



**Student Guild of Curtin University**  
**51<sup>st</sup> Guild Council – Guild Council Meeting #10/2020**  
**Declaration of Approval of Meeting Minutes**

I declare that the minutes of the Guild Council held on the 1<sup>st</sup> of October, 2020 have been approved and are true and accurate.

Signed,

A handwritten signature in black ink, appearing to read "Katelyn Coulson", written over a horizontal line.

Katelyn Coulson  
Chairperson



Student Guild of Curtin University

51st Guild Council – Guild Council Meeting #10/2020

Held on Thursday, October 1st, 2020

At 6:00pm Council Chambers & Online

## MINUTES

1. Acknowledgement of the Traditional Owners
2. Attendance
  - 2.1. Members Present; Fatma Sehic (Deputy Chair), Chris Hall, Lachlan Lee, Dylan Botica, Luke Brosnan, Min Dee Chia, Jesse Naylor Zambrano, Jason Kim, Hana Arai, Chris Grant
  - 2.2. Others Present; David Luketina (Managing Director), Corrie Johnstone (Minute-Secretary);
  - 2.3. Apologies and Leave of Absence; Beatrice, Bridge Truell,
  - 2.4. Absent; Nicola Gulvin, Julia Khen, Katelyn Colson, Brianna Hodgkinson

3. Disclosure of any potential or perceived Conflicts of Interest

- All paid OB's have a conflict with the Remuneration Committee item (7.3)

4. Confirmation of the Minutes of the Previous Meeting

**RESOLVED/ GC #33-2020**

Motion: That the Guild Council approves the minutes of its meeting held on the 27/08/20 as true and accurate records of proceedings.

Moved: Lachlan Lee (Secretary)

Seconded: Luke Brosnan (Guild Councillor)

It was noted that Min Dee was present online and Luke's name required correction in the previous minutes.

5. Matters arising from the Minutes – N/A

6. Reports

- 6.2. President – Report as tabled.

Hana noted that she has plans to establish a regular working party with the NTEU to meet once per fortnight to coordinate responses to any University decisions that affect staff and students. She discussed the pro's and cons of the online voting system utilised for the election. She outlined that the low voter turnout was a result of less students on campus but also potentially the fact that there was only one voting booth compared to the previous two. Hana said the online voting system meant that there was an efficient process to get the results and it was also beneficial from a sustainability standpoint. She reported it was financially less of a burden. She said a proper debrief would take place in coming weeks with plans for next year's implementation.

In response to Jesse's question about Curtin's Sustainability Strategy, Hana noted that the

plan was still in the early stages. Chris pointed at that it is intended to come into place with the new strategic plan after a VC is appointed but he thinks a lot of the strategies could be implemented prior to this.

Fatma inquired about avenues to submit feedback with regard to the elections. David noted that interested parties could submit their feedback to Lachlan or attend the debrief meeting where a report on plans to move forward will be produced. He noted that a formal report would also be prepared by the Returning Officer regarding the way that the election was facilitated.

### 6.3. Vice President – Education –

Report as tabled. Chris discussed Stress Less and Mental Health Week, as well as a survey being sent to all students inquiring about their preferences to return to face to face classes. He noted that the Assessment Policy Handbook has been released to help students navigate their rights. Chris outlined the Guild's actions with regards to the staff cuts which included numerous media releases on Facebook and Instagram, town hall sit-in's, all student emails, meetings with the NTEU, student speak outs, posters, a petition, digital screen promotions, a Facebook frame and video promotion, as well as the final protest against the cuts to be held on the 8<sup>th</sup> of October.

### 6.4. Vice President – Activities – On leave. Report tabled.

### 6.5. Secretary –

Report as tabled. Lachlan noted discussions taking place regarding handover and induction. He congratulated those who were elected for next year. He said he intends to facilitate presentations from each Guild Department and will have the relevant guides updated and available for reference for incoming reps.

### 6.6. Managing Director –

David reported that the Guild's overall satisfaction rating has come in at 86% and is a record high. He congratulated the Representatives for having achieved such a high rating. He noted that he would be negotiating to extend the Guild's leases and acknowledged the challenging conditions due to the reduction of students on campus. He said that the University has recognised the Guild's professional running of outlets on campus and are looking favorably upon the Guild continuing leases in this area. David outlined that STA was taken into administration and it was still to be decided what to do with the vacant space that they held on campus.

In response to Dylan Botica's question regarding an increase in the cost of sales, David noted that supply chains have been strained and as a result the suppliers have gotten less product but increased prices to make up for losses due to reduced demand. He said the Guild is now able to resume buying large quantities of product in bulk which will help to reduce costs and with the return to students on campus will be able to reduce the costs of sales moving forward. David noted that he believed that it would no longer be a concern but a full evaluation would be done to ensure that no anomalies in cost of sales were occurring.

Chris inquired about obtaining de-identified data about which students voted in the election to see if there was a trend in which faculty or demographic group of students voted in the elections.

David noted that it would be possible to obtain de-identified information about voter demographics. Chris said he was curious to see if the proximity of the booth affected the number or groups of students who voted in the election.

Dylan noted that there appeared to be an inconsistent number of students who voted for the Women's officer which aligned with other non-autonomous positions. David suggested that there could have been an issue with the instructions not being clear enough to specify that only those who identify as Women should vote in that specific election. He said this process would be reviewed in the debrief and suggestions on how to improve this for future would be considered.

### **RESOLVED/ GC #34-2020**

Motion: That the Guild Council approves the reports.

Moved: Lachlan Lee (Secretary)

Seconded: Jesse Naylor Zambrano (Guild Councillor)

## 7. Business on Notice

*NOTE: Item 7.4 was discussed first in the order of business and not in sequential order as outlined below.*

### 7.2. Second Hand Text Book Sales Closure

Chris outlined that there would be a transitional period to allow students to reclaim their books prior to the bookshop closing permanently.

David noted that the closure of the secondhand book store was largely due low demand coupled with the administrative burden of the consignment nature of the shop which took a large amount of staff resources that could otherwise be used for student services. He noted that demand for hard copy books was steadily declining and that there are other avenues that the Guild could explore to assist students in this area such as facilitating the donation of textbooks.

#### **RESOLVED/ GC #35-2020**

Motion: That the Guild Council resolve to close the second-hand book sales at the end of 2021

Moved: Lachlan Lee (Secretary)

Seconded: Chris Hall (Vice President – Education)

Chris Grant abstained.

### 7.3. Draft Remuneration Committee Decision

Hana noted that no members of the Committee will be elected Office Bearers next year. She noted that the changes would be implemented from December 1<sup>st</sup>, 2020.

Chris reported that no OB pay was increased above indexation rates but that the Secretary's hours were increased and instead of handover pay, they would be paid for 37.5 hours in the first fortnight due to the workload during that period. He noted that he sees benefit in paying the Equity Officers and that it would be useful to explore paying on the basis of KPI fulfillment rather than on an hourly basis.

Dylan agreed and noted that for some Equity Officers it may take them more time to complete tasks than other OB's. He also noted that the First Nation's Officer was incorrectly referred to as the Indigenous Officer in the report.

Chris acknowledged that all OB's had increased workloads but it was not feasible to look at increasing all the hours at this point in time. He said it would be worth reviewing next year when the Committee meets to consider increasing the hours of PSC, ISC and the Equity Representatives. Chris also noted that the Vice President – Education has to work most days due to the way that the University committee meetings fall.

Members discussed the division of the workload of the VP – Education to enable a better spread of workload across OB's. It was noted that this could be addressed in the next review.

#### **RESOLVED/ GC #36-2020**

Motion: The Guild Council Notes the Draft Decision of the Remuneration Tribunal 2020.

Moved: Hana Arai (President)

Seconded: Lachlan Lee (Secretary)

### 7.4. Commerce Club Investigation Findings

*Procedural Motion:*

Motion: That the Guild Council proceed in Camera with non-voting members to remain in the room.

Moved: Chris Hall (Vice President – Education)

Seconded: Lachlan Lee (Secretary)

The meeting proceeded in camera.

*Procedural Motion:*

Motion: That the Guild Council move out of Camera.

Moved: Chris Hall (Vice President – Education)

Seconded: Lachlan Lee (Secretary)

Members noted that it would be necessary to follow up with the Clubs Officer to ensure that club treasurers and secretaries have the information and resources available to them to ensure adequate training and reporting obligations are met.

Dylan inquired as to why a report on the matter was not presented last year.

David outlined that at that time the Club had let their registration lapse and was not a Guild affiliated club, and no actions against them were or could be taken under the Guild Regulations.

**RESOLVED/ GC #37-2020**

Motion: That the Guild Council receive a report on the investigations the Guild undertook regarding the Curtin Commerce Club, David Bleakley and the deregistration of the club.

That this information is published with the minutes of the next Guild Council in so far as it does not compromise the good standing of the Curtin Student Guild.

Moved: Dylan Botica (Guild Councillor)

Seconded: Jesse Naylor Zambrano (Guild Councillor)

8. Minutes of Committees Reporting to the Guild Council

8.2. Representation Board – Meetings held on 20/8/20 and 16/7/20

8.3. Executive Committee – Meetings held on 20/8/2020

8.4. Finance and Risk Committee – Meeting held on 15/7/2020

8.5. Activities Committee – Meeting held on 11/8/2020

Lachlan noted that Commercial Services Committee minutes will come to the next Guild Council.

**RESOLVED/ GC #38-2020**

Motion: That the Guild Council notes the minutes of the boards and committees en bloc. Moved: Lachlan Lee (Secretary)

Seconded: Chris Hall (Vice President – Education)

9. General Business

9.2. Upcoming Events/Activities

Members noted that the Guild and NTEU will be holding stalls with regards to the staff cuts and trying to get more signatures on the petition to promote the protest. Chris encouraged all members to participate in the actions and also get involved in the Guild Games. Fatma noted that there would be free food at the Science and Engineering Pavilion for her event taking place next Thursday between 12 and 2pm.

**Meeting closed at 7:56pm**

10. Next Meeting –

The next ordinary meeting of the Guild Council is Thursday, the 29th of October at 6:00pm to be held in Council Chambers, with an online attendance option. Documents and motions are to be submitted no later than 4pm on Thursday, October 22nd to [secretary@guild.curtin.edu.au](mailto:secretary@guild.curtin.edu.au)