

President's Guild Council Report December-January

Prepared by: Jesse Naylor Zambrano

Covering Dates: 1/12/20 - 5/2/21

Submitted to: February Guild Council

Leave: 21/12/20 - 8/1/21 (8 days)

1. Meetings

1.1 University Meetings

Date	Meeting	Comments
4/12/20	University Academic Board	
8/12/20	Blended Learning Meeting w Jennifer Howell	
8/12/20	Curtin Stadium and Guild Collaboration	
11/12/20	VC Monthly Meeting	Introduced myself to the VC, communicated my priorities, presented Parking petition and Parking campaign demands
20/1/21	Parking Demands Meeting with VC and COO	University are putting through reduced increase of 2%. Guild pushing for 0% increase to parking fees in 2021
21/1/21	Curtin Stadium Collab Discussion	
1/2/21	Covid-19 Meeting	Updates on University's response to lockdown measures
4/2/21	Tara Felton Introductory Meeting	
4/2/21	Blended Learning Meeting	Provided consultation timeline feedback, asked questions, outlined consultation workshop plans
5/2/21	VC Monthly Meeting	Reiterated parking campaign goals, communicated BL consultation timeline feedback, Covid-19 updates

1.2 Guild Meetings

Date	Meeting	Comments
1/12/20	Guild Council	Members appointed to committee positions
1/12/20	Representation Board	Chair of Representation Board elected, members appointed to committee positions
3/12/20	Guild Executive	
15/12/20	Curtin Union Taskforce	
15/12/20	Orientation Friend Matchmaking	Refining details of potential Friend Matchmaking scheme before orientation. Initiative tabled due to high workload, for revisiting prior to mid-year orientation.
17/12/20	Guild Executive	ISC and PSC Presidents made standing invites to Guild Exec
13/1/21	Misconduct and Fraud Rules Review Workshop	
14/1/21	Exec Strategy Meeting	Gained consensus around Parking campaign strategy and next steps
15/1/21	Guild Reps Fire Up	
15/1/21	WASM and Bentley Presidents	Met Manya Gupta, Guild President at WASM
18/1/21	PSC and ISC Meeting	
25/1/21	Grok Introductory Meeting	President to meet with Grok monthly and write 400 word monthly column
28/1/21	Exec and Portfolio Managers Meeting	
1/2/21	Curtin Union Taskforce	Nailing down Blended Learning and Staff Cuts advocacy plans
3/2/21	Finance and Risk Committee	Motion to Guild Council to increase Capital Works budget
3/2/21	BL Consultation Workshop Planning	
4/2/21	Guild Executive	

5/2/21	Guild Exec MD Contract Expiry Discussion	
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1.3 Other Meetings/Activities

Date	Meeting	Comments
9/12/20	Filming Guild President Welcome video	Video will be released during Sem 1 O-Week
10/12/20	Tony Snow Meeting	Gained a better understanding of Academic Board, Curtin's structures, historic Guild and NTEU interaction
14/12/20	UnionsWA Wage Theft Consultation Group	Advocated for a Wage Theft campaign approach that achieves real change on an individual level to build trust in the union
14/1/21	WA Presidents Meeting	Met David Ugrinov, Murdoch Student Guild President for 2021
19/1/21	Q+A with the Guild President	For Guild socials
26/1/21	Invasion Day Rally Event	Hosted sign-painting event before the rally
26/1/21	Invasion Day Rally	Transported delegation to rally
27/1/21	NUS President Meeting	Introductions, communication our baseline expectations for the year

2. Items of Significance

2.1 Parking Campaign

In December, I organised a meeting with the VC to present the parking petition and our demands - no exam week parking fees, and reverse the 5.26% increase to parking fees in 2021. The University communicated via email that they were willing to reduce the increase to only be 2%. We requested a follow-up meeting to negotiate in person. In January Lachy and I met with the VC and Ian Callahan (COO). The University had gone ahead with the 2% increase rather than the 5.26%. We communicated that we were still advocating for a 0% increase to fees, as well as structural change to the parking system. The Guild will create a parking proposal based on research and

student feedback to propose to the University and advocate for. The VC and COO indicated they would be amenable to receiving proposals. In February, I met with the VC and communicated that we are still advocating for 0% increase to parking fees and the parking proposal is in development.

We have kept students updated with our advocacy and progress via two posts on our social media ([9/12/20](#), [27/1/21](#)). These posts have been received well, indicating strong support from students for this campaign. We have been planning potential actions the Guild could run as part of the parking campaign, in order to be prepared. Research is currently underway to develop the Guild's parking proposal. Once the proposal is complete, we will gather feedback from students before advocating for its adoption to the University executive.

2.2 Blended Learning Campaign

In December, we were getting across Blended Learning model v4, developing our questions and concerns, and meeting with the University to seek more information. At the end of December I sent an email to the VC clearly articulating the Guild's current stance on Blended Learning. We rejected the assertion that extensive student consultation had been carried out, to ensure that this sentiment was not being expressed on the University side. We requested an extension of the consultation period from end of Feb to end of March, to allow students to be on campus and engaged for feedback. We requested that feedback sessions be coordinated through the Guild as the peak representative body.

In February, the VC and Jennifer Howell (Associate DVC - Learning and Teaching) confirmed that the consultation period had been extended to the end of April, and the Uni requested that the Guild plan and run 2 consultation workshops during this period. I have met with Bridge to start planning these workshops. Monthly Blended Learning meetings will occur between Guild President and Associate DVC until June.

The University opened the consultation timeline to feedback from the Guild. We are currently advocating for a more transparent consultation process, where feedback submissions are available for viewing on the University intranet. This is to ensure that we can track whose feedback contributed to the model once feedback is implemented. We are also advocating for the consultation period for Blended Learning v6, the revised version after the first consultation period, to be 4 weeks long instead of 2 weeks. This is to ensure that ample opportunity is provided for feedback before the model is finalised.

We have made two information posts ([16/12/20](#), [5/2/21](#)) updating students on our advocacy and progress. There was a strong response to information posts the Guild put out, as well as a few posts [quoting student feedback](#). We have also created a [My Fees, My Future page](#) on the Guild website that summarises what Blended Learning is, why the Guild has launched a campaign around it, and our advocacy so far.

2.3 My Fees, My Future

The My Fees, My Future campaign is an overarching education campaign in response to staff cuts, course cuts, and teaching changes like Blended Learning. In 2021 we have continued to organise meetings of the Curtin Union Taskforce (CUT), which contains members from the Guild and NTEU

executive committees. These meetings are for sharing information and creating actions and strategies together, to present a more effective resistance.

In November, the Guild co-hosted a Staff Cuts protest outside University Academic Board, and advocated against the cuts inside University Academic Board. We put out an information post in December ([8/12/20](#)). We were unable to stop staff from being cut.

In January, we developed a strategy for My Fees, My Future. There will be an education campaign that seeks to inform students about the effect of the cuts on their education, and reframe what we should expect from our education at Curtin. We will also seek to educate students about staff working conditions, create solidarity with staff and direct complaints about lower quality of education towards the University executive. We hope to create optimal conditions for staff to negotiate better work conditions and pay during the 2021 Enterprise Bargaining Agreement, where staff negotiate their contract with the University. Staff working conditions are student learning conditions, and we hope to improve the quality of education by supporting a positive EBA outcome for staff.

We will be participating in the National Union of Students National Day of Action against Staff Cuts the week of 22/3/21, and working on promoting the event during the first month of Semester 1.

2.4 Invasion Day Event and Communication



This year we put out two communications regarding Invasion Day ([21/1/21](#), [26/1/21](#)). Response to our Change the Date post was overwhelmingly positive, continuing the trend of steadily improving response from students over the last few years. Our posts promoted our sign-painting event, the Perth Invasion Day Rally, and Social Reinvestment WA's campaign fundraiser. We were conscious of providing students with several avenues to get involved.

The Guild sent a delegation of students to the Invasion Day Rally. We hosted a sign-painting event before the rally where we provided sign-painting materials, and students created their signs for the rally. We provided masks and hand sanitiser and I organised transport for the delegation from Curtin to the rally. Our Curtin Student Guild delegation marched alongside thousands of people to demand justice for Aboriginal people. Our aim was to provide resources, support and a safe environment for students who are keen to get involved in activism. This event was a great success, and I would like to thank all of the Guild reps who helped run the event, and all of the students that came along.



Image Descriptions:

Top: Students and Guild Reps painting signs outside the Guild
Bottom: Group of Curtin students at the Invasion Day Rally holding placards and wearing masks

2.5 Assorted Guild Work

As the 2021 term begins, I've been working on ensuring the team of reps are adequately prepared and informed to start on the best possible foot. I've been working on overall strategy for the year, and attending to matters that come up needing the Guild Executive's attention.

- **Handover Review:** I have been organising a handover review. The first step was to ensure each incoming rep had received an adequate handover. The next step is to review all of the handover reports, and create a revised handover strategy. I would like to create a more intuitive handover process that minimises workload on outgoing reps while making it easier for them to pass on institutional knowledge to the next rep.
- **Guild Precinct Refresh:** Part of my strategy for 2021 is to increase students engagement with the Guild and its campaigns. With this goal in mind, I would like to make the Guild Precinct a distinct student zone, and an inviting place for students to hang out and study. I want to encourage students to spend time near the Guild and in the Guild's equity spaces. We are working on giving 'The Square', the courtyard near G Mart, a fresh lick of paint, better signage and lighting, and better seating.
- **Strategy Brainstorming and KPIs:** I have put a focus on brainstorming strategies and goals for the year in our activities with all of our reps, including the Guild Executive. Formulating a clear view of what we would like to achieve helped me to write my KPIs, which are attached to the February Guild Council Agenda. For a high level summary, I would like to create a strong and tangible sense of community between Curtin students, improve student engagement with the Guild and run strong campaigns to advocate for students interests.
- **Grok:** I have met with Grok and chatted about strategy for 2021. Grok is looking at more Curtin focused content, for example covering student events, achievements and campus issues. They are also looking at a more multimedia approach to content offerings. We have established that I will meet with the Grok editors monthly in 2021, and will also write a monthly President's column of around 400 words, updating students on what the Guild has been working on.

2.6 Semester 1 Orientation

I have been working on material for O-Week. In December, I wrote and filmed the Guild President's Welcome to students. Usually a live speech, this year it is being delivered in video form due to Covid-19 precautions.

In January, I have been planning my O-Day stall, the content and activities I will deliver, and completing the requisite preparation work. I have also been planning the Guild's O-Week Seminar. This year it is called 'Curtin Student Guild Uni Survival Guide' and it will take new students through the semester week by week, highlighting what to expect, key dates and resources, and student top tips. The event will take place on the Friday of O-Week (26/2/21) from 3-4PM.

2.7 Assorted Projects

Alongside our active campaigns, I have been working on several smaller projects.

- **Unions WA Wage Theft Consultation Group:** I sit on this consultation group to provide feedback in the development of a Wage Theft campaign by UnionsWA.
- **National Union of Students (NUS):** In December, Guild NUS delegates attended NUS National Conference, which was held over Zoom.
This year one of my KPIs is to hold the NUS accountable to the Guild's KPIs throughout the year. In January I met with Zoe Ranganathan, 2021 NUS President. I introduced myself and asked for the NUS to do the following, in line with our 2021 KPIs: Send National Executive minute meetings to campus presidents promptly, run national campaigns which include resources proactively sent to campuses, and facilitate NUS elected representatives reaching out to their counterparts in the Guild's representative team. As the year progresses, I will stay in touch with the NUS and keep an eye on whether our KPIs are being fulfilled.
- **Nyungar Seasons:** This project is in the development stage. I have created an initial proposal and start communicating with key contacts across the University. This project will provide students with information about the current Nyongar season, and Aboriginal agriculture/land management practices. This would likely be issued on a monthly basis and in online form, for example through the Guild's social media channels. My goals include creating awareness of Aboriginal land management and agriculture knowledge, and normalising the use of Nyungar language.

Kind regards,

Jesse Naylor Zambrano
President
Curtin Student Guild

Attachment 2.2

President KPIs

1. Representation
 - a. Attend all meetings to which I've been invited, where possible. Where it is not possible for me to attend a meeting, arrange a proxy, and always send apologies.
 - b. Ensure representatives are attending their meetings in line with their KPIs.
 - c. Endeavour to prepare adequately, follow up on actions created during meetings, and report back relevant information to the Exec.
2. Improve Guild Reps training and resourcing
 - a. Review handover process. Make it easier for reps to provide handover information and facilitate each rep getting an adequate handover.
 - b. Provide resources for navigating the Guild's governance to ensure reps are equipped to fulfil their roles and hold each other accountable.
 - c. Provide clear guidelines for key rep tasks to ensure reps can provide consistent information and assistance across portfolios.
3. Improve information available to students about the Guild's function and activities.
 - a. Populate the website with more information about the Guild's representative roles, boards and committees.
 - b. Provide students with clear pathways to contact their reps or get involved with the Guild.
 - c. Regularly update students on campaign progress.
4. Consultation
 - a. Run a Guild stall/event for reps to talk to students at least three times a semester.
 - b. Kick off the implementation of the Student Partnership Agreement to set a precedent of strong student consultation in University decisions.
 - c. Ensure robust Student Consultative Committees run in each faculty and are attended by a Guild representative.
5. Rebuilding campus culture and creating a strong sense of community.
 - a. Run a campaign advocating for structural change to Curtin's parking system.
 - b. Create a diverse range of opportunities for students to connect with each other and the Guild.
 - c. Push for more Curtin student focused communications, such as from Grok and the Guild's channels.
 - d. Ensure clubs are well supported and resourced.
 - e. Get Equity Collectives up and running.
6. Activism and advocacy.

- a. Run at least one Education campaign focusing on staff cuts and quality of education at Curtin.
 - b. Continue to push the university to declare a climate emergency and to transition away from investments in the fossil fuel industry.
 - c. Participate in at least one national campaign from the National Union of Students.
 - d. Run at least one initiative contributing to Aboriginal and Torres Strait Islanders activism and advocacy in WA.
 - e. Collaborate with the Curtin NTEU to push for better quality of education at Curtin.
7. Revamp the Guild Precinct with better spaces for students to spend time and study in.
8. International students
 - a. Strengthen the Guild's interaction with and advocacy for International Students
 - b. Run at least two events catering to International Students
9. Hold the NUS accountable to our NUS KPIs throughout the year.
10. Push the University to improve its enrolment portal and processes.

Vice President – Education

Guild Council Report #1

Bridge Truell

Meeting date: 11/2/21

Date submitted: 5/2/21

1. University Meetings

Date	Meeting	Comments
1/12/20	Courses Committee: Special Meeting	Special meeting to focus on the completed Course Analysis, Review and Renewals (CARR) or Comprehensive Course Review (CCR) of 105 courses
4/12/20	Academic Board	
14/12/20	Blended Learning Taskforce	
1/2/21; 3/2/21; 5/2/21	COVID-19 Critical Incidence (CI) Learning & Student Experience (LSE) Sub Group Meeting	Jill Downie (our Deputy Vice Chancellor – Academic (DVC-A)) convened the COVID-19 CI LSE Sub Group three times throughout our week of lockdown to provide updates from the University and the Critical Incidence Management Team (CIMT) on the evolving situation and how we should respond.
2/2/21	Courses Committee (CC)	The Courses Committee (CC) oversee any initial proposals to alter, add, or remove courses at Curtin.

2. Guild Meetings

Date	Meeting	Comments
2/12/20; 16/12/20; 13/1/21; 27/1/21; 3/2/21	Higher Education Meeting	
3/12/20; 17/12/20; 21/1/21; 4/2/21	Guild Executive Committee Meeting	
10/12/20	Initial Faculty Representative Welcome Meeting	I met with the four new Fac Reps to cover some brief

		housekeeping, update them on upcoming projects, and encourage them to start thinking of their plans for 2021.
11/12/20	Initial Equity Officer Welcome Meeting	I met with the four new Equity Officers to cover some brief housekeeping, update them on upcoming projects, and encourage them to start thinking of their plans for 2021.
14/1/21	Exec Strategy Meeting	Jesse assembled the rest of the Executive for a planning & strategy session for some of our current larger campaigns, such as our Parking campaign, the Blended Learning campaign, and My Fees, My Future.
15/1/21	Guild Reps FireUp 4 2021	This was a start-up session Chris piloted last year as VP-E to get all the reps in together at the start of each semester, get them to start thinking of goals and potential KPIs for the coming year and start O-Day planning.
28/1/21	Executive & Portfolio Managers Meeting	Monthly all-Guild meetings for Executive & Portfolio Managers to provide updates and upcoming projects from their respective teams and portfolios.
1/2/21	Special Exec Meeting – Lockdown Prep	On January 31 st , Mark McGowan announced Perth, Peel and WA's South West would undergo a 5 day lockdown period in response to the first case of COVID-19 community transition in over 10 months. The Exec convened quickly the morning after this news to discuss what we would need to do to continue operating and ensure our reps and students were supported that week.
1/2/21	Faculty Representatives Meeting	Reoccurring meetings of the VP-E, Fac Reps and any relevant staff to collaborate

		and share information. This particular meeting focussed on Academic Misconduct and how it's addressed across the four different Faculties.
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3. Other Meetings/Activities

Date	Meeting	Comments
30/11/20; 15/12/20; 1/2/21	Curtin Union Taskforce	Regularly meetings of the Guild Exec & NTEU to discuss current projects, provide updates, and collaborate.
1/12/20	Student Voice Australia (SVA) Training	Meeting to discuss and provide feedback on proposed SVA training modules for student representatives
2/12/20	Potential John Curtin Leadership Academy (JCLA) Projects for 2021	Meeting with Bec, Lachy and Lauren Robertson from JCLA to discuss the potential to collaborate on some future projects for their leadership program.
3/12/20	Signing of the Student Partnership Agreement (SPA)	
9/12/20	Blended Learning Model – invitation to discuss newly revised model with Jennifer Howell	May, Jesse and I met with Jennifer Howell to discuss, ask questions, and provide initial feedback on the latest version of the Blended Learning Model (at the time).
11/12/20	Geology Bathroom Concerns Meeting	A couple of students from the School of Earth and Planetary Sciences reached out to Cassidy (our Women's Officer) with concerns around an inequitable distribution of gendered bathrooms in some of the buildings within their School. I raised this issue with Properties and was assured it is being looked into and amended in the near future.
16/12/20	Student Voice Australia (SVA) Practitioner Network	
12/1/21	Initial Meeting with Julie Howell	Julie Howell is the current Director of Student Experience and has worked closely with past VP-Es, so she invited me for an initial meeting to touch

		base and discuss plans for 2021.
13/1/21	Misconduct & Fraud Rules Review Workshop	<p>The University is currently reviewing the three documents that set out guidelines for addressing:</p> <ul style="list-style-type: none"> • Academic Misconduct • General Misconduct • Academic Record Fraud <p>They invited the Guild to provide feedback on the documents so we arranged a collaborative review workshop with Student Assist to provide and compile feedback on the documents.</p>

4. Other Projects/Developments

- After initially meeting with Arun from Student Experience and our four Faculty Reps in December, the Fac Reps each prepared a plan and script for their Digital Faculty Orientation Tours. We are still in the process of filming, however these should be complete within the next couple of weeks.
- I've been meeting with our Faculty Representatives regularly as any concerns or queries arise throughout this first part of the year, particularly given the high volume of student concerns we've been fielding.
- On January 26th, the Guild ran a casual sign-painting event before providing a bus service from Curtin to Forrest Chase for the Invasion Day rally. We saw a wonderful group of enthusiastic students join us out the front of 106F for sign-painting and then had the privilege of representing our cohort at the largest Invasion Day rally Perth's ever seen.
- Our Exec & Office Bearers (OBs) were lucky enough to have another MFiles training session with one of our resident IT whizzes George on January 28th. The additional assistance was extremely appreciated and our collective skills with navigating M-Files are constantly improving.
- I have been providing and compiling reps' feedback on the Assessment and Student Progression Manual (ASPM) which will be finalised with Student Assist and submitted at the end of next week. I had initially intended to host an in-person workshop to collaboratively compile feedback with the other reps and Student Assist present, but unfortunately lockdown meant that it would've been pushed back too late so we've been collaborating on a Google Doc instead.
- Exec & OBs submitted their 2021 Key Performance Indicators (KPIs) to Jesse and I on Friday 29th January and it has (for the most part) been an extremely smooth process with minimal chase-ups required.
- On January 18th I sat on the interview selection panel for the new Deputy Director of Student Success and on February 4th I sat on another interview selection panel (as proxy for FBL Rep Dylan Botica) to appoint the new Faculty of Business & Law Senior Student Engagement Officer.

5. Travel

N/A

6. Leave

18/12/20-24/12/20 – Leave Without Pay

Vice President - Education

Key Performance Indicators (KPIs)

2021

Bridge Truell

1. Continue building a culture of authentic consultation and collaboration with the wider student body.

While our incredible Guild representatives have been democratically elected by the student body to represent them, our efforts to provide the most unified and representative voice we can depends on our ability to engage with students beyond our annual elections. I aim to work with the Exec this year to implement more opportunities for student consultation and collaboration through focus groups, stalls, and other forms of outreach.

2. Continue building an activist presence at Curtin.

The growing activist culture towards the end of 2020 was extremely encouraging, and we saw increasing numbers of students turning out to engage with campus protests and chancellory occupations. As we enter 2021 still facing staff cuts, fee hikes, change proposals, increasing reliance on blended learning models, and a new incoming Vice-Chancellor, I believe continuing to foster a strong activist culture on campus is integral as we move forward this year.

3. Investigate and launch a health & wellbeing survey by students for students.

While I understand the university has undertaken similar projects in the past, I believe now is the perfect time to launch a student-led investigation into the current health & wellbeing of our students, the kinds of services they're accessing, and any areas where their needs aren't being adequately met. This project will provide us with important information on how to address and direct students in future and identify gaps and potential recommendations to the University regarding service provision.

4. Continue building union solidarity and supporting the NTEU.

I believe a strong working relationship between the Guild and the NTEU is even more important as ever, as many issues we're currently facing within the university and the wider higher education sector affect both of our cohorts. We can achieve far more as a united front and one of my goals this year is to continue working and consulting with the NTEU wherever possible and supporting them on any campaigns or initiatives we can.

5. Promote understanding and communication between students and staff.

Throughout my time at Curtin as a student and in the Guild, I've noticed many valid student frustrations being directed at teaching staff, particularly when it comes to issues like delays in Unit Outline release, assessment results & feedback, and learning formats. However, many of these concerns stem from issues that are primarily out of the control of individual teaching staff, so in 2021 I'd like to investigate ways to promote understanding and build solidarity between students and their teaching staff.

6. Compile a readily accessible resource for students on academic misconduct, general misconduct, and academic record fraud.

As we began the year by reviewing Curtin's Academic Misconduct Rules, General Misconduct Rules, and Academic Record Fraud Rules, I'd like to compile an accessible resource for students this year to communicate these documents to them once finalised (whether online only or with a hard copy booklet like the Assessment Policy Handbook).

7. Promote rural, regional & interstate (RRI) student involvement.

As we did not get to run the RRI Sundowner last year due to COVID, this year I'm excited to deliver bring this event back in 2021 and investigate ways to encourage RRI students to engage with the Guild and campus culture throughout the year.

8. Assist the VP-A in the delivery of Stress Less Week(s) and Rad Sex & Consent Week.

This year, I'm excited to work with Lachy and the Events Team to deliver our health & wellbeing focused events like Stress Less Week(s) and Rad Sex & Consent Week. I believe these events represent a wonderful opportunity to engage with our students in a different and fresh way, while promoting information and resources to help students look out for their health & wellbeing in a wide variety of areas (mental, physical, sexual etc).

9. Support our new Equity Collectives.

The incredible 2020 team worked hard last year to set up and approve plans to introduce Equity Collectives within our Equity Departments. This format (which is successful at many other universities) will see a committee formed within each Equity Department to assist the elected Equity Officer, encourage student engagement, and increase the diversity of our representation. I'm excited to get started on filling these Collectives and supporting them through their first year in operation.

10. Continue improving the culture of student partnership within the University.

As we enter 2021 with a freshly signed Student Partnership Agreement, I plan to spend the year ensuring:

- that the University upholds this agreement and continues to actively engage with the Guild and the wider student body;

- That the Guild upholds our end of the agreement and consistently provides informed, punctual, and professional student representatives to attend any relevant meetings or opportunities to provide a student voice;
- That we continue exploring more ways to upskill our student representatives and engage with the University in as many capacities as possible. As students, we should still be the University's key stakeholders and deserve a say in as many areas of University operations as we can.

Vice Presidents Report

Guild Council Meeting #2/2021 /10/20

Hello and Welcome to the Vice President Activities Report, here I will talk about what I've been up to, any and all meetings I've attended and any projects I'm working on. Please feel free to ask my any questions you have as to the content contained within my report. Since we haven't had a Guild Council report from me yet, this one is going to cover a longer period than normal.

Meetings

Guild meetings

Date	Meeting and Notes
2/12/20	- Higher Ed
3/12/20	- Exec Meeting number 1
10/12/20	- O-day and O-week planning with S.exp and Exec - Event request processes w/ S.exp
15/12/20	- Clubs x vp-a catch up1
16/12/20	- Higher Ed
17/12/20	- Exec Meeting - Events x VP-A
6/1/21	- Clubs x VP-A
12/1/21	- Visit from NUS National Education Officer Christopher Hall (OMG!) - Clubs x VP-A
13/1/21	- Misconduct and Fraud Rules Review
14/1/21	- Meeting with Student - QR codes meeting - Exec Strategy Meeting
19/1/21	- Core events planning meeting
20/1/21	- Commercial Activations and Advertising Workshop
21/1/21	- Exec Meeting - QR code proposal - Curtin stadium collab
26/1/21	- Invasion Day Rally
27/1/21	- Higher Ed - Budget Meeting w/Fatma - Clubs x Curtin Promos
28/1/21	- Exec Lite Meeting - Exec and Portfolio Managers meeting
1/2/21	- Special Exec Meeting (lockdown edition)
4/2/21	- Exec Meeting - Events x VP-A - VP-A x Clubs

University Meetings

Date	Meeting and Notes
2/12/20	- JCLA proposal
8/12/20	- Curtin Stadium and Guild Collaboration

Other Items of Business

Stadium Collaboration

Jesse and I originally met with the stadium with the hopes of assisting them increasing their reach with students, and also allowing us to utilize their services. During our initial meeting we found out a lot of different services that we were initially unaware of, it will be well worth connecting students to these services.

O-Day

O-Day is still (at the time of this report) uncertain, however preparations are progressing well, stall applications are mostly in and our reps seem very keen. I'm looking forward to doing whatever we can to get students back onto campus.

Events Processes

The Guild has begun changing the events processes, with a new application form being sent out to reps, where they can enter in the event details and send it through to Student Experience.

Regards,



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

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



Vice President – Activities

2021 Key Performance Indicators

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

<p>Have our events meaningfully bounce back from the disruption of COVID-19</p> <ul style="list-style-type: none">- Offer on campus events in 2021, within the allowance of COVID restrictions- Increase the appeal and attendance of our events by making them more engaging to a wider range of students.
<p>Bring our clubs back onto campus, with fun and exciting offerings</p> <ul style="list-style-type: none">- Encourage clubs to utilize our new online Clubs software!- Encourage clubs to utilize our new and improved function space and clubs HQ for their events or meetings.
<p>Review the Governance of Clubs to ensure that they are effective for our dynamic club landscape</p> <ul style="list-style-type: none">- Taking suggestions from club experienced members of our community on how best to adjust the governing documents- Change the structure of the Clubs and Societies Committee to incentivize club participation.
<p>Encourage Reps to utilize the new Events processes</p> <ul style="list-style-type: none">- Give Representatives more autonomy on their choice and frequency of events- Regularly check in with representatives who are not as active to assist them in planning more events.
<p>Actively consult to ensure that our events are as accessible as they can be.</p> <ul style="list-style-type: none">- Utilise the activities Committee to consult with the equity departments on concerns about events.- Keep an “open door” (yes, I know we don’t have doors anymore) policy with the representatives to ensure that they have an avenue with which to discuss concerns.
<p>Expand on the VP-A’s open-desk policy for consulting with clubs</p> <ul style="list-style-type: none">- Making sure that Clubs know I am always happy to answer pertinent questions- Making myself readily available to join in initiatives wherever possible.
<p>Encourage collaboration between our representatives and clubs</p> <ul style="list-style-type: none">- Set meaningful expectations between clubs and representatives to ensure all understand the work being undertaken.- Consider how best to include clubs in representative events, where appropriate, to help boost our
<p>Increase the effectivity of Committees and Facebook groups</p> <ul style="list-style-type: none">- Use the Activities committee to gather feedback from the representatives and facilitate discussions of event ideas/suggestions in a place where they can be tended to by professional staff.- Use the Clubs and Societies committee to gather feedback from the Club Leaders and facilitate discussions and suggestions in a place where they can be tended to by professional staff.

Ensure Vice President – Activities council report is submitted on time to each guild council.

- be prepared to speak to any information contained within the report.
- Build my Council reports in a way that will actively benefit my successor to read in the year ahead.

These will be the indicators to which I have been assessed this year. I am looking forward to the rest of this year!

Regards,



LACHLAN LEE
HE/HIM [learn about pronouns](#)
VICE PRESIDENT - ACTIVITIES
E ACIVITIESVP@GUILD.CURTIN.EDU.AU
T (08) 9266 2920
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I acknowledge that Curtin University is on the lands of the Whadjuk people of the Noongar nation. This land is stolen land and was never ceded. I pay my respects to their elders past, present and emerging.

Secretary – Fatma Sehic

February Guild Council Report

University Meetings

Date	Meeting	Comments
N/A	N/A	N/A

Guild Meetings

Date/s	Meeting	Comments
3/12/2020	Inaugural Exec Meeting	Discussing priorities for the year ahead
10/12/2020	Initial Fac Rep Welcome Meeting	Prepping the faculty reps for their term
16/12/2020 27/01/2021	Higher Ed Meeting	
17/12/2020, 4/02/2021	Exec Meeting	See minutes for details of discussion
14/01/2021	Exec Strategy Meeting	Meeting to discuss our current campaigns and actions that we need to take.
15/01/2021	Guild Reps Fire Up for 2021	Goal setting for the year ahead
28/01/2021	Exec and PMs Meeting	
1/02/2021	Special Exec Meeting	Meeting to ascertain and urgent actions to be taken in response to the sudden lockdown.

Other Meetings

Date	Meeting	Comments
14/01/2021	Financial Discussion	Meeting with Jesse and Karen to discuss navigating financials in our roles.
27/01/2021	WASM Budget Discussion	Discussion the allocation of the WASM budget with Lachy
29/01/2021	WASM Secretary Call	Had a phone call with the WASM Secretary to answer various questions and also hear about WASM initiatives.
28/01/2021	M-Files Training	Training session with George to enable reps to use M Files more efficiently
29/01/2021	WASM Catch Up	Met with Maryanne and David separately to discuss WASM issues and how we can support them better
29/01/2021	Finance and Risk Chair Prep	Preparing Shannon for chairing the Finance and Risk Committee
3/02/2021	Finance and Risk Chair Prep	Preparing Rachel for chairing the Finance and Risk Committee in Shannon's absence

Other Items

Rep Budgets

The VP – E, Fac Reps and Equity Reps have been distributed their budgets for the year! The reps have been very active planning for the O Day stalls and putting their budgets to great use. Keen to see the great events they come up with.

Admin

Have spent a lot of time doing admin tasks, writing agendas and minutes, organising minutes, answering governance questions from reps, approving payments, supporting the president with administration tasks, making sure paperwork is completed, preparing and delivering timesheets, processing reimbursements and leave forms, communicating important information to reps and supporting the exec in their tasks where required.

WASM Guild

I have been liaised with the WASM Guild over the last few weeks to answer a variety of questions and ascertain their needs as a Guild. I am hoping to build up the relationship between WASM and Bentley Guilds over this year so that we have a strong communication network and relationship with our Kalgoorlie counterpart.

Reps and Handover

I have been reaching out to reps to gauge and gaps in their handover and build a strong relationship between exec and OBs over the course of our terms so that we can work together more effectively and enjoyably.

Wishing you copious amounts of serotonin,



FATMA SEHIC

SHE/HER [learn about pronouns](#)

SECRETARY

E SECRETARY@GUILD.CURTIN.EDU.AU

T +61 8 9266 2918 M 0401 282 631

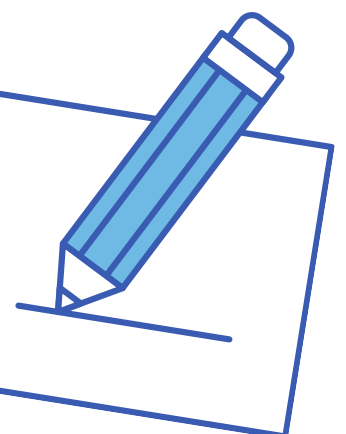
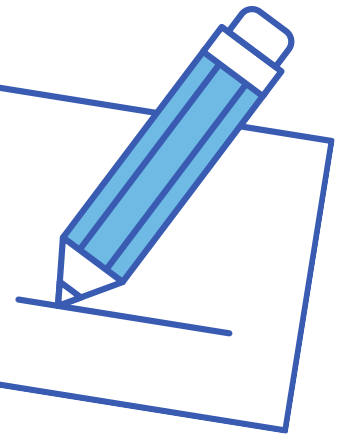
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Wash your hands, don't touch your face and maintain physical distance.

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

SECRETARY KPIS

- START RUNNING FORTNIGHTLY GUILD STALLS WITH REPS
- RESEARCH AND REVIEW MENTAL HEALTH SERVICES ON CAMPUS
- DISTRIBUTE MEETING INVITES AND AGENDAS SWIFTLY
- SUBMIT REPORTS THAT ARE INSIGHTFUL AND ON TIME
- SOURCE MORE OPPORTUNITIES FOR NON-OB REPS TO GET INVOLVED
- EQUIP REPS WITH RESOURCES AND SUPPORT TO FULFIL THEIR ROLES
- IMPROVE COMMUNICATION AND INFORMATION NETWORK WITH WASM GUILD
- ASSIST THE VP-A AND VP-E IN DELIVERING STRESS LESS EVENTS
- AUTHORISE PAYMENTS IN A TIMELY MANNER
- IMPROVE THE INFORMATION NETWORK WITHIN THE GUILD
- CONTINUE TO RUN THE FIRST YEAR COMMITTEE
- ASSIST IN INCREASING CLUB PRESENCE ON CAMPUS
- INCREASE THE GUILD'S PHYSICAL AND ONLINE PRESENCE





Student Guild of Curtin University

52nd Guild Council - Meeting #2

To be held at 10:00AM on Thursday the 11th of February 2021

In TBC

Action:

That, upon the recommendation of the Finance and Risk Committee, the Guild Council reviews the suitability of the Chair of Representation Board being a voting member of the Finance and Risk committee and if issues are found, to amend the constitution of the Finance and Risk Committee accordingly.

Moved:

Seconded:

Background:

The Finance and Risk Committee is a committee of the Guild that discusses and makes recommendations to Guild Council on the financial matters of the Guild. In particular, the F&R Committee plays a governance role.

This voting members of this committee are:

- (a) Deputy Chair of Guild Council (Chair);
- (b) Three (3) Guild Councillors, at least one (1) of whom shall be a Woman;
- (c) One (1) member of the Representation Board; and
- (d) Up to two (2) other persons who are not Guild Members, with relevant expertise, appointed by the Guild Council for a term of up to two (2) years.

The standing invites and therefore non-voting members are:

- (a) President;
- (b) Secretary;
- (c) Managing Director;
- (d) Management Accountant; and
- (e) Minute Secretary (or nominee).

It is usual practice that if someone has considerable power/authority in the day-to-day operations of a business that they cannot be a voting member of a governance committee/body. It is noted that:

- The Executive Committee has “power to decide on a matter as if the Executive Committee was the Guild Council subject to any restrictions in the Statute Book, the Executive Committee constitution or any provision of the Statute Book”
- The Chair of Representation Board is automatically a member of the Executive Committee

- The constitution of the F&R committee specifically excludes its members who are on Executive Committee (the Secretary and President) from voting.

The wording of the constitution currently does not address the situation where the Chair of Representation Board can be elected as a voting member of the Finance and Risk committee, which can be perceived as a conflict of interest or duty due to their position also being a voting member on the Executive Committee.

Confidentiality:

Open



Student Guild of Curtin University

Guild Council - Meeting #2

To be held at 10am on Thursday the 11th of February 2021

In TBD

Introducing a 'no campaigning period' for clubs during Guild Elections.

Motion:

That the Clubs Charter be amended to prevent student clubs and societies from campaigning for any purposes during a specified period of the annual elections - between 12:00am (midnight) on the Monday the week prior to the commencement of polling and the close of polling.

That the charter also be amended to not allow campaigning that could reasonably be identified as for Guild Elections outside of this period.

That clubs may not divert any of their resources towards use in campaigning in Guild Elections.

That it also be **recommended** to the Returning Officer to include this provision in the Election Handbook.

Moved: Dylan Botica (Guild Councillor)

Seconded: Lachlan Lee (Vice President – Activities)

Background:

A determination made by the Returning Officer during the 2020 Annual Guild Elections meant that Clubs were given the opportunity to campaign for issues directly tied to issues being campaigned on during the Annual Elections.

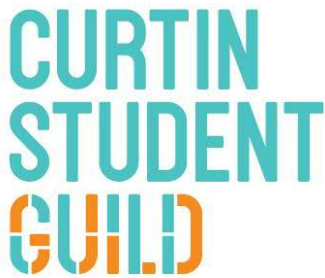
It also allowed clubs to endorse candidates or groups. This undermines the equity and rules surrounding campaigning and funding outlined in the Election and Referenda Regulations.

The only feasible solution towards ensuring that campaigners are conducting themselves in accordance with the regulations and that groups aren't able to further increase their spending in elections by campaigning as a club is to make reasonable amendments to the Clubs Charter.

Clubs will still be able to campaign as individuals for a group or candidate. However, they may not do so in their capacity as a club or use their position as a club to campaign for other purposes in prohibited areas on campus.

Confidentiality:

Open



Student Guild of Curtin University

Executive Committee

Meeting #28

To be held at 10:30 am on Thursday

the 26th of November 2020

Location: Presidents Office and Online

1. Acknowledgement of the Traditional Owners:

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

Meeting opens at 10:38am

2. Attendance:

- a. Members Present;
- b. Others Present;
- c. Apologies and Leave of Absence;
- d. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting: **EC#62/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 12th of November 2020, as a true and accurate record of the proceedings at that meeting.

Hana proceeds to be mean to lachy about his minutes.

Moved: Lachlan Lee (Secretary)

Seconded: [Chris Hall](#)

5. Matters Arising from the Minutes:

- a. Action List
 - i. Executive to do their Curtin Extra's [Lachy has done](#).

6. Significant Items

- a. Guild Executive Verbal Reports
 - i. President;

[What's going on hey?](#)

Working on parking campaign and the staff cuts campaign,
Need to pick up the huge ass tickets from Officeworks. These will be stuck on cars of the SET. Action: Guild Executive to go stick these on Cars after exec at around 11:30.
Renaming process for Vege patch, name meaning "place of shade" Finalised selection for editor and deputy editor, Hana is excited for their vision for next year.
Working on Handover, distributing other handover reports.
Chris queries the Petition numbers; 775 people have signed.
Chris notes that we have made thousands of students read the word fart.
Hana would like to thank the executive for their hard work and love.
Heard back about NUS affiliation.

ii. Vice President – Education;

Chris sent out an email to blended learning TF, berating them for not communicating with the task force, the finding of the taskforce have been sent to DVCA, without further consultation. Chris is looking for staff support to re convene the taskforce and had a large reply from staff. Reply from Jennifer Howell, quite upset, but has been doing backpedalling. Task force will be reconvened, and will reassess the stakeholder assessment. My fees my future artwork has been approved, first post will be signed off on today. Hana has been organising CUT meetings. Handover with Bridge ahs been completed. Not next week, the week after faculty representatives will need to film orientation tours. SPA is being signed next week on the 3rd at 12:30. Implementation plan will need to be developed; the university has a good idea of what this will look like. EOSB, figures on how this has conflicted with EMAS event. We cannibalised the EMAS event. Completed all of his KPI's, except about visiting Kalgoorlie. Finished wall calendar, the CEAN has not been allocated next year.

iii. Vice President - Activities.

Events and Clubs side has wrapped up. EOSB went well, there are a few kinks that need ironing out, particularly around transition between licenced and non-licenced area. Tanya was very happy with how it progressed and the format of the event. Issues around the Tav kitchen closing early. No issues were brought up around the wrist banding situation. This is an issue with how our events run. Stamping for event is a really good idea. Handover meeting with lachy yesterday hooray. All the O-Day material has been designed and finished.

The cool thing about that format, in response to toga restrictions.

iv. Secretary;

Kalgoorlie issues, the secretary has asked not be remunerated. This is being sorted by Remuneration Committee.

Secretary has requested more Salary Sacrifice Information, to be prepared for the incoming execs.

Events planning has begun, and handover has been completed

v. *Chair Of the Representation Board;

Seeking opinions on ideas for next year. University is scared of us, if we are going to increase power, we need to increase our clout with students, give students more of a connection, publishing the presidents report, publicise guild council and reps board outcomes. QR codes around campus, providing information from the Guild. Maryanne has plans on most of these. Guild doing more stalls in the hexagon.

vi. *Postgraduate Student Committee President

vii. *International Student Committee President

EC#63/2020

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

Moved: Lachlan Lee (Secretary)

Seconded: Jesse Naylor Zambrano

7. General Business
 - a. Final comments and general mushiness
8. Next Meeting

This is the last meeting.



Student Guild of Curtin University

Executive Committee

Meeting #01

To be held at 10:00 am on Thursday

the 17th of December 2020 Location: Presidents Office

1. Acknowledgement of the Traditional Owners:

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

2. Attendance:

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

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting: **EC#01/2021**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 26th of November 2020, as a true and accurate record of the proceedings at that meeting.

Moved: [Lachlan Lee](#)

Seconded:

[No seconder. Motion cannot be passed.](#)

5. Matters Arising from the Minutes:

- a. Action List

[Lachy says to do your Curtin Extra.](#)

6. Significant Items

- a. Guild Executive Verbal Reports
 - i. President;

[Jesse says she has been working on NUS affiliations and Natcon \(National Conference\). She has been meeting up with various staff and reps to plan strategy and establishing communication. She shared that she has also been working on the Parking Campaign and](#)

the Blended Learning Campaign. She discusses that the Guild has been coordinating the staff cuts campaign with the NTEU. She has also been following up with handover to help reps. She raises that she has been prepared for O-Day and the Guild Info Session.

May questioned if NUS delegates were able to adequately fulfil their KPIs this year and whether this is monitored.

Jesse added that she is considering renovating the Guild Precinct to encourage students to spend more time there. She is also looking into having the equity reps paid more, in recognition of their current remuneration being insufficient considering their workload.

She shares that she has met with Unions WA to be on their consultative group for their wage theft project and has been learning about how international and migrant workers are particularly vulnerable.

ii. Vice President – Education;

Bridge says that they have been dealing with a lot of student enquiries about blended learning. They mention there have been individuals acting against these changes. They mention that when a student does not complete practical hours, that they are required to make the hours up with their own time. Curtin is the only university in Western Australia that does this. Bridge raises that they would like to get in contact with other Guilds. Dylan highlights that accreditation requirements influences this decision.

Bridge says that they have had meetings with the faculty and equity reps. They ask if the Guild Fire Up event planned for January can be moved back a week. They mention that they have sent out the ASPM and student conduct documents for review and will be holding workshops soon to collate reviews.

Jesse asks if Guild Reps have been asked to look into unit outlines. Bridge says they have not. She also asks if Bridge has had the chance to review faculty and equity rep handover reports. May asks if the unrest in the school of physiotherapy is indicative of an underlying issue within this specific school. Bridge says that it is likely an issue that is common to the school but is not necessarily the only school affected. Cristian asks if there is anything the Guild can do about blended learning. Jesse responds that there will be a consultation until February and then the final model will be approved. She adds that they claim that it is a roadmap rather than policy and can be loosely followed. She highlights concerns that this can give the university the power to slack in the process of approving the document and allow questionable policy to be created. She discusses the current plan for blended learning, highlighting the need to inform and education students. Cristian asks if a protest rally can be done before the blended learning is finalised. Jesse replies that she is prepared to hold a protest.

iii. Vice President – Activities;

Lachy says that he met up with clubs to resolve club issues and review club's induction and the clubs challenge. He mentions that he met with the Stadium to encourage more traffic. Dodgeball will be held during O-week. He states that he has begun planning events for O-Week and encourages other reps to do the same. Lachy insists that emails about clubs should have clubs support copied into the thread.

Jesse asks if we should ask something for in return for promoting the stadium. Lachy says

Jesse asks about the QR code infrastructure has been looked into. Lachy replies that he is making progress with it.

iv. Secretary;

Fatma says that she has been following up with reps personally to ensure that they have enough information and support to perform well in their roles. She said that the reps are handling their roles well. She also raised that she has been doing administrative and governance tasks.

May asks if there is a guide to how students should respond to offers from Curtin to be involved with publications and media. Cristian raises that he recently received an offer to do an interview, that he did not agree to. He asks the limitations of accepting these offers and the content that can be included. Jesse responds that the president should be consulted before getting involved in these publications. Lachy raises to ask Maryanne if such a guide exists already.

v. *Chair Of the Representation Board;

Dylan says that he has been looking at getting students involved and also activating the space around the Guild. He has been investigating how unions around the world operate and learning more about campaign strategies.

vi. *Postgraduate Student Committee President

May says she has been working on the blended learning model.

vii. *International Student Committee President

Report not given.

b. Parking campaign

Jesse says the Guild has taken the following steps for the parking campaign: put out posts about free parking during exam weeks being removed and fee increases and speaking to the Vice-Chancellor. The demands that were made were to reinstate free parking weeks and abandon the fee increase. She says that the VC responded in an email, where they offer a 3% increase instead of 5%. She mentions that we will be doing more planning for this in the new year. She highlights that the engagement on the parking campaign is more than academic issues.

Dylan questions if free parking during exam weeks is something the Guild is willing to concede since, alongside the 5% fee increase, it is an overall 20% increase in cost to students. Jesse says she will organise a strategic meeting in the new year.

c. Blended learning model

May discusses how the blended learning taskforce that she was involved in was focused on improving the online experience for students without taking away from the physical learning experience. She says that upon receiving the most recent versions, the blended learning model was completely different from what had been discussed. She suggests that students need to receive this information in a more accessible way. She says that we need to

leverage the Student as Partners Agreement. She says that we need to seek wide consultation from students and having all guild reps provide input. She says that we want to get in our feedback within the first two weeks. She says that we need to lobby to have the consultation period extended.

Cristian suggests sending a survey to all students for feedback. He iterates that international students disagree with the blended learning model as it is now. May highlights that we need to specifically state what part of the model that does not work for students. All executive to read the blended learning model by COB tomorrow. Jesse states to consult her before circulating any potential confidential documents. Jesse to provide a document to strategy areas for blended learning that she would like people to look into.

d. **Staff cuts campaign**

Jesse informs that a meeting about the campaign was held this week. She highlights the key to success is a strong strategy. She discusses that the implementation plan will be the next strategy to plan. She considers how to align the Guild and NTEU goals in this campaign. The university will review the Enterprise Bargaining Agreement next year and it is the only period where staff can strike. There will be an education campaign for students on what they can expect from their education. There will also be an action campaign such as protests and workshops. She highlights the importance of building student engagement and belief in the Guild as a union. She expresses concern that the university could default to the state EBA, which is worse than the current arrangements.

EC#02/2021

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

Moved: Fatma Sehic (Secretary)

Seconded: Lachlan Lee

7. **General Business**

a. **Motion EC#03/2021**

Motion: That the Guild Executive Committee extends a standing invite to the ISC President and PSC President for 2021.

Moved: Jesse Zambrano

Seconded: Bridge Truell

Note: May and Cristian have a conflict of interest with this motion.

Motion is passed.

b. **Second Year Committee**

Fatma raises the possibility of forming a second-year committee for a year to capture the unique experience that first years in 2020 have experienced. The committee notes the importance of capturing this experience but state that a committee would not be the best approach.

c. **KPIs**

Lachy reminds the executive that KPIs will need to be submitted at the first Representation Board and Guild Council

8. Next Meeting

a. Action items for next meeting

- All – Read blended learning model and provide feedback on feedback sheet by COB Friday 18/12
- All – Think of ideas for the following topics to bring in for next year:
 - Guild/Student Interactions
 - Guild/Uni Interactions
 - Guild's Physical Spaces
 - Guild's Social Media/Comms
 - Guild Internal Culture and Processes
 - Funding allocation
- Jesse – Provide document for areas of blended learning she would like the committee to investigate.

b. Next meeting of the Executive Council Committee TBA

Meeting closed at 11:43AM.



Student Guild of Curtin University

Executive Committee

Meeting #02

To be held at 10:00 am on Thursday

the 21st of January 2021

Location: The Engine Room

Meeting opens at 10:15am.

1. Acknowledgement of the Traditional Owners:

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

2. Attendance:

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

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meetings:

- a. Previous Meeting Minutes **EC#01/2021** (attached)

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 26th of November 2020, as a true and accurate record of the proceedings at that meeting.

Moved: [Bridge Truell](#)

Seconded: [Lachlan Lee](#)

- b. Previous Meeting Minutes **EC#04/2021** (attached)

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 17th of December 2020, as a true and accurate record of the proceedings at that meeting.

Moved: [Lachlan Lee](#)

Seconded: [Bridge Truell](#)

5. Matters Arising from the Minutes:

a. Action List

- All – Read blended learning model and provide feedback on feedback sheet by COB Friday 18/12

Jesse has not completed.

- All – Think of ideas for the following topics to bring in for next year:
 - i Guild/Student Interactions
 - ii Guild/Uni Interactions
 - iii Guild's Physical Spaces
 - iv Guild's Social Media/Comms
 - v Guild Internal Culture and Processes
 - vi Funding allocation

Done

- Jesse – Provide document for areas of blended learning she would like the committee to investigate.

Done.

6. Significant Items

a. Guild Executive Verbal Reports

- i. President;

Jesse has been working on parking campaign. Getting meetings set up. Met with the VC yesterday

Working on blended learning, got the win of them extending the consultation period. Could look at using JCLA as an option to run consultation sessions.

Invasion Day events, associated posts. Trying to get in touch with Lulkbudia, organising posts/busses/contingent. Written up a noongar seasons proposal. Has been sent to Lulkbudia and Ingrid Cumming

Working on the O-Week seminar, renaming, and revamping the presentation.

David Luketina's contract is going to expire, Jesse has been meeting with Nika to plan around what to do.

Jesse has been setting up meetings with people who would be good to talk to. The WASM president, the Autonomous Committee presidents, and University Staff members.

Jesse has been following up with NUS to find different ways to keep them accountable.

The My Fees, My Future campaign update: trying to set up meeting with CUT, tentatively set Monday the 1st of Feb.

Jesse and Bridge Met with WACCAN to discuss upcoming campaigns.

ii. Vice President – Education;

Primarily working on Misconduct feedback. Bridge is starting to prep for ASPM workshop.

Sat on the selection panel for Deputy Director of Student Success (what a title), this profile seems to have been unintentionally divvied up in the role's absence. Good chance to sit in a room with Uni staff for 8 hours. Good insight into how they talk about blended learning. Working to develop

relationships with Julie Howell and Shaun Murray, arranged to meet up with Shaun in the next couple of weeks, to discuss the implementation of mental health care plans at the health services.

Getting through the faculty Tour filming. Nearly finished, a couple of reps just need to finish theirs.

Slow start on Handover stuff.

KPI's due date is for next Friday. The Reps need to submit to Bridge and Jesse.

iii. Vice President – Activities;

It is great to be here.

Lachy and Jesse met with the stadium to discuss collaboration.

O-day and o-week preparation is going ahead, equity reps have been asked to fill out their stall applications ASAP, with a reminder set for Monday. Had a meeting yesterday to discuss commercial offerings at O-day, consensus was so long as the outside companies line up with our values and aren't hurting our commercial offerings then they are okay to be at O-Day, there will be limited space. Toga is going ahead! Lachy received confirmation yesterday and notes that no one should bother Tanya as she will be busy planning the event in a significantly shorter timeframe.

Event requests form is due to come out soon, this is how department events will be programmed.

Clubs have had a few issues, one or two having issues separating themselves from their UWA counterparts and having incomplete minutes.

QR Codes meeting went ahead.

Misconduct and fraud feedback was delivered to Bridge.

Core events planning meeting went ahead, this was productive and we have a great idea for next semester, a Cat Haven Cat Café! Super exciting.

Grok interview questions completed.

Went to the meeting with the VC with Jesse regarding parking.

Lachy has a new desk book! Please have a read.

Jesse question: David needed Jesse to contact university staff to get the ball rolling on food markets. Action: Lachy to further enquire about the food markets w/ Jess.

Bridge, Emails from some of the Reps, when they get their GROK interview questions, should they run past Jesse? Send them to Bridge first for checking.

Jesse, Tav Merch? Will get on top of that, but it is likely not to be organised ahead of O-Day, Lachy notes that it probably would not be a big seller during the day anyway.

iv. Secretary;

v. *Chair Of the Representation Board;

Sent to Fatma and Jesse, a guide/ reference material aimed at ordinary reps to make it easier to participate. Looking at Stunts to do on parking campaign.

Also working with Student engagement to increase the clout of rep's board, newly made committees page on the website, when the meeting is, how to participate, contact details. Aimed at being the in between stage of being a student and being a rep.

- vi. *Postgraduate Student Committee President
- vii. *International Student Committee President
- b. Reappointment of managing director (excluded for confidentiality reasons)

c. Parking campaign

Parking Campaign, do we want to accept 2% or keep pushing for 0%. Coming up with our idea of what the best parking system would look like. Bridge is disappointed at them confirming the 2% before the meeting. Bridge would like the option that best allows us to get somewhere.

They were saying in the meeting that the Planning Commission is putting pressure on them to increase the cost of parking. We can follow up on that with them. They will be willing to re-evaluate the system if the McGowan proposal goes through. Ian and John are in the belief that parking is in the best place it could be. Yesterday at the meeting Jesse didn't make any threats, should we progress in this manner?

d. Blended learning model

Blended Learning Model feedback. We need to have a look at that.

ACTION FOR Bridge, Jesse and May to look at the feedback and decide what to do with it.

Consultation has started on the model, this has not been made available to us. The period has been extended to March 26th. Bridge, we could get JCLA to run consultation workshops for us, as they need leadership projects. They want a short term, achievable goal that can be completed in a semester by fairly untrained students, with 4 hours per week per person of work. Lauren suggested doing a series of focus groups, this could tie in nicely with us getting more consultation. Bridge has made a vague proposal, the volunteers will take a series of focus groups ranging on different areas of the Curtin experience. Jesse is waiting on a document from Jennifer Howell on the updated timeline.

e. Upcoming state elections

The state election is coming up. Dylan would like to educate people on the promises made by each party. Need to focus on getting people involved, enrolled, and prepared. Dylan notes that GetUp used to do issues based How-To-Vote cards. Dylan would like Jesse to meet with Hannah Beazley, who is likely to be the Member of East Vic Park, and has had limited experience with Curtin Students. Dylan to drive this forward ACTION.

EC#05/2021

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

Moved: Bridge Truell

Seconded: Dylan Botica

7. General Business

a. Weekly Meetings

Weekly meetings. Having a light exec meeting every week, with no reports being given but clubs being approved.

b. KPIs

Two overarching KPI's for execs, coming up with common goals for the executive that their KPI's can feed into. A lot of these can fall under Campus Culture and radicalizing students.

c. Message from Bree

Bridge mentions the message that Bree sent around this morning how to respond to the question about Tuition fees, we should respond saying the university believes they can supply the same quality of education. We should note that the university has been resistant to reducing the fees.

8. Next Meeting

Thursday 28th January, time and location TBC.

ACTION LIST

Item	Member	Deadline	Status
Enquire about the food markets w/ Jess	Lachy	-	-
Look at blended learning feedback and decide what to do with it	Bridge Jesse May	-	-
Type up whiteboard photo	Fatma	-	-



Student Guild of Curtin University

Finance and Risk Committee - Meeting #5

be held at 12:30pm on Wednesday the 16th of September 2020

Video Conference

MINUTES

As the chair Fatma Sehic was absent it was agreed that Lucy Rohl would be the chair for this meeting.

1. Acknowledgement of the Traditional Owners:

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

2. Attendance:

- 2.1. Members Present; Min D. Chia, Lucy Rohl, Ms Rachel Kogiopoulos, Mr Kenny Lye
- 2.2. Others Present; Lachlan Lee, Jo Boldison, Karen Rennie, David Luketina
- 2.3. Apologies and Leave of Absence; Fatma Sehic, Beatrice Panganiban
- 2.4. Absent; Katelyn Colson

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting:

- 4.1. Previous Meeting Minutes –

RESOLVED: FINANCE AND RISK #14/2020

Motion: That the Finance and Risk Committee **approve** the previous minutes of the Finance and Risk Committee held on the 15th of July 2020 (*Attachment 4.1*).

Moved: Rachel Kogiopoulos

Seconded: Kenny Lye

- 4.2. Any Circular Resolutions – N/A

5. Matters Arising from the Minutes

- 5.1. Action List (*Attachment 5.1*).

There were no items on the action list.

- 5.2. Finance and Risk Committee Work Plan 2020 (*Attachment 5.2*)

All of the items listed for this meeting are addressed at the meeting or included in the agenda.

6. Items for Decision

6.1. Appointment of Auditor for 2021 (*Attachment 6.1*)

Karen advised that Moore Stephens undertook the audit for the last three years and that we are quite happy with the level of service they provided. Karen suggested that we appoint them as auditors for 2020.

RESOLVED: FINANCE AND RISK #15/2020

Motion: That the Committee recommend to University Council that Moore Stephens be appointed as the Guild's auditor for the 2020 year.

Moved: Rachel Kogiopoulos

Seconded: Kenny Lye

7. Items for Discussion

7.1. Operating Budget 2021– Draft 1 (*Attachment 7.1-7.1a*)

Karen reviewed the operating areas of the Guild, as noted in the agenda.

Karen noted that since the first draft had been developed, there have had two items that have come to light which will need to be included in draft number 2. The Guild has just been told that there will be an extra \$245k in SSAF which will change the 2021 budgeted loss to a profit of \$84k. Additionally the Guild has been advised, but this is unconfirmed at this point in time, that the Bookmark Café, which is a large café in the middle of the Library building, will be open from mid February to mid November in 2021. In the attached draft of the budget this café had been removed entirely. Sales and expenses for this café will now be put back into the budget. Sales that had been redistributed to other cafes will also need to be adjusted. At this point in time, it is difficult to estimate how this will affect the overall bottom line.

Rachel queried if this budget was to be passed in this meeting or at the next meeting in November. Karen advised that changes will be made to the budget and a final draft will be presented in November to the Finance and Risk Committee for recommendation to the Guild Council.

Rachel queried if we are expecting student numbers to increase in 2021. Karen advised that it is expected that Postgrad student numbers may decrease given that they may choose to do online study elsewhere. International students may decrease and domestic students may increase as job opportunities once leaving school may decrease.

Rachel queried whether the new student accommodation building currently being built on campus will be operational next year. Karen confirmed that it will be the following year, in 2022. Karen advised that in terms of the new buildings on campus, they will also include additional retail and catering outlets so although numbers of people on campus may increase, so too will competition.

David noted that in addition to the two changes Karen flagged as having occurred in the last 24 hours - being an additional quarter of a million in SSAF and the Bookmark Café trading in 2021, there is a third area that will be followed up by Guild management. The Guild's commercial operations will be examined quite intensively in an effort to reduce losses so that the Guild shows a profit or closer to it. David mentioned that the budget is still a work in progress and we will endeavour to get much closer to a balanced budget, before the final version is presented again.

7.2. Capital Budget 2021 – Draft 1 (*Attachment 7.2*)

Karen mentioned that this is only an initial draft of the Capital Budget and it includes those items that were removed from the original 2020 Capital budget before it was reforecast earlier in the year. The increase in SSAF next year, will allow the Guild to allocate more funds towards capital, as all other operating areas that can be covered have already been covered with SSAF. Current calculations suggest that there is about \$430k worth of SSAF that can be allocated towards capital projects in 2021.

Lachlan queried if the \$40k that was allocated for Bookmark Café was going to go ahead in 2021 despite the fact that it will now be open for most of the year. Karen advised that this is unknown at this point. David mentioned that the money is available, that the issue is the timing of the project. David noted that every time there is a meeting with the University the timing changes. Hopefully in October the University will lock in the project permanently.

7.3 Forecast Cashflow – Draft 1 (*Attachment 7.3*)

Karen mentioned that with the increase in SSAF expected in 2021, the cash forecast for the end of 2021 will be slightly higher than what is presented in the attached document.

8. Items for Noting

- 8.1. Financial Reports for August 2020 (*Attachment 8.1-8.1c*)
- 8.2. Update on Audit Recommendation Implementation (*Attachment 8.2*)
- 8.3. Tax and Super Update (*Attachment 8.3-8.3c*)
- 8.4. New or Revised Accounting standards (*Attachment 8.4*)

9. General Business

10. Items to be Communicated

11. Next Meeting –

The next Finance and Risk Committee will be held on Wednesday, 25th November at 12.30pm via Video Conference (unless restrictions have been eased).