

## President's Guild Council Report February

**Prepared by:** Jesse Naylor Zambrano

**Covering Dates:** 6/2/21 - 12/3/21

**Submitted to:** March Guild Council

**Leave:** N/A

### 1. Meetings

#### 1.1 University Meetings

Date	Meeting	Comments
12/02	Academic Integrity Redesign Meeting	Looked at Academic Registrar's proposed changes to Academic Integrity. Requested meeting with Guild reps to provide feedback in future
15/02	Graduation Ceremony	
16/02	Academic Registrar Introductory Meeting	Met Tara Felton and Beth Pridmore, organised follow up meeting re: short courses at Curtin
17/02	Director of Student Experience Introductory Meeting	Met Julie Howell. Started work on Students as Partners implementation
17/02	Director of Strategic Communication Meeting	Met Ann Paterson to discuss student participation in Curtin FM
18/02	Academic Board Executive	
19/02	Students as Partners Meeting	
19/02	Provost Introductory Meeting	Met Alan Dench
20/02	Graduation Ceremony	Was Mace Bearer
25/02	Graduation Ceremony	
26/02	Academic Board February	Interrogated Blended Learning, voiced concern with consultation process
10/03	Students as Partners Meeting	Student Partnership Agreement governance

4/03	Media Training	Delivered by Vanessa Beasley, Curtin Media Relations Manager
5/03	Global Positioning Committee	Advocated for reduction to International Student fees with Cristian ISC President
5/03	VC Monthly Meeting	Raised Curtin Counselling funding, IS fee reduction, request more in-person lectures, recycled lecture content, and Blended Learning demands
9/03	Blended Learning Meeting	Follow up meeting with Jill Downie and Jennifer Howell to discuss Blended Learning demands

## 1.2 Guild Meetings

Date	Meeting	Comments
9/02	Activities Committee	
10/02	Higher Education Catch-Up	
11/02	Guild Council	
11/02	MD Reappointment Process	
11/02	Guild Exec Meeting	
15/02	First Nations Rep Meeting	Meet with Lulkbudia to discuss commencing FN Rep role
18/02	Representation Board	
18/02	Guild Exec	
22/02	Grok Monthly Meeting	
22/02	Introducing TidyHQ Meeting	
23/02	Exec and Portfolio Managers Meeting	
23/02	Curtin Union Taskforce Meeting	
24/02	Guild O Day	Awesome!

25/02	Exec Meeting Lite	
26/02	Curtin Student Guild Uni Survival Guide	Delivered the Guild's O-Week Session
3/03	Exec Blended Learning Meeting	
4/03	Guild Exec	
4/03	First Nations Rep Meeting	First Nations Rep verbally resigned
9/03	Activities Committee	
10/03	Defend our Education at Curtin Promo Stall	Launched recycled lecture material/online unit survey. NUS Education Officer helped with stall
10/03	Blended Learning Meeting	
11/03	Guild Exec	
11/03	Curtin Union Taskforce	

### 1.3 Other Meetings/Activities

Date	Meeting	Comments
9/02	NUS National Education Officer Introductory Meeting	Requested introductory
15/02	Wage Theft Advisory Group	

## 2. Items of Significance

### 2.1 O-Week

O-Week is officially o-ver, and I think it went really well. It was great to see so many students back on campus, getting excited about joining clubs and collectives.

On O-Day, I ran a President's stall with a few activities. I spoke to students about the upcoming Defend Our Education Rally. It was particularly relevant to this year's first-years, who are paying the highest University fees in recent history since the Liberal's JobReady Legislation cut University funding and increased student contributions last year. I handed out Guild Bingo sheets, to encourage reps to visit our Equity Officers and various Guild stalls and meet their reps. Finally, I talked to new students about First Year Committee, and received over 30 expressions of interest. It's heartening to see lots of interest amongst new students in getting involved.

This year, the Guild exec collaborated to create the Curtin Student Guild Uni Survival Guide. This year, the Guild's O-Week Session took students through the semester week by week, providing insider tips that only students who had been around the block a few times would know. We folded in the advice we usually give students - contact Student Assist, join clubs, meet your reps - but contextualised within the unfolding semester. We were able to answer lots of students' questions, and at the busiest time had over 120 attendees. [You can watch the session here](#) by logging in with your Curtin account. [You can access the slides here](#), which include links to heaps of useful resources.

Toga party was smashing! Given that promo was delayed due to lockdown, I was excited to see lots of students there having a great time. Overall, I was grateful that we were able to have it at all.

Overall, O-Week saw students engaging with all different sides of the Guild - getting information, meeting their representatives, joining clubs and having fun!

### 2.2 Defend Our Education Rally

Planning and promotion is well underway for the Defend Our Education Rally coming up on the 23rd of March, 12-1PM.

I have been reaching out to different groups of students to ask if they'd like to speak at the rally, and offering support to speakers, as I'd really love for this rally to highlight the voices of students being affected right now across the disciplines.

### 2.3 My Fees, My Future: Education Campaign

#### International Student Fees

I worked with Cristian to advocate for the University to either bring face to face lectures back to the greatest degree possible, or reduce international student fees by 20%. The VC said they are

introducing a \$5000 scholarship for offshore international students. We are continuing to push for a reduction in offshore international student fees for all students.

### Recycled Lecture Material and Online Lectures

We relayed student feedback to the VC that the standard of education has decreased significantly due to the lack of lectures and rising prevalence of recycled lecture material and online tutes. The VC said they would not decrease fees for onshore students. The University said they 'were not aware' of any recycled lecture material, but committed to stopping that from happening where there were instances. The Guild has been collecting submissions from students who are affected, and have had a high amount of submissions. We believe this indicates a larger systemic problem of lack of funding to teaching and learning. We are working on advocating for the return of face to face lectures, no more recycled lecture material, and in-person tutes, workshops etc.

### Blended Learning

At the end of December 2020, the Guild rejected Blended Learning v4 and requested that the University implement a proper consultation period that would include students, and implement student feedback meaningfully. Blended Learning v5 became available to us in early March. While the University had extended the consultation period, we felt that student feedback still had not been implemented meaningfully. We felt we could not continue with consultation when there was no assurance that students' feedback would be meaningfully implemented.

On Friday 5th March we put a series of demands to the University that we required to be implemented before the Guild would consider continuing with consultation. We requested that the model be amended and recirculated with these changes. We stated that if these best practice measures for a bare minimum of information, accountability and transparency were not implemented by Wednesday 17th March, we would have to reject the Blended Learning model and consultation process.

### Requirements

#### **1) Improve the consultation process:**

- a) Adopt the Guild's feedback to ensure a transparent consultation process:
  - i) Viewable submissions on the intranet
  - ii) Minimum one month for each consultation period.

#### **2) Improve Blended Learning Model version 5, and recirculate it to all stakeholders for consultation until April:**

- a) Permanent implementation of key points:
  - i) No reliance on recycled content
  - ii) No decrease in contact hours
  - iii) No cuts to funding of education delivery
- b) Provide sufficient research and data:
  - i) Integrate past student eValueate and staff survey feedback, which would provide valuable data on existing blended units.
  - ii) Include a clear research precedent. We need adequate comparison to other universities where Blended Learning has been successfully

implemented. Not just a summary of universities with forms of hybrid learning, but information about student reception and engagement.

- iii) Data underlying 70/30 model idea consistently presented in v1-4 of the model.
- c) Explanation about how Curtin will find and allocate resources and staff time successfully adopt a Blended Learning model.
- d) Specific removal of “curriculum development will be ‘digital first’ to support blended learning”. This evokes the sense that Curtin prioritises the conveniences of digital learning to the detriment of students who pay a premium for the face to face experience.

We are also advocating for the University to carry out widespread student consultation on Blended Learning.

We are continuing to prepare for a broader information campaign to educate students about Education issues such as staff cuts, course cuts, restructures and forced online learning.

### **2.3 Curtin Counselling Funding Investigation**

At the start of my term, I was anonymously informed that Curtin Counselling is planning to move to a Medicare system wherein students get 4 sessions at Curtin Counselling and must then get a Mental Health Care Plan to continue receiving care. These claims, and claims that this was due to funding cuts to Curtin Counselling, were unsubstantiated at the time. I requested that Bridge (VP Education) investigate this issue to ascertain the facts.

It was communicated to me that amongst other points, Sean Murray, the Head of Service at Curtin Counselling stated that:

- International students would be covered due to their VISA required Overseas Student Health Cover.
- These changes were due to significant funding cuts to the service which have resulted in an increased reliance on government funding rather than University funding.
- Staff had been cut from the service, and changes were endeavouring to prevent further cuts or scaling back of the service

Some of the key concerns identified were:

- That Curtin had cut funding to Curtin Counselling, potentially resulting in reduced support offerings, longer wait times, lower quality care,
- Whether students being required to get a Mental Health Care Plan to receive more than 4 sessions of care at Curtin Counselling could have repercussions with future employers or insurance providers
- That the 4 session threshold could be reduced in future, creating entry barriers to students accessing an essential service on campus

I raised these concerns with the Vice Chancellor at our monthly meeting (5/03) and spoke to the critical importance of a fully funded and accessible counselling service on campus. The VC stated that he had not heard about defunding Curtin Counselling, but would look into it and send me information.

I have been sent a response, and we are continuing to investigate.

## 2.5 Assorted Guild Work

- **Student Partnership Agreement Implementation:** Bridge and I have begun working with Julie Howell (Director of Student Engagement) and her team to figure out what implementation of the Student Partnership Agreement will look like. My main focus has been on: figuring out how to reach wide amounts of students, how to upskill and provide Guild support to students who get involved, ensuring students are remunerated for their time and ideas, ensuring student autonomy and right to dissent is protected, managing the University's expectations of what student partnership means.
- **Grok:** The Grok page was affected by the Facebook News Outlet ban, but has since been reinstated. I wrote my first President's Column for February, welcoming students back to campus and updating them on our work over the summer break. You can read my [February 2021 President's Column](#) here!
- **Parking Campaign** We have been conducting research to prepare to write a Parking Proposal. Work on the Parking Campaign has taken a back seat (pun intended) as Blended Learning and our Education campaign have become a priority. If reps are interested in getting involved to keep this campaign going, please get in touch with me.
- **Workload Concerns:** Workloads have been extremely high for the exec over the past month. The strain of Orientation and a rapidly developing Education campaign have taken a toll on our capacity to fulfil other obligations of our roles and maintain our wellbeing. We have identified that overwork is an issue that extends to other office bearers in the Guild, too. The exec has identified that we need to improve our ability to prioritise and delegate, say no to non-essential requests, and look at whether certain projects need to be paused. Through discussions with reps, we have also recognised that over the coming semester, we need to assess how workload is distributed amongst reps to ensure the sustainability and wellbeing of the Guild representative team.
- **First Nations Rep:** I had various meetings with Lulkbudia, the First Nations Representative. Sadly, she does not have the capacity to continue in the role. The Guild will be working to engage a new First Nations rep.

## 2.7 Smaller items of note

- **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):** The Guild made [a post to promote the NUS Welfare Officer's campaign](#) to lower the age of independence from 22 to 18 to support young people in accessing Student Allowance. I requested and received promo material from the

Welfare Officer. [The NUS petition](#) is doing extremely well, and I am excited to see what comes next in this campaign.

- **Graduation Ceremonies:** I attended three graduation ceremonies over February. It was great to be able to watch students graduate in person, and see them celebrate their achievement! I was honoured to be Mace Bearer for one of the graduations, leading the academic procession carrying the University's ceremonial Dowak (throw stick).
- **Nyungar Seasons:** This project has been tabled, as it is more important that the Guild focus on engaging a First Nations rep and build the First Nations collective.

Kind regards,

Jesse Naylor Zambrano  
President  
Curtin Student Guild



# Vice President – Education

## Representation Board Report #2

Bridge Truell

Meeting date: 18/3/21

Date submitted: 14/3/21

### 1. University Meetings

<b>Date</b>	<b>Meeting</b>	<b>Comments</b>
22/2/21	Blended Learning Taskforce	The taskforce convened to discuss the newly released blended learning timeline and justification document. This meeting provided the taskforce with the opportunity to provide feedback on the new documents and the current version of the blended learning model, along with updates from Jennifer on the progress of the consultation period.
23/2/21	Student Services & Amenities Fee Expenditure Advisory Committee (SSAFEAC)	This was my first time sitting on SSAFEAC, a sub-committee of the (soon to be defunct) Planning & Management Committee where SSAF money is allocated and monitored. During this meeting the annual report for 2020 was presented along with 2021 proposal submissions.
2/3/21	Courses Committee	The Courses Committee (CC) oversee any initial proposals to alter, add, or remove courses at Curtin.
8/3/21	Learning and Student Experience Committee (LSEC)	The University's 2021-2022 Plan on a Page document was presented to the Committee. We highlighted the importance of student involvement in the development of these roadmaps. During this meeting, the 2020 LSEC Annual Report and reports from the Student Equity Working Group, Respect Now Always

		project, Student Retention Initiatives, and Learning Innovation and Teaching Excellence Centre (LITEC).
8/3/21	Health Sciences Gender Equity, Diversity and Inclusion Committee (GEDIC)	

## 2. Guild Meetings

Date	Meeting	Comments
10/2/21; 17/2/21; 3/3/21; 10/3/21	Higher Education Meeting	
11/2/21	Guild Council	
11/2/21; 18/2/21; 25/2/21; 4/3/21; 11/3/21	Guild Executive Committee Meeting	
18/2/21	Representation Board	

## 3. Other Meetings/Activities

Date	Meeting	Comments
23/2/21; 11/3/21	Curtin Union Taskforce	Regularly meetings of the Guild Exec & NTEU to discuss current projects, provide updates, and collaborate.
8/2/21	Meeting with Sean Murray (Psychological and Counselling Services)	I met with Sean Murray, the Head of Psychological and Counselling Services (PACS) in response to the rumoured implementation of Mental Health Care Plans (MHCPs) at Curtin Counselling in 2021. As of this year, all students (regardless of whether they have Medicare or not) are able to access four initial counselling sessions without any referral, however if they require continued support after this, they will now be required to see a GP to devise a MHCP which will entitle them to an additional 10 free sessions with the counselling service. These changes have been made in response to significant funding cuts to

		PACS which have required an increase in reliance on external government funding rather than internal funding from the University. The Guild have begun raising this with the University Executive and will continue to look into this issue to see how it can be addressed.
12/2/21	Meeting with Tara Felton & Jon Yorke re: Academic Misconduct feedback	Jesse and I met with Academic Registrar Jon Yorke and Manager of Student Discipline & Compliance Tara Felton to discuss our feedback on the Academic & General Misconduct Rules and Academic Record Fraud Rules. It was a really positive meeting where we were able to raise a variety of concerns such as teaching staff workloads, the importance of disciplinary processes being educative for the student rather than purely punitive, and the importance of communication and transparency throughout the process.
16/2/21	Student Voice Australia (SVA) Steering Group Meeting	I co-convoked the SVA Steering Group for the first time which was a really wonderful opportunity. We discussed the proposed 2021 Governance framework and the upcoming SVA National Symposium (scheduled over two half days on Tue 25 <sup>th</sup> March & Thu 27 <sup>th</sup> March).
17/2/21	Initial President Meeting with Julie Howell	Julie Howell invited Jesse and I to meet with her so the two of them could meet and discuss their own goals for 2021 and avenues for collaborating on them, as Julie and I did in January.
22/2/21	Toilet Block Refurbishment Consult	Queer Officer Dax Jagoe and I met with Stephanie Banaszak (Project Coordinator at Properties, Facilities & Developments) as a number of

		bathrooms on campus will be undergoing refurbishment this year, including our own in 106F. Stephanie met with us so we could provide advice and feedback on the design of these bathrooms from a trans & gender diverse student perspective.
22/2/21	TidyHQ Introduction	The Exec team met with our Student Experience Manager Bec to discuss the roll out of our new online platform for Guild Clubs & Societies.
22/2/21; 25/2/21	Top Tips For Students	On the Monday & Thursday of O-Week I took part in a student-run Orientation session with students involved in a variety of different areas of the University to give our incoming first years our best tips and advice we wish we'd known when we started first year, along with highlighting services and support available to them and allowing them to ask questions.
23/2/21	Friend Speed Dating	With O-Week upon us, Lachy and I took to the Guild courtyard to run Friend Speed Dating for our new and returning students. Attendance was huge (reached capacity within about 10 minutes) and we had a lot of fun as always.
24/2/21	Guild O-Day	On Wednesday of O-Week, Guild O-Day returned in person for the first time in 12 months. The Faculty Representatives and I ran the Guild's Education Stall and were able to connect with incoming first years, connect them with their Faculties, play some fun games, and give away some prizes.
26/2/21	Guild Survival Kit Session	On Friday of O-Week, Jesse, Lachy, Fatma and I presented an Orientation session that provided incoming first years

		with a basis crash course to their first few weeks at uni, what the Guild is, and how we can help.
3/3/21	Meeting with Julie, Kat & Catherine	Jesse and I met with Julie Howell and Kathryn Clements (new Program Lead for Students As Partners), along with Catherine Clark from the Library to discuss the development of a new governance structure for the Students As Partners program to ensure best practice is being implemented and adhered to when engaging student representatives throughout the University. Kat, Jesse, Julie and I have set reoccurring fortnightly meetings throughout the year to continue consulting and working on this.

#### 4. Other Projects/Developments

- The Faculty Representative Orientation Tours were completed and can be found here: <https://students.curtin.edu.au/essentials/orientation/bentley-orientation/perth-campus-tours/>
- The Guild's feedback on the Assessment & Student Progression Manual (ASPM) was compiled and submitted on Monday 15<sup>th</sup> Feb.
- In the lead-up to O-Week, Lachy and I filmed some short info videos with Bree on the Respectful Relationships & Academic Integrity modules New to Curtin students are required to complete.
- On Tuesday 16<sup>th</sup> Feb, Lachy and I ran a stall at the St Thomas More Orientation Night to connect with any Curtin students residing at UWA's campus accommodation (numbers were surprisingly high!)
- On Monday 22<sup>nd</sup> Feb, WASM President Manya Gupta and WASM Secretary Jeffin Abraham came to visit our campus for the day which was a wonderful opportunity to meet and get to know them over lunch.
- On Thursday 25<sup>th</sup> Feb, the Exec did our group photoshoot for the year with Bree.
- On Thursday 4<sup>th</sup> March, the Exec attended media training with Vanessa Beasley (Deputy Director of Media Relations).
- On Monday 8<sup>th</sup> March, the Women's Department hosted an International Women's Day (IWD) picnic which I was lucky enough to attend.
- Jesse and I ran our first of two promotional stalls for the upcoming NUS National Day of Action against staff cuts, course cuts, faculty restructures and forced online learning, with the help of National Education Officer Chris Hall. A survey has been launched to collect data on the use of recycled material and promoted this from this stall too. We will be running

another one next Wednesday (March 17<sup>th</sup>). Curtin's NDA Rally will be held at 12pm on Tuesday 23<sup>rd</sup> March.

*5. Travel*

N/A

*6. Leave*

N/A

# Vice Presidents Report

Guild Council Meeting #3/2021

Hello Members of the 52<sup>nd</sup> Guild Council. It's been a busy month for your local Vice President – Activities. Semester has started again, and as far as I can tell the feeling from students is that they are glad to be back on campus, which is something I can get on board with. The clubs have been booking events like crazy, and are engaging with the student population at what I think is an increased level. On some days the area in front of the Guild has started to resemble a mini clubs carnival, with clubs setting up trestle tables and BBQ's to help get their names out there.

## Meetings

### Guild meetings

Date	Meeting and Notes
5/2	- MD Contract Extension Discussion
9/2	- Clubs Induction Session 1! - Activities Committee
10/2	- Higher Ed
11/2	- Guild Council - Exec Committee
12/2	- O-Day Discussion regarding Ed Stall
16/2	- Toga Discussion/planning - Respectful Relationships Filming - Auslan Discussion with Clubs Officer - St Thomas More visit
17/2	- Higher Ed - Clubs Induction 2, electric boogaloo - Health and Safety Committee
18/2	- Clubs x VPA catch-up - Exec Committee - Events x VPA Catch up
19/2	- Friend Speed Dating planning
22/2	- Lunch with Manya and Jeffin and Exec - Accessibility and Exec catch up and discussion - Tidy HQ introduction
23/2	- Friend Speed dating
24/2	- ★ O-DAY! ★
25/2	- Exec Committee - Friend speed dating - Exec Group photoshoot
26/2	- Academic Board (proxy for Bridge) - You're a member of the Guild Presentation! ❤️ Toga Party ❤️

3/3	<ul style="list-style-type: none"> <li>- Clubs x VPA Catch up</li> <li>- Higher Ed</li> <li>- IWD Events Meeting with Cassidy and Jess</li> <li>- Blended Learning Strategy Meeting</li> </ul>
4/3	<ul style="list-style-type: none"> <li>- Exec Committee</li> <li>- Guild Media Workshop</li> <li>- Events x VPA Catch up</li> <li>- Blended Learning Strategy Meeting 2</li> </ul>
5/3	<ul style="list-style-type: none"> <li>- Health Sciences Event meeting</li> </ul>
9/3	<ul style="list-style-type: none"> <li>- Rep Events catch up with Jess</li> <li>- Activities Committee</li> </ul>
10/3	<ul style="list-style-type: none"> <li>- Humanities Friend Speed Dating</li> <li>- Tidy HQ training for Clubs (I have the video, at the time of writing this I haven't watched it yet.)</li> </ul>
11/3	<ul style="list-style-type: none"> <li>- Autism Awareness</li> <li>- Exec Committee Meeting</li> <li>- Clubs and Societies</li> </ul>
12/3	<ul style="list-style-type: none"> <li>- CWC/CUBS Meeting</li> <li>- Health Sciences Event Meeting</li> </ul>
16/3	<ul style="list-style-type: none"> <li>- Cereal Video</li> <li>- Postgrad Event Meeting</li> </ul>
17/3	<ul style="list-style-type: none"> <li>- Clubs x VPA</li> <li>- Higher Ed</li> <li>- IWD Debrief</li> <li>- Clubs Induction</li> </ul>
18/3	<ul style="list-style-type: none"> <li>- Exec Committee</li> <li>- Event x VPA</li> <li>- Internal O-Day Debrief</li> </ul>

## Other Items of Business

### O-Day

O-Day went ahead, and it was glorious to behold. I was very glad to have a huge portion of our clubs participate. I ran the make-a-toga Stall, and was extremely busy, until we just flat out ran out of fabric. There were a few issues throughout the day, clubs extended roaming outside of their zone, Extinction Rebellion deciding to rock up without a stall, and shouting into a megaphone during quiet hour, and issues with our capability to keep quiet hour quiet. We have received feedback on this and hope to use it to build a better event next year.

### Events Processes

The form has been working well, our event coordinator Jess is happy with how it has redistributed the workload of the Student Experience team and it has been allowing us to hold more events for departments. We have committed this year to not using our big events, which are difficult to organize, to hold single department/day of importance events, instead giving officers autonomy in running these.



## Clubs Training

Clubs training has started to go out a bit earlier this year, with Shelley's eye on getting clubs trained up as quickly as possible, so newer clubs can get started on running some cool events. The take up rate has been pretty good for all of this training, and its showing in how clubs have gotten out there, established a presence and brand for themselves and how many event requests have been sent in for larger events.

## Upcoming stuff

Here's a quick pic of the events calendar, there's more being added every other day.  
23-31<sup>st</sup> of March

22	23 ● 12pm NDA BBQ	24 ● 12pm Clubs Carnival	25	26 ● 3pm Postgrad Sundowner ● 7pm Comedy Night
29	30	31	Apr 1 ● 4pm Autism Awareness Day Event	2

## 1<sup>st</sup> - 16<sup>th</sup> of April

MON 29	TUE 30	WED 31	THU Apr 1 ● 4pm Autism Awareness Day Event	FRI 2
5	6	7	8	9
Vacation Free Week				
12	13	14	15 ● 5:30pm Guild Online Quiz Night	16
19	20	21	22	23

Its been great to have so many events organized so quickly, the reps have done a stellar job.

It's been a special something of a month, and has been very difficult to get any major projects off the ground, however now that we are starting to settle I've begun to set my eyes on what I can start working on next.

That's about it for my report, happy to take questions/comments/queries or someone pointing out that I've left a sentence half finish

Regards,



LACHLAN LEE  
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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 and present.

**2020**

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# **Annual Report**

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**CURTIN  
STUDENT  
GUILD**

# Our Mission.

Create a fun and vibrant community that maximises the student experience.

# Our Vision.

To be the leading independent student-run organisation in Australia, which is highly valued by all of the university community, especially our members.

# Our Values.

## Autonomy

*Student control of student affairs for the benefit of our members.*

## Integrity

*Our behaviour builds trust.*

## Diversity

*Valuing difference between people and standing for equity, equality and fairness.*

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# President's Report

Jesse Naylor Zambrano  
52nd Guild President



“The move online, the isolation of the lockdown and the financial and social realities of the COVID-19 pandemic took a huge toll on students.”

In 2020, students were faced with many challenges, locally, nationally and globally. The Guild’s representatives fought hard to ensure that students were supported and advocated for at every turn.

In March last year, WA went into lockdown and Curtin moved completely online. During this period, the Guild recognised that students needed a way to stay connected and combat isolation. The Guild launched faculty Facebook groups and a Discord server to aid students in each faculty to form communities. We organised online events and collaborative study groups. Towards the end of lockdown, the Guild ran its first Online O-Day.

The Guild worked hard to provide support to students during the pandemic. We coordinated a food aid program that distributed more than 2000 food aid packages to 1200 students, which could be delivered to students’ homes. Our Student Assist services received more resources to cope with the higher volume of students needing help with academic, financial or personal matters.

The move online, the isolation of lockdown and the financial and social realities of the COVID-19 pandemic took a huge toll on students.. The Guild negotiated with the University to secure Assessment Extension Self Determination which meant that students did not need documentation to apply for assessment extensions. We successfully advocated for a significant reduction of late assessment penalties with unit coordinators removing penalties wherever possible.

The Guild convinced the University to extend the Semester one census date by two weeks, to allow students more time to ascertain whether online learning would work for them or whether they would need to drop units or take a leave of absence. We secured an additional tuition free week. Notably, the Guild secured the implementation of an ‘Ungraded Pass’ in semesters one and two, which allowed students to protect their Course Weighted Average from the effects of the pandemic.

Examinations were replaced with other assessments such as take-home exams, where not required for accreditation. Representatives carried out an undergraduate and postgraduate feedback survey to ensure we were closely monitoring students’ needs. We advocated for postgraduate students suffering delays to their research to have their stipends extended, to ensure they were supported in completing their degrees.

We created accessible resources to empower students to know their rights and advocate for themselves. The New to Curtin handbook demystified information students needed to get started at Curtin. The Assessment Policy Handbook helped students understand Curtin policies about academic design and extensions, exams, academic misconduct, special considerations and Curtin Access Plans (CAP). The Student Partnership Agreement was completed enabling students to have a greater say in University decision making. We worked on a project to overhaul Ally training at Curtin, and requested the University provide more funding and support to this important program.

Our on campus activities resumed in semester two, with Mental Health Week, Stress Less, Multicultural Week, Guild Games and Rad Sex and Consent. We supported our Faculty and Equity representatives to engage with clubs and their communities. The Guild hosted an End of Semester Street Party, which brought students back onto campus to celebrate the end of a long year.

The Guild opposed Curtin University’s decision to cut more than 160 staff in December 2020, which resulted in the course cuts and faculty restructures. We responded to the University’s Blended Learning model of education delivery by highlighting student concerns that it would lead to less face to face teaching, fewer contact hours, decreased feedback and the removal of lectures in favour of short online content.

We launched the Hands Off Our Education campaign in protest of the Government’s proposal to increase student fees, decrease course funding and introduce punitive action if students failed too many units. Unfortunately the Job Ready package passed into law, and is now affecting students who commenced their studies in 2021.

COVID-19 has highlighted the importance of community and connectedness amongst students. We made it through together, and the Guild will continue working to rebuild a thriving on-campus culture. We will continue the fight against staff cuts and forced online learning at Curtin and the Government’s defunding of higher education. This is an extremely challenging time for the higher education sector, but Curtin Student Guild representatives will continue to make sure students are heard and supported.

*Jesse Naylor Zambrano*

Jesse Naylor Zambrano  
52nd Guild President

# Managing Director's Report

David Luketina  
Managing Director



**"I am very proud of how the Guild team responded and maintained delivery of our core services."**

We began 2020 with optimism and our usual relentless goal - creating a fun and vibrant environment for members so that they can enjoy and succeed. However, Covid intervened and plans were rapidly adjusted. Challenges included supporting a high number of members in difficulty, working remotely, reduced SSAF (Student Services and Amenities Fees) funding, events being cancelled, and dramatically reduced trade in outlets.

I am very proud of how the Guild team responded and maintained delivery of our core services of representation and advocacy, student engagement, events, club development, student assistance, and discounted food and beverage. Our Student Assist team had 2,714 sessions with members, 1934 emergency relief food packages were provided to students in hardship, our laptop loan program was quickly expanded, online events were created out of thin air, and we supported around 15,000 students in 120 clubs. We focussed on being a reliable source of information for students to keep them informed of developments in Curtin.

In the latter part of 2020 we were pleased to be able to run events which included the Guild Games, club awards, teaching awards and various markets. The Global Village served as this year's flagship event commemorating Multicultural Week in the absence of Pasar Malam. The end of year event was a very successful day long street party based around The Tav.

Improvements to services included refurbishment of the Guild's equity and reception spaces, and implementing a new document management system. We have reviewed a replacement for the Guild's website and options for club management systems and will implement these in 2021. Electronic voting was introduced to reduce the cost of elections and reduce the time for counting. As part of having a sustainable 2021 budget, the number of Portfolio Managers in our commercial areas was reduced from three to two.

We completed a full branding review to ensure that each food and beverage outlet has a clear identity and food and décor that is consistent with the identity. As part of this, the menu for Concept Café was revised and the café was refurbished and renamed Concept Coffee Co. Refurbishment of the administration areas was completed and G-Mart, our general store, was renovated and the range of products increased. Equipment in our main kitchen was modernised to create a more efficient work flow for the kitchen team. As a trial, we operated the previously closed café in building 500 at the southern end of the campus.

In the face of dramatically decreased food and beverage sales, we achieved a total comprehensive profit of \$496,728 at 31 December 2020 - this is after a non-cash cost of \$740,948 for depreciation and amortisation. The key components of the 2020 revenue were \$5,063,794 from trading services and \$3,230,046 from grants and SSAF, and \$2,467,170 from JobKeeper income. The main costs were \$5,314,935 for staffing and \$1,947,167 for the cost of sales expenses. Members received discounts of \$182,507.

We look forward to supporting our members and the Curtin Community in 2021 - whether it is providing great coffee and food, vibrant events, a club that matches interests, or support and assistance, we will be there.

David Luketina  
Managing Director





**Executive** Pictured above from left Vice President Education **Chris Hall**; Guild President **Hana Arai**; Secretary **Lachlan Lee** and Vice President Activities **Bridge Truell**. Not pictured Chair of Representation Board **Jesse Naylor Zambrano**

## Faculty Representatives



**BUSINESS & LAW**  
Jesse Naylor Zambrano



**SCIENCE & ENGINEERING**  
Fatma Sehic



**HEALTH SCIENCES**  
Jeru Sundar



**HUMANITIES**  
Connie Martelli

# 2020 Student Representatives



## Equity Departments



**ACCESSIBILITY OFFICER**  
Dylan Botica



**POSTGRADUATE STUDENTS COMMITTEE (PSC) PRESIDENT**  
May Majimbi



**INTERNATIONAL STUDENTS COMMITTEE PRESIDENT (ISC)**  
Cristian Moreno



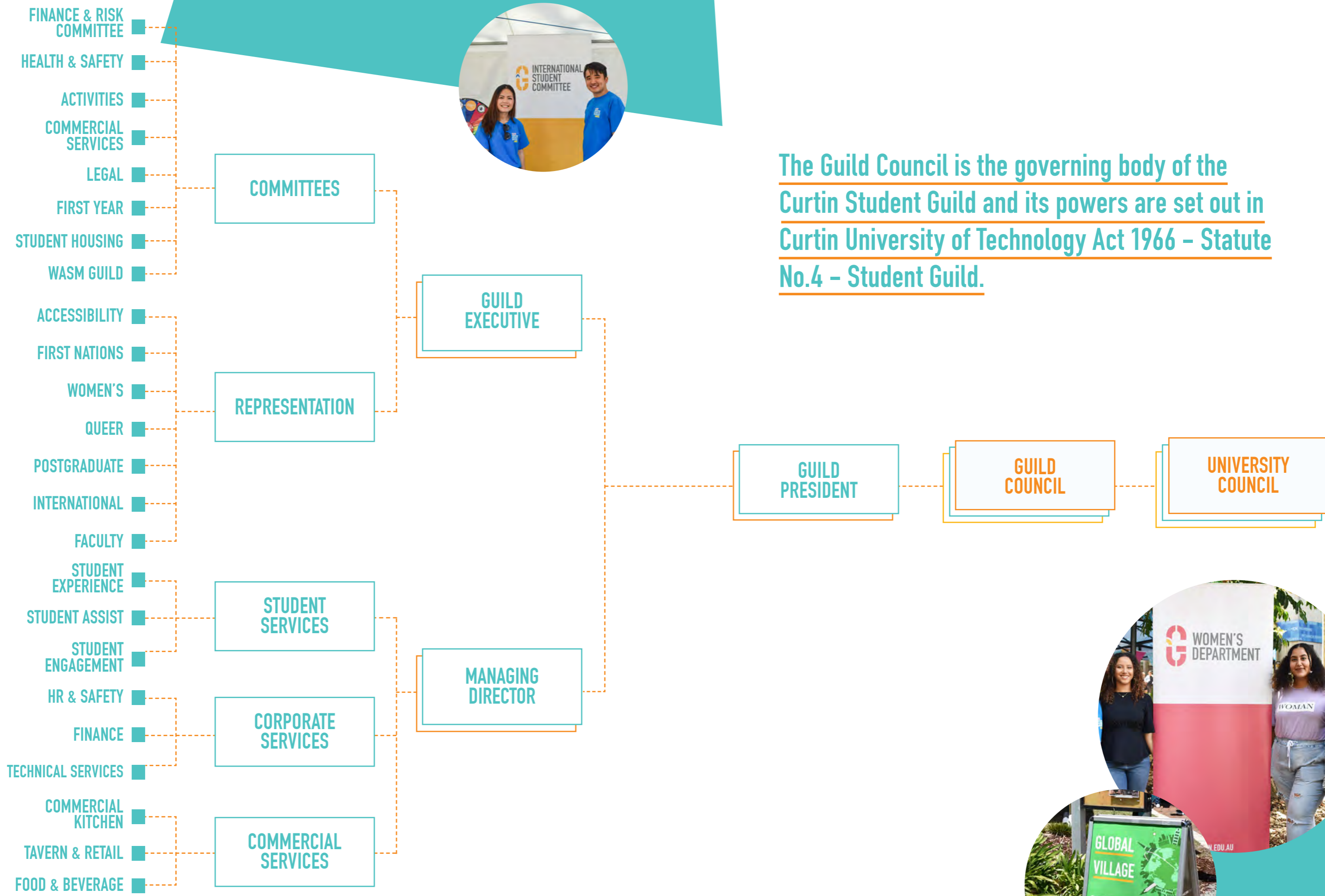
**FIRST NATIONS OFFICERS**  
Cheyenne Conway / Lulkbudia McLean



**QUEER OFFICER**  
Dax Jagoe



**WOMEN'S OFFICER**  
Star Castillo



**The Guild Council is the governing body of the Curtin Student Guild and its powers are set out in Curtin University of Technology Act 1966 – Statute No.4 – Student Guild.**



*\*Curtin Student Guild is in compliance with the State Records Act 2000.*



# Education and Representation Activities

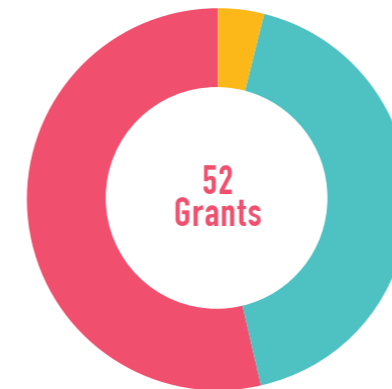
- ✓ The Guild developed a New to Curtin handbook with practical information about navigating the campus, Oasis and Blackboard
- ✓ An Assessment Policy Handbook was launched to help students understand Curtin policies about academic design and extensions, exams, academic misconduct, special considerations and CAP plans and other useful information.
- ✓ The Guild successfully negotiated with the University about changes to teaching and courses as a result of COVID. Wins included
  - ▶ Assessment Extension Self Determination. This meant that no documentation was required to apply for assessment extensions.
  - ▶ Significant reduction of late assessment penalties. The university asked all unit coordinators to remove late assessment penalties wherever possible.
  - ▶ A two week extension on the semester one census date.
  - ▶ Additional tuition free week
  - ▶ Implementation of an 'Ungraded Pass' in semesters one and two to protect student CWAs.
  - ▶ Replacement of examinations (which were not required for accreditation) with other assessment items.
- ▶ Consultation through undergrad and postgrad feedback surveys.
- ▶ Free parking on campus until the end of semester one.
- ▶ An undertaking from Curtin to develop individual mitigation strategies to support HDR students as a result of COVID.
- ✓ A food aid program was established to assist students who were struggling as a result of the COVID restrictions and lockdown. From March to December more than 2000 food aid packages were distributed to 1200 mainly international students. The Guild received a \$50,000 Lotterywest grant to assist us meet demand for the food packages.
- ✓ A Student Partnership Agreement between the Guild and Curtin University was developed and signed with the aim of
  - ▶ Promoting a receptive and accessible institutional culture which encourages and values the student's voice.
  - ▶ Actively encouraging students to engage in and contribute to the inclusive education and research experience and the advancement of knowledge and extracurricular activities.
  - ▶ Fostering strong, supported and effective student leaders.
- ✓ As a result of COVID restrictions, Orientation in semester 2 was online and the Guild developed and hosted its first virtual Guild O Day using Discord.
- ✓ Elected Guild representatives organised online events and provided resources to the student community during lockdown. Their swift response to student issues was recognized with a satisfaction rating of 86% in the 2020 Student Satisfaction survey.
- ✓ The Guild campaigned against the Federal Government's Job Ready legislation which according to the NUS delivered a 15% cut in real public funding per student and 7% increase in average student contributions with some students paying between 20 and 113% more in HECs fees
- ✓ The Guild lobbied the State Government to provide support for international students
- ✓ Work was undertaken by the Queer Department and the Vice President Education to overhaul the Ally training at Curtin.
- ✓ The Guild opposed Curtin University's decision to cut more than 160 staff in December 2020, resulting in the loss and amalgamation of courses.



- ✓ The Guild commenced an awareness campaign about Curtin's plan to introduce Blended Learning as a cost cutting measure that would result in less contact hours, online only lectures, less face to face teaching and feedback, less flexibility and choice.
- ✓ We negotiated with TEQSA to reduce the requirements for exam accreditation.
- ✓ The Guild instigated an enquiry into hurdle assessments that informed recommendations to the Learning and Student Experience Committee (LSEC) and the Academic Board.
- ✓ Negotiations took place with the University to have a 48 hour open period for an assessment that falls into a full weekday.
- ✓ As a result of Guild recommendations the removal of pronoun language from agendas and reports was adopted by Curtin's Secretariat team.
- ✓ A review was carried out and recommendations made of the Assessment and Student Progression Manual Policy and Procedures.
- ✓ The Faculty Representatives launched Facebook groups to better service students.
- ✓ The Guild's Excellence in Teaching Awards attracted close to 400 nominations with 12 academics receiving awards.
- ✓ The International Student Committee (ISC) held information workshops on Fair Work and Visa Migration process.
- ✓ The Guild participated in a Blended Learning Taskforce which was set up to redefine online learning at Curtin. Negotiations to protect the quality of students' education and face to face course delivery are ongoing.



## Grants and Programs.



- Childcare Assistance Grant (4%)
- Hardship Grant (42%)
- Foodbank (54%)



**Life skills & vocational training:**

857 Participants  
72 Classes (First Aid & CPR)



**75**

**Laptop Program Loans**



**Emergency Food Relief Special Project**

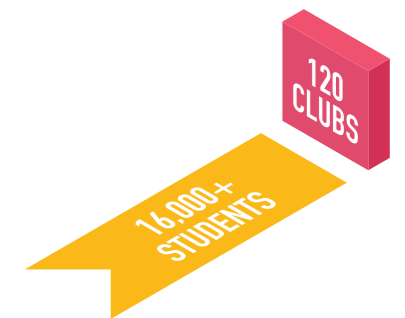
2000 food aid packages distributed to **1200** students

## Clubs, Events, and Activities.



As a result of COVID-19, no on campus events took place between March and August and unfortunately some major annual activities including Pasar Malam, the Guild Ball and Clubs Carnival were cancelled.

**10** Major Events  
**15,000** Attendees



Instead the Guild focussed on online activities and events including Curtin's first virtual Guild O Day in semester two. A small number of on campus events resumed later in the year including the Upcycle Markets which raised more than \$1000 for various charities and an end of year Street Party.

# Student Experience

## Supporting our Students.

The Guild's independent support service Student Assist provided 2,714 sessions to 1639 students.

COVID-19 spiked demand for Student Assist services. The loan laptop program was expanded with HEPP funding and additional laptops were loaned by the Curtin Library. Requests for financial counselling, especially among international students, increased significantly. The Guild set up a food aid program with the assistance of Lotterywest to support mainly international students who could not return home with many having lost their jobs as a result of the COVID lockdown. The emergency food relief supported up to 100 requests a week with many students requiring ongoing assistance.



**Student Assist Cases**

Academic / University Related Issues  
**72% (1,305)**

Financial Counseling  
**26% (303)**

Personal/Welfare Issues  
**2% (21)**



# Commercial Services

Curtin's closure as a result of the COVID-19 lockdown impacted café, retail and catering sales. Even after the university reopened to staff and students, foot traffic was reduced with outlets adapting trading hours to suit the changing demand.

A project to reinvigorate the Guild's food and beverage outlets commenced to ensure they remained responsive to customer expectations. Concept Café was renamed Concept Coffee Co. reinforcing it as Curtin's premium coffee venue. The café introduced a wider range of coffee blends and developed a unique menu featuring house made sausage rolls, fresh sour dough sandwiches and a coffee infused BLT. As well Angazi received an internal refresh, and slightly modified menu.

G-Mart opened 2020 with a refurbished foot print offering a wide range of "general Store" options. It continued to supply essential items on campus and online during COVID restrictions

The Tavern was impacted early with Covid restrictions and forced closures. Many small and large scale events were cancelled however an end of year Street Party provided a welcome return to campus life.



## Top sellers at a glance.



**COFFEE**  
443,300 espresso shots drawn!

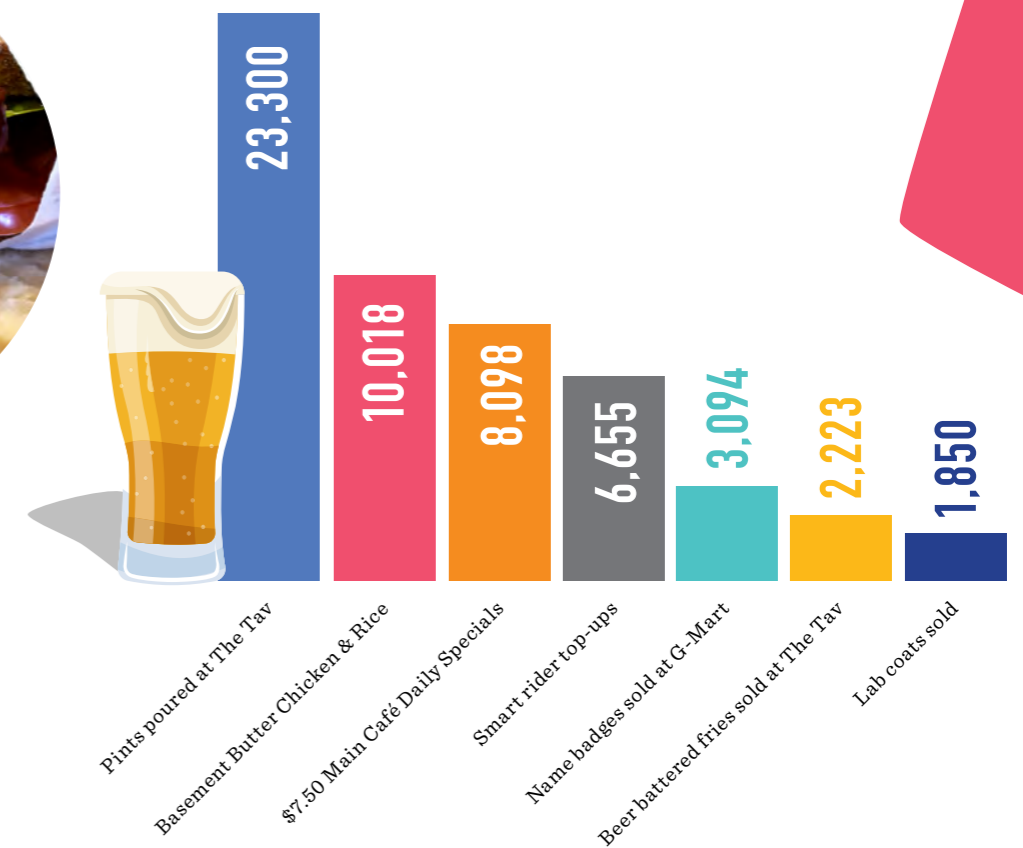
**38,588** coffee cups were saved by guests bringing their own cup or utilizing the RENOME cup swap program!



**CINNAMON DONUTS**  
50,760



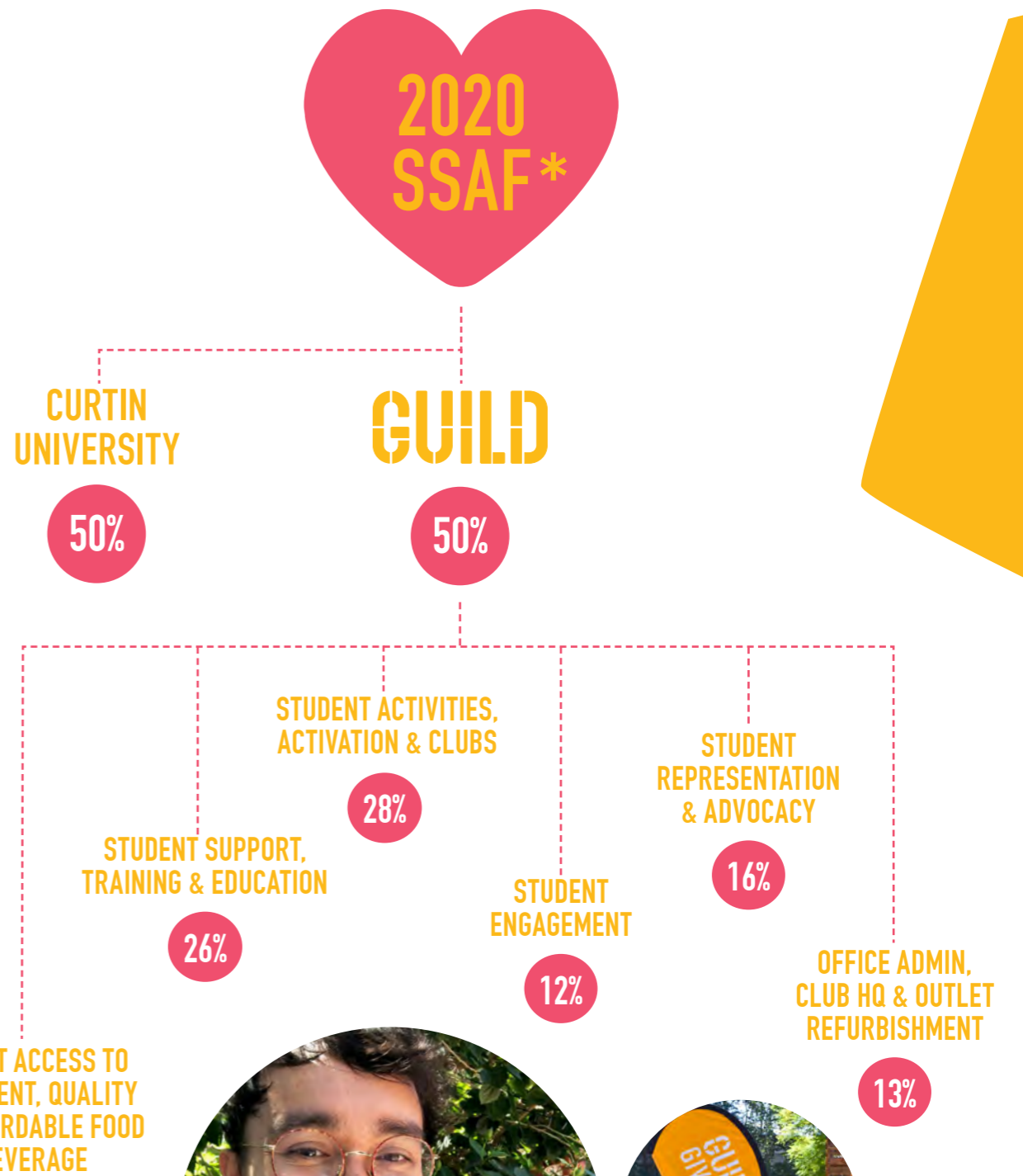
**SushiMe**  
118,032 (16,674 hand rolls + 101,358 pieces)





# Student Services and Amenities Fee (SSAF) Expenditure in 2020

The Student Services and Amenities Fee (SSAF) is used to provide a wide range of services and amenities to students and to support student-focussed initiatives such as sporting and recreational activities, employment and career advice, advocacy and support, financial advice and food services.



STUDENT ACCESS TO CONVENIENT, QUALITY AND AFFORDABLE FOOD & BEVERAGE

5%



\*SSAF RECEIVED \$2,480,046



# Financial Reports

## Financial Performance.\*

	2020 (\$)	2019 (\$)
<b>Revenue</b>		
Sale of Goods	5,063,794	9,065,705
Rendering of Services	161,953	177,377
Rental Income	13,184	121,378
Finance Income	2,580	15,760
JobKeeper Income	2,467,170	-
Other Income	3,630,361	4,163,369
	<b>11,339,042</b>	<b>13,543,589</b>
<b>Expenses</b>		
Cost of Sales	-1,947,167	-3,341,368
Employee Benefits Expense	-5,314,935	-6,564,586
JobKeeper Top-up Payments	-785,605	-
Depreciation	-740,948	-805,314
Interest Expense on Lease Liability	-20,978	-14,269
Occupancy Expenses	-654,356	-554,297
Administrative Expenses	-413,508	-474,469
Finance Costs	-43,981	-56,206
Other Expenses	-920,836	-1,100,657
	<b>-10,842,314</b>	<b>-12,911,166</b>
<b>Operating Profit/Loss from Operations</b>	<b>496,728</b>	<b>632,423</b>

\*The Guild's financial year is from 1 January to 31 December

## Grant Expenditure in 2020

Curtin University provided a grant of \$750,000 to Curtin Student Guild with the expenditure as follows:

ACTIVITY OR SERVICE	PORTFOLIO	ALLOCATION*
Student Welfare	Student Assist	146,015
Student Societies	Student Experience	61,710
Student Publications	Student Engagement	266,058
Social Activities	Student Experience	96,522
Student Representation and Advocacy	Student Representation	89,695
SSAF Admin Costs **		90,000
<b>Total</b>		<b>750,000</b>

\*Includes support costs. \*\*Paid to Curtin University.





## Cash Flow Summary.

	2020 (\$)	2019 (\$)
<b>Cash flows from operating activities</b>		
Receipts from students/customers Receipts from SSAF	6,342,866	10,393,778
Receipts from the ATO	2,211,600	-
Interest Paid	-20,978	-14,267
Payments to suppliers and employees	-10,007,729	-12,232,520
Interest received	2,580	15,760
<b>Net cash provided by operating activities</b>	<b>1,126,076</b>	<b>1,161,749</b>
<b>Cash flows used in investing activities</b>	<b>3,725</b>	<b>-126,619</b>
<b>Cash flows used in financing activities</b>	<b>-55,596</b>	<b>-141,273</b>
<b>Net increase/decrease in cash held</b>	<b>1,074,205</b>	<b>893,857</b>
Cash at beginning of financial year	2,731,313	1,837,456
<b>Cash at end of financial year</b>	<b>3,805,518</b>	<b>2,731,313</b>



## Financial Position.

	2020 (\$)	2019 (\$)
Current Assets	4,331,270	3,314,254
Non-Current Assets	2,129,274	2,870,222
<b>Total Assets</b>	<b>6,460,544</b>	<b>6,184,476</b>
<b>Total Liabilities</b>	<b>-2,055,929</b>	<b>-2,276,589</b>
<b>Net Assets</b>	<b>4,404,615</b>	<b>3,907,887</b>

## Profit/Loss from operations has been derived from the following:

	2020 (\$)	2019 (\$)
Administration	71,503	74,842
Representation Services	-76,130	-16,265
Student Services	361,469	124,965
Commercial	139,886	448,881
<b>Operating Profit/Loss from operations</b>	<b>496,728</b>	<b>632,423</b>



## Student Guild of Curtin University

### Representation Board Minutes

#### Meeting #12

Held on Thursday the 19 November 2020

In Council Chambers and Online

Meeting opened at 6.09pm

## AGENDA

### 1. Acknowledgement of the Traditional Owners:

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

### 2. Attendance:

2.1. Members Present; Clare Metcalf, Erin Russell, Dylan Botica, Hana Arai, Lucy Rohl, Jesse Naylor Zambrano, Fatma Sehic, May Majimbi, Star Castillo, Jeru Sundar, , Cristian Moreno,

2.2. Others Present; Maryanne Shaddick

2.3. Apologies and Leave of Absence; Connie Martelli, Jo-Ann Naidu

2.4. Absent Alexandra Parnell, Cristian Moreno, Ben Grassi, Lulkbudia Mclean, Dax Jagoe

### 3. Disclosure of any potential or perceived Conflicts of Interest. There were no conflicts of interest raised.

### 4. Minutes of the Previous Meeting:

4.1. Previous Meeting Minutes:

4.1.1. Meeting from the 22/10/2020

**Motion:** that the Representation Board **Approves** the minutes of the previous meeting on the 22/10/2020 as a true and accurate record of proceedings.

Moved: Christopher Hall (Vice President – Education)

Seconded: Lucy Rohl

Motion Passed

### 5. Matters Arising from the Minutes – N/A

### 6. Items Not for Discussion - N/A

### 7. Reports

7.1. President – Verbal Report. Hana Arai reported that the Guild had started a campaign in opposition to the introduction of paid parking during exams. As well, Hana discussed the response to the Curtin staff cuts noting that the Guild

was working with NTEU. Hana reported that the Student Voice presentation outlined priorities for next year. Hana spoke about the progress of this year's goals. It was noted that the Guild had submitted the NUS affiliation. Hana reported that she attended Guild Street party. Erin Russell asked about specific actions taken by the Guild with regard to the change management campaign. Hana discussed the longer term strategy for the campaign. Chris Hall spoke of the My Fees, My Future campaign. May Majimbi asked how the Guild found out about Curtin's decision to apply paid parking during exams. Hana said that neither students nor the Guild were told that it would be introduced.

- 7.2. Vice President – Education – Verbal Report. Chris Hall spoke about the Student Voice Australia working group. Chris said that he recommended that Curtin maintained its financial support of the program. Chris reported that there had been minor amendments to the wording of the student partnership agreement from global campuses. Chris reported on the Blended Learning Taskforce. He said the collated version was very different to original version and that feedback appeared to be overlooked. Chris noted that there would be many changes to lectures, scheduling and incremental assessments. He said that the deans of faculties were against the proposals. Erin Russell asked for more information about Student Voice. Hana said it was worth noting leaders were grass root academics whose research is into student partnerships and that the aim was to make unis more democratic.
- 7.3. Faculty of Business and Law Representative – Submitted. Report as tabled.
- 7.4. Faculty of Sciences and Engineering Representative – Submitted. as tabled
- 7.5. Faculty of Health Sciences Representative – Submitted. As tabled.
- 7.6. Faculty of Humanities Representative – Submitted.



- 7.7. International Students Committee President – Submitted
- 7.8. Postgraduate Students Committee President – Submitted. As tabled. Jesse Naylor Zambrano asked about nominations for the committee.
- 7.9. Queer Officer – Submitted.
- 7.10. Women’s Officer – Submitted. As tabled.
- 7.11. First Nations Officer – Lulkbudia asked about the requirement for a handover report.
- 7.12. Accessibility Department Officer – Submitted. Take as tabled.
- 7.13. Higher Education Developments – Submitted
- 7.14. Student Assist – Verbal Report. Leave of absence
- 7.15. Chair of the Representation Board\* - Verbal report

**Motion:** the Representation Board **notes** the reports Moved: Christopher Hall (VP-E)  
 Seconded Dylan Botica.  
 Motion passed.

## 8. Items for Discussion and Resolution

### 8.1. Equity Collectives

Motion that the Representation Board note the constitutions of the Equity Collectives as Attachment A.

Moved: Hana Arai Seconded  
 Dylan Botica

Hana spoke to the motion saying that it would foster advocacy and community and deliver more events, initiatives and activism.

Dylan Botica said that Hana has shown a commitment to equity through the presidency and that the establishment of equity collectives would increase the contribution of students.

Motion amended. That the Representation Board note the constitutions of the Equity Collectives be approved by Guild Council.

Moved: Hana Arai  
 Seconded Dylan Botica  
 Motion Passed.

## 9. General Business

### 9.1. Closing Remarks from Members of the Representation Board.

Erin Russell encouraged members to attend Pride demonstration. Clare Metcalf asked for details of the protest on 20 November

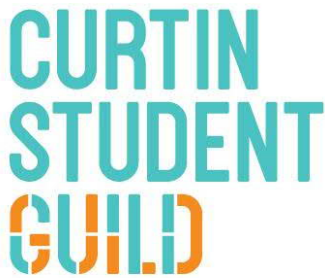
Closing remarks.

Hana spoke of the work done this year and said that she was proud of the outcomes for students and proud of calibre of representatives. Chris thanked everyone for their hard work

and dedication and creative in adapting portfolios. Chris thanked Hana for her leadership. Erin Russell said that she was critical of Guild activism. Dylan Botica recognised Erin's contribution and passion. Dylan thanked Hana and Chris. May Majimbi said that she wanted to do more work on how to get post grad students more engaged with conflicting schedules and responsibilities. Chris spoke about the low voter turnout in the Guild elections. He said that the Guild's financial status would be challenging in the future. Jesse thanked all members for their contribution and acknowledged departing members Star, Jeru, Erin, Chris and Hana with special thanks.

#### 10. Next Meeting

This is the final meeting of the 2020 Representation Board.  
Meeting closed at 7.01pm.



## Student Guild of Curtin University

### Representation Board – Meeting December 2020

Held on Tuesday, December 1<sup>st</sup>, 2020

At 10:00am, Council Chambers (Building 100)

## MINUTES

### 1. Acknowledgement of the Traditional Owners:

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

### 2. Attendance:

- 2.1. Members Present; Jesse Naylor Zambrano (Chair), Bridge Truell, Dylan Botica, Jason Kim, Lucy Rohl, Madison Ainsworth, Dax Jagoe, Cassidy Pemberton, Shaniqua Cutinha, Chris MacFarlane;
- 2.2. Others Present; Lachlan Lee, Nika Velios (Minute-Secretary/Returning Officer)
- 2.3. Apologies and Leave of Absence; Clare Metcalf, Ali Rose Bolton;
- 2.4. Absent; Cristian Moreno, May Majimbi; Lulkbudia Mclean, Cherry Chen, Isabel Mountain, Fatma Sehic.

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

Dylan shared that all office bearers seeking a position have a conflict of interest, including a financial interest.

### 4. Appointments

#### **RESOLVED**

Motion: That the Representation Board approves the appointments of the following members to the positions/boards and committees:

- 4.1. Election of Two (2) Members of the Activities Committee. Nominations have been received from:  
Cassidy Pemberton
- 4.2. Election of Chair of Representation Board. Nominations have been received from:  
Dylan Botica

Moved: Jesse Naylor Zambrano (President)

Seconded: Dax Jagoe (Queer Officer)

## 5. Ballot elections

- 5.1. Election of two (2) members of the Commercial Services Committee. Nominations have been received from:
- Clare Metcalf
  - Cassidy Pemberton
  - Cherry Chen

Dylan queried whether Clare also nominated for Commercial Services Committee through Guild Council. Lachlan confirmed that he raised with Clare the discrepancies of nominating for the same sub-committees from both Guild Council and Representation Board. Lachlan advised that in any case, Clare will be nominated to the Commercial Services Committee in Guild Council. Lachlan clarified that there were two nominations to Commercial Services Committee in Guild Council, one of which was Clare; and there are four spaces to fill from Guild Council.

### **RESOLVED**

Motion: the Representation Board approves the appointment of Cassidy Pemberton and Cherry Chen to Commercial Services Committee contingent upon Clare Metcalf being elected to Commercial Services Committee at Guild Council.

Moved: Dylan Botica (Business and Law Representative)

Second: Jason Kim (Science and Engineering Representative)

- 5.2. Election of one (1) member of the Finance and Risk Committee. Nominations have been received from:
- Clare Metcalf
  - Jason Kim
  - Dylan Botica

- 5.3. Election of one (1) Member of the Legal Committee. Nominations have been received from:
- Clare Metcalf
  - Jason Kim
  - Dylan Botica

The purpose and authority of both Finance and Risk Committee and Legal Committee was discussed for clarity prior to voting.

*Ballot process undertaken.*

Results from the ballots appoints Jason Kim to the Finance and Risk Committee and Dylan Botica to the Legal Committee.

## 5. Next Meeting

The next meeting of the Representation Board will be confirmed at a later date.

**Meeting Closed at 10.34am**



## Student Guild of Curtin University

### Executive Committee

### Meeting #03

To be held at 10:00am on Thursday the

4<sup>th</sup> of February 2021

Location: WebEx

Meeting opens at 10:05am

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

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

[Everyone](#): the exec all know [Clare](#), who is a founding and executive member of a new club for approval this meeting.

[Dylan](#): knows an OB from Curtin Chinese Society, a club up for approval in this meeting.

#### 4. Minutes of the Previous Meeting: **EC#06/2021**

- a. Previous Meeting Minutes (attachment 2)

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 21st of January 2021, as a true and accurate record of the proceedings at that meeting.

Moved: [Dylan Botica](#)

Seconded: [Lachlan Lee](#)

#### 5. Matters Arising from the Minutes:

- a. Action List (attachment 1)
  - i. [Lachy](#) says he has not done this and it might not go ahead anyway because of the new COVID case.
  - ii. [Bridge](#), [May](#) and [Jesse](#) met to get on the same page regarding blended learning. They had an informal discussion about non-negotiables. The feedback has not been compiled yet. They were successful in having the consultation deadline pushed back.
  - iii. [Fatma](#) has done this. She will circulate the minutes

## 6. Significant Items

### a. Club review

#### i. New Club – Curtin Auslan Society (attachment 3.1 – 3.5)

Dylan asks if the honorary membership can be applied to guild members only, since membership for non-Guild members should not be cheaper than Guild members. The exec agree to approve the club given this amendment is made.

#### ii. Club Renewal for Review

##### 1 Mind Medicine Curtin, Curtin Chemistry Club, Vegans at Curtin, Student Actuarial Society – for approval only (attachment 4.1)

Dylan declares that he has conflict of interest as a committee member of Mind Medicine Australia. The exec do not express any conflict with approval these clubs.

##### 2 Curtin Chinese Society – for review (see M-files documents)

Lachy gives context to the issues, which seem to have been resolved. The exec discusses the issue and approves for the club to be renewed.

##### 3 TLG – for review (attachment 4.2)

Dylan raises the concern of the wording of the constitution giving control of TLG as an organisation over the club.

The exec proposes the following changes to the constitution:

12.5 be amended to exclude the requirement to report conflict to anyone external to the club.

7.3c The president shouldn't be required to meet with the TLG organisation and participate in activities with them

14.1 The constitution references external organisation documents. This should be removed.

### b. Guild Executive Verbal Reports

#### i. President;

Met with Grok (Mohammed and Tess) about the direction of Grok. Their goals seem to reflect the Guild's goals i.e. being focussed on students. She will write a monthly column for Grok and have a monthly meeting.

She's been spending time following up on the refurbishment of the guild precinct. She describes some of the changes that have been proposed, including painting, adding lights and having agile seating.

She met with the NUS and aims to hold them accountable. She asked that reps be given access to their email and for funding to be released to them.

She has progressing in the parking campaign. A post has gone out to students.

She has been meeting with the uni about COVID lockdown.

Finished her KPIs. Organising Guild O Day stall.

Has been working on the blended learning proposal. Meeting with Jennifer Howell and Tara Felton today and the VC tomorrow.

Lachy asks if big Jenga and big Uno will be a thing. Jesse says possibly.

ii. **Vice President – Education;**

Completed and submitted misconduct feedback – took a lot effort. Did KPIs and reviewed all KPIs that have been submitted. Followed up reps that haven't been able to submit their KPIs. No red flags at this point.

Reviewing ASPM, feedback from reps is due on Friday. Will meet with Student Assist next week to compare feedback and seek their advice.

Tentatively putting in request for Rural and Regional Sundowner.

iii. **Vice President – Activities;**

It is great to be here.

Lockdown is a conspiracy by Marky. (joke)

Agreement with stadium – we'll help promote them and they'll put our stuff up in stadium. Not happy that they've been posting in faculty groups without permission

Collecting O-Day stall applications. Request for toga-making stall submitted. Fac reps will make a short video about the clubs.

KPIs submitted and is working on writing his report for Guild Council. Fatma is happy.

Bridge asks if they can discuss with the fac reps about the education stall.

iv. **Secretary;**

Has reviewed Dylan's reps board guide and provided feedback. Has been organising meetings (so many). Also approving payments and regular admin work.

Helped promote Invasion Day Rally. From this, Ingrid Cummings – the Elder in Residence – has expressed keen interest in working together more closely with the Guild.

Has been preparing committee chairs for a few committees.

Submitted KPIs.

Lachy thanks her for helping him get set up at home.

v. **\*Chair Of the Representation Board;**

Finished the Reps Board Guide. He keeps getting asked to go on university panels

Bridge and Fatma complement Dylan's great work on the Reps Board Guide.

vi. \*Postgraduate Student Committee President;

About to submit O Day stall application.

Been working with Cristian on concerns within Physiology, where 4/6 core staff that also serve as supervisors have been cut, causing a lot of issues.

Has been working on blended learning with Bridge and Jesse. Bridge and May to edit blended learning document.

vii. \*International Student Committee President;

c. Lockdown

Chair is passed to Dylan by vote after Jesse quickly runs through some agenda items to give her input before her meeting and has to leave the meeting

Fatma mentions we have restrictions that will last beyond Friday even if lockdown is lifted. Dylan says hopefully most of the adult population to be vaccinated by the end of the year so we will still have this concern until then.

Fatma wants to get reusable face masks for OBs and professional staff

Dylan asks Lachy if the university has been putting restrictions on events already or is it wait and see, Lachy confirms it is wait and see.

Dylan asks whether the virtual and physical O Day will be run simultaneously. Lachy says that they probably won't because it's hard for clubs and events team to monitor both at the same time.

d. Blended learning

[Bridge, Jesse and May met with CUT. May and Jesse are meeting with Jennifer Howell. Jesse will raise questions about BL model. They have made a proposal for the consultation process and timeline changes. Advocating for more transparency around which feedback has been incorporated into the model. Want more info about timelines.

They are aiming to run two two-hour consultation workshops for students in week 5 and 7. Here, they'll break down the blended learning model. They'll also run a parallel one on zoom for those that can't be physically present.]

[] indicates Jesse was present for the discussion

This blended learning model is to be noted and not approved by Academic Board, meaning it won't become a policy, but it will be used to inform the future policy. Jesse wants to push for it to either go to Academic Board for approval or to go twice to Academic Board; once for introduction and the for us come back with a campaign against the model for the next Academic Board (if the proposal is still dodgy). We don't have enough votes to turn a decision on Academic Board but can use student partnership agreement as leverage so that the model is adjusted to fit the need of students.

Today's meeting about BL will be about procedural things.



e. **Parking campaign**

[At previous meeting with VC, Jesse requested documents about where parking revenue goes. She will raise it at tomorrow's meeting with VC. Have been brainstorming ideas for Maryanne to research from. A parking update has been put out to students.]

[] indicates Jesse was present for the discussion

f. **Staff cuts**

[Several actions for the Guild and NTEU, including compiling feedback and questions and submitting them to Academic Board meetings as the minutes don't reflect the discussion that was had. They are also going to discuss implementation plan.

We need to sort University Council nominations, which are due March 2nd.]

[] indicates Jesse was present for the discussion

Fatma says if you want to be involved with CUT, let her know.

Dylan asks if meetings minutes and items from CUT should be sent to Guild Council. We will put this on the action list for further discussion.

g. **KPIs (attachment 5.1 – 5.5)**

Bridge says they look all good. Dylan says it's going to be an exciting year

Fatma to review KPIs more closely to see if they are something she will be able to assess for payment reasons.

h. **First Nations Officer and retention (attachment 6)**

Fatma says Lulkbudia hasn't been contactable, doesn't seem to have been fulfilling her role and is yet to submit her paperwork. She asks what has been the committee's experience with her.

Bridge notes a similar experience. They note that, historically, retention for the First Nations Officer is poor and not accessible for First Nations people and that we need advice of First Nations people to resolve this issue.

Dylan highlights that there are big problems with retention in the Guild.

May suggests that if Lulkbudia doesn't want to continue in the role, she could possibly provide a recommendation for someone to replace her and tips on how we can integrate a new rep into the role better.

If we're able to, giving a formal notice to Lulkbudia may be appropriate in this situation.

Be mindful of deadlines and ensure that during this process, we are prioritising Lulkbudia's welfare as well.

Fatma to forward communications between Fatma and Lulkbudia to Bridge.

Fatma to make proposal of how to address this issue.

**EC#07/2021**

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. [Guild Stall at student college orientation](#)

[Bridge asks if they will be have a stall. Lachy says he will take care of it.](#)

- b. [Curtin FM Offer](#)

[Dylan suggests that Lachy should be in charge of the project.](#)

8. Next Meeting

The next meeting of the Executive Committee will be held on Thursday 11<sup>th</sup> of February 2021 at 1:00PM, location TBA.

## ACTION LIST

Item	Member	Deadline	Status
Circulate strategy meeting minutes	Fatma		
Inform clubs support of conditions for approval	Fatma		
Meet with Faculty reps to discuss the stall for O Day	Bridge Lachy		
Edit blended learning document	Bridge May		
Request documents about where parking revenue goes from the VC	Jesse	Friday 5/02	
Discuss if CUT minutes should be added to Guild Council agenda	Exec		
Review KPIs to see if they can be used to assess if payment should be made	Fatma		
Forward communications to Bridge	Fatma		
Make proposal for how to address Lulkbudia's absence and retention of the First Nations Officer.	Fatma	Thursday 11/02	
Arrange stall for college orientation	Lachy		