with them, enabling cohesive collaboration and coordination for campaigns and projects.</p>	<p>I have successfully contacted the Environmental Officers at ECU and Murdoch and am in the process of setting up meetings with them.</p>
<p>Effectively manage the equity reps and ISP to be a cohesive and thriving team by:</p> <ul style="list-style-type: none"> - Providing support for their campaigns and initiatives - Proactively communicating with the team about welfare/equity issues relevant to their area - Maintaining frequent contact with them with optional fortnightly check ins 	<p>Offer reps and ISP an optional fortnightly catch up where we can check in and discuss any areas where they need assistance, new projects and campaigns etc..</p> <p>Keep in regular contact with reps & ISP and provide continued support.</p> <p>Keep up to date about ongoing and new issues and communicate relevant issues to relevant rep/ISP.</p>	<p>I have reached out to all equity reps and ISP for an initial meeting (completed for Accessibility Officer) to discuss how I can best support them in their role and ongoing support.</p>
<p>Advocating for a reform on recycling on campus, including but not limited to;</p> <ul style="list-style-type: none"> - Introducing recycling bins to the Guild Offices - Advocating for recycling bins across all classrooms on campus - Introducing a recycling requirement in the Guild Election By-Laws, stating that all paper campaign material 	<p>Delivery of multiple (mixed) recycling bins and organic waste bins across the guild office.</p> <p>Delivering recycling bins across campus (classrooms, meeting rooms, staff rooms, etc.).</p> <p>Updating the Election By-Laws to ensure all campaign posters are recycled correctly, all printed campaign material must be printed on recycled paper, and all flyers/pamphlets are to have a</p>	<p>I have created a task in M-Files to have a meeting with David Luketina to discuss the implementation of recycling bins across campus, updating the Election By-Laws and introducing a recycling station at the Guild.</p>

<p>(i.e. posters and flyers) must be recycled</p> <ul style="list-style-type: none"> - Introduce a recycling 'station' on campus where students can drop off hard to recycle items such as blister packets, batteries, bottle top lids 	<p>message/request to students to recycle that piece of paper.</p> <p>Delivery of a recycling station, similar to those seen at Officeworks at the Guild, where the items will be sent to appropriate processing facilities.</p>	
<p>Introduce a Sustainability week on campus where sustainable events are held for students.</p>	<p>Sustainability week will absorb the thrift markets and offer additional sustainable events for students (e.g. composting on campus, grow your own food) and showcase sustainable courses available at Curtin (e.g. Carbon Literacy Project, Planet Positive, etc). This event will take place once per semester.</p>	<p>I have had preliminary discussions with the VPA about transforming the <i>Thrift Markets</i> event into <i>Sustainability Week</i> (3 days).</p>
<p>Advocate for a permanent op shop on campus.</p>	<p>Obtain a commercial space for an Op-Shop on campus.</p> <p>Create a partnership with Good Sammy to be the tenant.</p> <p>Discuss the option of redirecting corporate clothing from sister stores to Curtin to better assist students looking for corporate attire for placements, internships, job interviews etc.</p> <p>Seek and review student feedback on what items they wish to see at the store (i.e. confirm what there is a demand for, e.g. kitchen appliances/utensils, home décor, etc.) and provide this feedback to Good Sammy.</p>	
<p>Introduce Containers for Change across campus with funds going back to the students via the Guild (e.g. student pantry, cereals in student kitchen, food giveaways etc.).</p>	<p>Discuss with Curtin where there is already CFC collection points on campus and who manages them and confirm where the funding is directed to.</p> <p>Implement a requirement for CFC collection bins to be a requirement</p>	<p>I am in the process of setting up a meeting with the ECU Guild Environmental Officer who is in the same process for Containers For Change. The goal of this meeting is to learn from her experience</p>

	for all events of a certain size/type (i.e. events where there are food trucks and/or a large volume of 10c containers such as Toga, Pasar Malam, etc.).	and see if she has any suggestions or insight.
Complete a review of mental health first aid on campus.	<p>Review what mental health first aid training Safer Communities receive.</p> <p>Identify any areas that require broadening or updating (such as responses to panic attacks that do not require an ambulance, ensuring training covers LGBTQIA+, etc.).</p> <p>Maintain a working relationship with Safer Communities and fostering an environment that encourages open and transparent communication.</p>	
Advocate for a free drop in nurse practitioner on campus.	Delivery of a free drop in Nurse Practitioner on campus.	
Advocate that any renovation or new building on campus requires all gender bathrooms accessible on every floor.	Maintaining a professional working relationship with Curtin Properties and advocating for gender neutral bathrooms on campus, both in existing buildings and new ones.	
Advocate for the university to improve the wait times for Curtin Counselling.	<p>Contacting and maintaining a relationship with Curtin Counselling and Curtin Wellbeing.</p> <p>Discuss and confirm with CC and CWB what they need to reduce the wait time for appointments.</p> <p>Discuss and explore creative solutions for the issues students are facing when trying to book an appointment.</p> <p>Propose the idea of a task force where representatives from CC and CWB can meet and collaborate with the VPSW on initiating the above.</p>	



Secretary's Report

SUBMISSION DATE: 22/02/2024
FOR MEETING DATE: 29/02/2024

NAME: Mitch Craig

POSITION: Guild Secretary

Leave taken in the reporting period: 12/02/24 – 21/02/24

GUILD MEETINGS/EVENTS

Date	Meeting	Comments
1/12/23	Guild Induction	
1/12/23	First Exec	
6/12/23	Exec	
6/12/23	Exec Photo shoot	
7/12/23	CAPA ACM	Attended as an observer to help guide the incoming PSC President
11/12/23	Finance	Introductory meeting with the Finance Team
20/12/23	Exec	
22/12/23	Policy Meeting	Met w/exec on direction for the year
8/1/24	Chair Training	Training for the chairs of various committees
10/1/24	WASM	Met w/ WASM committee
11/1/24	Representation Board Livestream test	Testing the ability to livestream reps board
11/1/24	Exec	
11/1/24	Representation Board	
12/1/24	Governance Review	Reviewing recommendations of the governance review w/ David and Jasmyne and deciding on a plan moving forward
17/1/24	Brand strategy meeting	External consultants came to discuss our brand strategy with us
23/1/24	Exec & Portfolio Managers meeting	
25/1/24	Exec	
26/1/24	Invasion Day Rally	
7/2/24	Finance & Risk	
8/2/24	M-Files Training for Reps	Hosted by George
8/2/24	Meeting w/Commercial	Discussed the future of Mallokup
9/2/24	Exec	
9/2/24	Korean Cultural Club AGM	Served as returning officer

UNIVERSITY MEETINGS

Date	Meeting	Comments
04/12/23	w/ Jasmyne and Academic Registrar	Some introduction to SSAFEAC and general discussion on some of the projects continuing from the previous term
04/12/23	SSAFEAC	Discussed SSAF Proposals
8/12/23	Interview Panels	Multiple meetings throughout the day
21/12/23	Directory Consolidation	Met w/DTS about the Directory Consolidation
16/1/24	Interview Panels	Multiple meetings
18/1/24	MS Teams Governance	Shaping the governance and feature activation for MS Teams at Curtin in collaboration with records management and DTS
25/1/24	MS Teams Governance	As above
1/2/24	L&T Strategy w/ DVCA consultant	
4/2/24	Graduation	Attended as Guild representative

Governance

- I have reviewed and brought several policies to exec for approval.
- I have assisted WASM with appointing a branch president, filling other vacancies, understanding what they are required to do.
- I have been working with their branch president and secretary to help them understand guild finance and governance and their role as the Kalgoorlie branch.
- I have been reviewing the register of delegations to identify any that should require Guild Council notification when they are exercised.
- Reviewed and worked on Clubs Charter and related policy so that it could be ready for Guild Council.

Administration

- Given everyone access to emails and timesheets.
- Sent out information for Police Clearances.
- Created Meeting Calendar.
- Sent out OB Training.
- Introduced new training for Exec and members of Finance & Risk on governance through the Student Experience network.
- Got new shirts designed and ordered.
- Washed the windows of the reps office area.
- Booked Council Chambers for Reps Board and GC
- Helped reps with reimbursements and understanding budgets and timesheets.
- Worked with Max to get rep flyers updated.

Projects

- I have been working on the Microsoft teams governance framework to ensure a good experience is provided to students whilst ensuring there are adequate safeguards in place.
- Working on identifying committee constitutions that require updating by Legal Committee.
- There is a large amount of policy that is either due or overdue for review so I have been working on getting these updated with David.
- I have sorted through a large amount of Guild records that were being stored in the reps area and moved much of this to the archive area. These have all been properly labelled as to the contents.
- I have located a large number of records that were previously scanned and digitised but the digital versions were thought to have been lost (the physical records were always secure). These are going to be made available publicly again and stored onto our document management system.
- Working on getting Action lists for more committees and Guild Council
- Working on getting Guild Council more informed on the operations of the Guild, this may include presentations to Council from Portfolios on their operations and projects, tours of our commercial and other facilities.

KPIs

- See attached KPI list.

tl;dr

I've been very busy with lots of things. It was a steep learning curve at the start but I'm getting the hang of it.

Bring on 2024!

KEY PERFORMANCE INDICATORS

INDICATOR	DELIVERABLES	STATUS
Attendance at 80% of required meetings.		Ongoing
Submission of monthly report to Guild Council that demonstrates satisfactory progress toward KPIs.		Ongoing
Completion of at minimum 50% of the 'hours to be completed each week' on campus on weekdays between 9am and 4pm unless there is approval to the contrary.		Ongoing
Completion of handover report for successor.		Not Started
Complete mandatory training within 45 days of being provided the resources/information to undertake the training.		Complete
Review Committee Constitutions, membership, and structures to ensure they are appropriate to their function.		Not Started

<p>Create a pack/guide to finance for future secretaries so that they have a reference and don't have to "learn as they go".</p>		<p>Not Started</p>
<p>Update any policy due for review.</p>		<p>Ongoing</p>
<p>Review/update the register of delegations.</p>		<p>Not Started</p>
<p>Set up a tour/tours of guild facilities for guild council to get a better idea of the guild's operations and to know what the areas where our safety incidents occur.</p>		<p>Not Started</p>
<p>Consider whether there should be a yearly presentation from each portfolio on their functions and initiatives to council and set this up if it is deemed appropriate.</p>		<p>Not Started</p>

CONFIDENTIALITY

- OPEN
 CONFIDENTIAL



55th Guild Council - 2 / GC

GUILD COUNCIL – 29/2/24

SAFETY REPORT

Submitted: David Luketina (Managing director)
Moved: Jasmyne Tweed (President)
Seconded: Mitch Craig (Secretary)

Preamble:

The Guild to discuss and note the Safety Report and determine any actions arising.

Motion:

That the Guild Council notes the Safety Report.

Safety Performance:

- Safety inspections conducted on time (as % of planned inspections): 100%
- Workers compensation claims (as hours of paid compensation over the past 12 months): 599 Hours for January

Incidents and Hazards to note

Items of concern to follow up on as a result of the Workplace Inspections:

- B104 (Guild Café Central) reported general clean, tidy and de-cob webbing is required around the majority of the building and internal rooms.
- B105 (Guild Café Library) reported damage to the floor in the kiosk, this is in discussions between Guild and Curtin for repair.
- B106C (The Tav) had a leak in the pipework in the ceiling, ceiling was adequately braced until repairs were completed.

Guild injuries, near misses or hazards reported:

- Off campus car accident – While a staff member was traveling in a Guild vehicle (van) on the inside lane on Kent St heading north, upon approaching the roundabout, the car on the outside lane cut off the van by making an illegal right turn on the roundabout. Police attended the scene, and gave authority to drive the van back to campus. Both staff members in the vehicles reported to be fine and with no injury, both advised if any symptoms arise to seek medical treatment and contact the relevant manager. Damage sustained on vehicle, other party's insurance claim process initiated.

General Safety Update for the Month:

B106B Clubs HQ meeting room side air-conditioner works are complete.

Fire Equipment Service and First Aid Kit checks and refills due and scheduled for February.