

REPORT FOR GUILD COUNCIL

Guild President Dylan Storer (he/him)

Period: 21/3/2025 – 10/4/2025

Travel

- N/A

Leave

- N/A

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Summary

The Guild has secured significant wins this month across student rights, representation, and campus services. A major highlight is the successful redrafting of the Curtin Student Charter—led by Guild reps—which now centres on student rights and responsibilities, removes punitive “Charter Breaches,” and formally recognises Guild representation and support services.

Work continues on the implementation of the Disclosure and Divestment MOU, with progress on research transparency and student protections. Operationally, the Guild has launched a commercial

review, begun construction on a new student kitchen, opened Stage One of the Clubs Hub, and is exploring a new approach to food security on campus.

In Solidarity,

Dylan

Meetings

University Meetings

Date	Meeting	Comments
24/3/25	DVC Academic, DVC Research & DVC Global alongside Guild VPSW	MOU Working Group established under the Disclosure, Divestment and Ethical Investment Agreement. I and Razanne (VPSW) are representing the Guild with the DVCA and DVCR formally representing the university. The DVCG attended this meeting as we flagged it would concern an exchange MOU with Ben Gurion University
25/3/25	Global Positioning Committee	
26/3/25	Deputy Vice Chancellor Academic	Discussed food security program and the prospect of the Guild taking on the Curtin Community Pantry
28/3/25	Student Charter Working Sub-Group	Finalisation of Student Charter Draft
28/3/25	Academic Board	Raised concerns regarding backlog of academic misconduct cases and the slow nature of resolving them. An action from that meeting will see the Guild engage with the Office of the Academic Registrar to gain an increased understanding of the work being done
31/3/25	Deputy Vice Chancellor Global	
2/24/25	Students as Partners Coordinator w/ VPE	
2/4/25	DVC Academic, DVC Research & DVC Global & COO alongside Guild VPSW	Further continuation of MOU Working Group discussions
4/4/25	Manager, Student Conduct (Academic) & Acting Manager, Student Conduct (General)	Discussion regarding backlog of academic misconduct cases and regarding cases of general misconduct and SASH
7/4/25	DVCA Portfolio Leaders & Guild Exec	
9/4/25	Student Charter Working Group	Endorsement from the wider working group of the draft created by the Guild and sub-group
9/4/25	Students as Partners Leadership Group	
10/4/25	Janet Smith (Properties) and Manager - Student Experience	Clubs Hub project update and discussion regarding graphic design and signage for new space

Guild Meetings

Date	Meeting	Comments
24/3/25	Managing Director	Weekly Meeting
24/3/25	Manager - Student Engagement	Weekly Meeting - Communications

24/3/25	Vice President Sustainability & Welfare	MOU Working Group Pre-Meeting
25/3/25	Executive Committee Meeting	
27/3/25	Guild Executive & Manager - Student Assist	Student Pantry and food security discussion
27/3/25	VPE, PSC President, ISC President, Manager - Student Assist and Myles (Student Assist Officer)	Academic Board Pre-Meeting
27/3/25	Guild Council	
31/3/25	Managing Director	Weekly Meeting
31/3/25	Manager - Student Engagement	Weekly Meeting - Communications
3/4/25	President - Curtin Colombo Student Guild	Great initial discussion with the student body at Curtin Colombo
3/4/25	Managing Director & Manager - Student Experience	Discussion regarding Guild Spaces proposal
3/4/25	Guild Councillor Coben Foster and Managing Director	Briefing requested by Cr Foster regarding management of clubs
4/4/25	NTEU WA President Scott Fitzgerald	Great conversation about how the Guild and NTEU can work together on common aims and ensuring that staff at uni are given a fair go
7/4/25	Managing Director	Weekly Meeting
7/4/25	Manager - Student Engagement	Weekly Meeting - Communications
8/4/25	Executive Committee Meeting	
10/4/25	Representation Board	

Other Meetings/Activities

Date	Meeting	Comments
21/3/25	PSC/ISC Sundowner	Attended and spoke to Postgraduate and International students
26/3/25	Clubs Carnival	

Matters of Representation

Student Charter Review

The Vice Chancellor has initiated a review of the Student Charter, which is being led by the Deputy Vice Chancellor (Academic).

Initially, I was the only Guild representative set to be represented on the Working Group but, following engagement with the DVCA, was able to secure greater Guild representation (two Student Assist Officers as well as the VPE and VPSW) and an understanding that the university and Guild will work genuinely collaboratively, in the spirit of the Student Partnership Agreement, on this project.

The working group had formed a sub-group, which met several times. In the sub-group meeting it was decided that the Guild would work on the first draft of the new Student Charter and that it will be a charter that consists of student rights and responsibilities.

The Guild's draft, with some minor changes, has been endorsed by the working group and will now go through the university committee process to be approved by Academic Board. I have copied the draft

below and will seek formal endorsement of the proposed new charter through Representation Board and then Guild Council next month - prior to the next meeting of the Academic Board.

The re-worked Student Charter, I believe, demonstrates a huge improvement to the student conduct apparatus at Curtin and was only possible thanks to the diligent and thoughtful feedback and initiative from the Guild reps and Student Assist. Through this process, the Guild has been able to secure (pending final approval from Academic Board):

- The removal of the Student Charter from Curtin's discipline processes and the end of Student Charter Breaches which will provide students with improved appeal abilities.
- The re-working of the Charter to being a document of rights and responsibilities.
 - The inclusion of new or expanded rights in the new Charter including:
 - The right to be represented by the Guild,
 - The right to timely, fair and constructive feedback,
 - The right to engage freely in academic discussion and critical thinking in all aspects of university life,
- The inclusion of support services in the document, including Guild support services and resources.

CURTIN UNIVERSITY STUDENT CHARTER DRAFT VERSION 4.0

Curtin University is a community that is grounded in the values of respect, integrity, impact, excellence and courage. Guided by our values, this Student Charter outlines Curtin's commitment to protecting the rights of its students and the responsibilities of students to foster a respectful, inclusive and positive university experience.

RIGHTS

Students have the right to:

1. Be safe and be treated with respect by all members of the Curtin community.
2. Receive a world-class education taught by academics with relevant expertise and receive timely, fair and constructive assessment feedback.
3. Have an engaging student experience and access to excellent support and wellbeing services.
4. Be freely represented by the Curtin Student Guild and be actively engaged in a culture of staff and student partnership that is supported by all members of the Curtin community.
5. Engage freely in academic discussion, critical thinking, the generation of new ideas and all aspects of university life.

RESPONSIBILITIES

Students have the responsibility to:

1. Treat everyone with respect and ensure the safety of all members of the Curtin community.
2. Actively engage in their learning and all aspects of university life.
3. Be honest and demonstrate integrity when engaging with or representing the University.
4. Dedicate themselves to the pursuit of knowledge both in their learning and as members of the Curtin community.
5. Demonstrate courage by standing up for what's right and doing the right thing.

FURTHER SUPPORT

Curtin provides a range of support to students, including counselling and wellbeing advice, disability and accessibility support, financial advice and Aboriginal and Torres Strait Islander support. Students can find out

more about Curtin's student support services at <https://www.curtin.edu.au/students/personal-support/>. Students are also encouraged to reach out to our Curtin Connect team as the hub for student services and support at <https://www.curtin.edu.au/students/connect/>.

If students would like to understand their rights and responsibilities further, the Curtin Student Guild as your independent student union, is here to help. Students can receive free support (including welfare and wellbeing support) from the Curtin Student Guild's Student Assist program at studentassist@guild.curtin.edu.au or www.guild.curtin.edu.au/advice

Disclosure, Divestment & Ethical Investment Agreement Working Group

The Guild negotiated a Memorandum of Understanding with Curtin as a result of the Curtin Student Gaza Solidarity Encampment in 2024. A Working Group was established by both parties to monitor and discuss the implementation of the agreement.

The Working Group met twice in this reporting period. I am pleased to report the following update on the implementation of the MOU:

- Curtin is progressing the inclusion of disclosures to research students regarding the funding of research/scholarships, in-kind contributions and the potential usage of research by the research team or supervisor. Training regarding these disclosures for research supervisors will be implemented ahead of Semester 2 2025.
- Curtin and the Guild PSC President is finalising a factsheet for students undertaking any activity where their work may be used by a third party outlining their roles, responsibilities, rights and what their work product may be used for. This is on track for implementation ahead of Semester 2 2025.
- Curtin and the Guild are working on the format of the annual disclosures moving forward. It is the opinion of the Guild that a formalised document listed on the website would better serve the disclosure element of the MOU as opposed to the current listing of defence-related organisations and weapons manufacturing companies on the "national resilience" webpage.

Further to this, the Guild has expressed that the existence of an exchange MOU between Curtin and Ben Gurion University runs counter to Curtin's values and we are seeking the end of this agreement with Curtin.

Academic Misconduct Delays

The Student Assist Team has been witnessing a large delay in the time it takes for cases of academic misconduct to be dealt with by the university which is impacting students, especially students who are nearing graduation or who require prerequisite units to be passed to progress.

Student Assist has reported to me that in some cases it was up to 120 days between a report of academic misconduct being made by a staff member for a student to be formally sent the allegation.

The Guild raised these numbers at Academic Board and has established an action point to engage further with the Office of the Academic Registrar on these issues moving ahead.

Federal Election Enrol to Vote Drive & Campaign

The Guild's campaign for enrolling to vote (emails, social media and posters) led to over 300 students enrolling or updating their enrolment ahead of the 2025 Federal Election.

The Guild's Representation Board resolved to endorse the NUS's "My Future, Our Voice" campaign and the ACTU/Unions WA "Don't Risk Dutton" campaigns ahead of the election and the Guild Executive is discussing plans on rolling out communications in line with these campaigns ahead of the election.

Academic Freedom and Student Rights

I am monitoring and am deeply disturbed by the consistent attacks on academic freedom and student rights at universities across the country and around the world. Curtin is not immune from issues of academic freedom and, although the Guild has managed to secure important wins on freedom of speech regarding Palestine, we must remain vigilant.

I would urge any student who experiences issues of academic freedom or an impingement of their rights to expression to contact the Guild directly.

With Peter Dutton indicating that a government he leads will directly interfere in the curriculum of tertiary institutions, this election is an important opportunity for students to fight back against attacks on students' rights to expression on campus and in society.

The Curtin Student Guild will always defend academic freedom and students' rights.

Curtin Colombo Student Guild

I had a great conversation with the President of the Curtin Colombo Student Guild. We have agreed to increased communication moving forward with the ultimate goal of establishing a completely independent student representative body for students at Curtin Colombo (the current "Guild" is not associated with the Curtin Student Guild and is a university controlled body).

Guild Operations**Commercial Committee**

I have initiated a commercial review and established an advisory committee to guide the Guild through this important work of turning our commercial portfolio around and into a sustainable endeavour that contributes toward the financial capacity of the Guild. The first commercial committee meeting is scheduled for just after this reporting period but I would be happy to answer any general questions at Council regarding the committee.

Organisational Review

The Managing Director has engaged Elevate Consulting to support the conducting of an organisational review to assess whether our structure and resources continue to be aligned with operational objectives and needs. I and the Executive will be working with the Managing Director at various points throughout this process which may result in recommendations that flow through to Guild Council for decision.

Spaces Proposal

I, the Executive, staff and representatives have been working on a proposal to maximise the Guild's limited space to support several priorities that the Guild has. This draft proposal is being put forward at this Council meeting and I'm looking forward to discussing it with you.

New Student Kitchen – Construction Underway

I'm very happy to report that construction works for the new student kitchen is well underway with it being on track for opening to students in May. This new facility will be a great improvement on our current student kitchen and will activate a currently dead area of the Guild precinct. Thank you to Vernon for taking carriage of this project and ensuring that it is delivered within a reasonable timeline following Curtin approval.

Clubs Hub – Stage One Open

Stage One of Clubs Hub is now open and being well utilised by clubs and societies. This serves as the first expansion of the Guild precinct in several years which is greatly welcomed. The Guild will enter into a lease agreement of these areas (an extension of our peppercorn head lease). Stage Two of the project will include new furniture and several new spaces. This project is being directly delivered by Curtin and we have been informed that delivery of Stage Two will be during Semester Two.

Student Pantry and Food Security

The Executive is working on a proposal for the Guild to take on a greater role in tackling food security on campus following the closure of the in-person Curtin Community Pantry. Any increase in the Guild's role in this area will have to be sustainable, equitable and holistic. I look forward to engaging with staff, reps and Curtin on this important initiative.



Vice President – Education

Guild Council Report
(07/03/2024 – 11/04/2025)
Benjamin Burgess (He/Him)

University / External Meetings:

Date	Meeting	Comments
10/03/25	Learning & Student Experience Committee Meeting	F2F
28/03/25	Academic Board	F2F
02/04/25	Students for Partners Catch Up	F2F
07/04/25	DVCA Leaders Meeting	F2F
09/04/25	Student Charter Working Group Meeting	F2F
09/04/25	Students as Partner Leadership Group Initial Meeting	F2F

Guild Meetings/Events (Or Guild-Related Meetings):

Date	Meeting	Comments
11/03/25	Exec Meeting	F2F
12/03/25	Respondus Meeting	F2F
13/02/25	Assessment Feedback Meeting	2/4 Reps Attended – Future Meeting Required
13/03/25	March Representation Board	F2F
20/03/25	Humanities Rep Catch-Up	F2F
20/03/25	Guild Council	F2F
25/03/25	Exec Meeting	F2F
27/03/25	Academic Board Pre-Meeting	F2F
27/03/25	Guild Council	N/A
28/03/25	Student Assist Catch Up	F2F
31/03/25	SciEng Rep Meeting	F2F
02/03/25	FBL Rep Catchup	F2F
02/03/25	ASPM Review /w Reps + Student Assist	F2F
04/03/25	Humanities Rep Catchup	F2F
08/04/25	Extended Exec Meeting	F2F

09/04/25	ASPM Review	The Bridge
10/04/25	Representation Board	F2F

Further Notes:

Over the past few weeks, a significant amount of my focus has been on **Assessment 2030**, which continues to be a major topic across both **Academic Board** and the **Learning and Student Experience Committee (LSEC)**. In LSEC, an academic raised the question of student and Guild involvement in the project, and that same concern came up again at Academic Board. I took the opportunity to ask directly when Guild representatives—specifically student voices—would be included in the process. The response suggested that from this point onward, we will be actively involved in the project.

It's also worth noting that the formal launch of Assessment 2030 has been delayed.

Dylan and I were also invited in May to have a more 1 on 1 introduction to Assessment 2030 along with the DVCA. This should allow us to further ask questions in a situation that isn't necessarily pressed for time due to the manner of the meeting that we have been presented with the information previously.

On the 19th of March, **Ally Training** was scheduled, which I unfortunately had to miss due to illness. That said, I've reached out and am in the process of rescheduling it—I'm still very committed to completing that training, especially given how important inclusive practice is across everything we do.

We had initially planned to hold an **Assessment Feedback Meeting/Workshop** with all Guild Reps to gather student input and experiences with feedback and assessment. However, this session was replaced by the **ASPM Review**, where we went through a large portion of the **Assessment and Student Progression Manual** changes proposed for 2025. That session ended up being incredibly productive—lots of detailed discussion and solid input from the team. That review has now wrapped up, and the final outstanding points are with **Student Assist** to close off.

In our **meeting with the DVCA leadership team**, we had the chance to engage in some more open, honest conversations. It was a great space to share where we're each coming from, and it gave us the opportunity to bounce around early feedback on current projects and ideas.

The **Student Charter Working Group** has officially approved the revised version of the **Student Charter**. This latest version was shaped by a smaller internal group (with members from the broader working group), and I think the result is a lot more functional. One of the big shifts was repositioning the charter more as a set of guiding principles rather than something that could be used punitively or 'weaponised'.

University / External Meetings:

Date	Meeting	Comments
20/03/25	Sustainable Development Week – VPSW Stall set up	

Guild Meetings (Or Guild-Related Meetings):

Date	Meeting	Comments
19/03/25	All Fac Reps – Inter-Faculty event	Scavenger Hunt
25/03/25	Student Meeting	
25/03/25	VPA / Events Weekly Meeting	
25/03/25	Exec Meeting	
25/03/25	Sci Eng Grill The Guild	
25/03/25	VPA / Comms Fortnightly Meeting	
26/03/25	Collect Condoms from WAAC	
27/03/25	Student Pantry Working Group	
27/03/25	Student Meeting	
27/03/25	Snack Cart Food Drop	Zooper Doopers & RedBull with Dylan and Tom
01/04/25	VPA / Events Weekly Meeting	
01/04/25	VPA / Clubs Fortnightly Meeting	
02/04/25	Aldi Vic Park and Cannington	Collected period products
02/04/25	Inter-Faculty Scavenger Hunt Meeting	
03/04/25	Snack Cart Food Drop	Snacks – Library with Bridget
08/04/25	VPA / Events Weekly Meeting	
08/04/25	Exec Meeting	
08/04/25	Accessibility Matrix for events	Met with Lorien to discuss how we want to launch this
08/04/25	VPA / Comms Fortnightly Meeting	
09/04/25	Student Meeting	
11/04/25	Inter-Faculty Scavenger Hunt Meeting	
11/04/25	Commercial Advisory Committee Meeting	

11/04/25	Humanities Grill the Guild	
15/04/25	VPA / Events Weekly Meeting	
15/04/25	Exec Meeting	
16/04/25	Inter-Faculty Scavenger Hunt	
17/04/25	Snack Cart Scheduled	

Leave Taken:

26/02/2025 – 28/02/2025 – Leave / TOIL

Upcoming – 18/04/25 – 28/04/25 (Easter Break) – Leave / TOIL

Further Notes:

University / External Meetings:

Date	Meeting	Comments
17/03	Student Charter Working Sub-Group	Draft was proposed, written by CSG
17/03	With Properties Rep for Sustainable Development Week	RE Guild representation at Sustainable Development Week
18/03	Universal Design Sub Committee Meeting 1	Attended on behalf of Accessibility Officer – inaugural meeting for 2025
20/03	Sustainable Development Week	Guild representation stall
24/03	MOU discussion working group	
28/03	Student Charter Working Sub-Group meeting	Draft was finalised – to be sent to Chancellery

Guild Meetings (Or Guild-Related Meetings):

Date	Meeting	Comments
20/02	Representation Board Meeting #2	
25/02	Guild Executive Meeting	
27/02	Student Charter Discussion	RE: approaching the student charter
27/02	Meeting with student RE multifaith concerns – drop-in sessions	
27/02	Guild Council #2	
28/02	Meeting with student RE multifaith concerns – drop-in sessions	
11/03	Executive Meeting	
12/03	Attending UWA Meeting RE ban on lecture announcements	Attendance was important despite this being at UWA, as these crackdowns are happening nationwide and the assumption cannot be that this would not happen at Curtin
12/03	RE FBL student concerns	I could not attend this meeting as my previous meeting (at UWA) ran over time. I organised the meeting with the VPE, FBL Rep and Accessibility Rep. VPE chaired meeting.
13/03	Representation Board Meeting #3	
14/03	Meeting with Clubs Support team RE club matter	Details are confidential as they are yet to be resolved, and involve specifics
17/03	Circle 8 meeting RE smart bins	With Mark from Circle 8. Discussed possible third partner for project
18/03	Queer Officer x VPSW Weekly Meeting	Catch-up meeting with Queer Officer
20/03	Womens Officer x VPSW Weekly Meeting	Catch-up meeting with Queer Officer
21/03	Student multifaith drop-in	
21/03	Queer Officer x VPSW catch-up meeting	
25/03	Executive Meeting	
25/03	Queer Officer x VPSW Weekly Meeting	
26/03	Health and Safety Committee meeting	

26/03	Women Officer x VPSW Weekly Meeting	
27/03	Student Pantry working group	
27/03	Guild Council Board Meeting #3	
28/03	Accessibility Officer x VPSW Weekly Meeting	
28/03	PSCHealth x VPSW Weekly Meeting	
02/04	Queer Officer x VPSW Weekly Meeting	
02/04	Queer Officer x VPSW Weekly Meeting	

Leave Taken:

31/03 – 01/04

Further Notes:

Item	Details
Safe Space for students observing Ramadan	Curtin's Multifaith Officer alerted me that students were approaching her asking her to book spaces so they could eat/take their medications. These students either were breastfeeding, pregnant, menstruating or had medical conditions that religiously exempted them from fasting. They were uncomfortable with doing this in the open however as it made personal business public. The Guild has booked a space for the month of Ramadan for this purpose. I blacked out the windows using gift wrapping, and cleaned the old STA space which now sits for this purpose.
Lolly wall – dietary requirements	Since the motion was passed at the last Guild Council, an audit is being made of the dietary information of the lolly's in Gmart's lolly wall. The percentage was set to at least 30% of lollies being either vegan and halal. Currently we may have to find a supplier different to the current supplier for the lollies by the looks of it, however we are still confirming. I would like to thank Vernon for assisting with this too.
Smart bins – Circle 8	Containers for Change are no longer going to be a partner on the project, however Red Bull have been identified as the sole beverage partner for the next 6 months after it is launched. An app is also being developed. Meetings RE this project are not clearly marked, as they have involved lengthy calls or emails based on need.
Curtin Sustainable Development Week	The VPSW has been strongly involved with Curtin's action plan for sustainability, and therefore was invited to display representation of some sort at Curtin's Sustainable Development Week. The VPA has been helping me with this. This will take place on the 20 th of

	March, with a soft launch of our smart bins and recycling hub.
Multifaith drop-ins	I have begun meeting with students RE multifaith concerns as there is a big lack with regards to this area. This is to firstly resolve issues students are experiencing, but also in the lead up to creating the two multifaith spaces, will help me understand student needs best. These drop-in sessions will be publicly launched soon, however at the moment involves me meeting with students I know have experienced issues. Guild's Club Support has been very helpful with this.
UWA restrictions	The new restrictions UWA has informed its staff and students has been severely concerning. This is part of the international shift seeing freedom of speech stifled in response to foreign policy which Australia shares interest in. This observation is in response to the nature of the restrictions. The meeting at UWA was attended by myself and the Humanities Representative.
Universities Australia: Response	This was covered in depth during the last Representation Board Meeting. In light of the difficult times, I am happy with how the Chancellory has repoded and am pleased they understand the weight of what this means.
Containers for Change deposit	A deposit was made to Containers for Change which saw 400-500 cans/bottles deposited, and around \$40 returned to the Guild.
Student Charter	The Chancellory has determined the Student Charter should be reviewed. A sub-working group with myself and the president has seen us ensure student concerns come first, such as the concern it will be used for disciplinary measures which we have made clear is not something we would stand for. I am happy with how the meetings/drafts have progressed and believe student representation is especially important on this.
Meetings with Equity Reps	I have moved from meeting with equity reps based on need/request, to setting weekly meetings. This has helped with efficiency.

University / External Meetings:

Date	Meeting	Comments
07/04/25	DVCA Portfolio Leaders & Guild Exec	

Guild Meetings (Or Guild-Related Meetings):

Date	Meeting	Comments
19/03/25	Ally Training	
25/03/25	Executive Meeting	
27/03/25	Guild Council Meeting	
07/04/25	Meeting with Finance	Briefing with Karen about expectations for Quarterly Financial Review
08/04/25	Executive Meeting	
08/04/25	Meeting about Student Pantry with Exec	

Leave Taken:

31/03/2025 – Eid Celebration

Further Notes:

On 31st March 2025, the Guild's financial documents were officially signed, following a detailed review by the Finance and Risk Committee during its meeting on 5th March 2025. During that meeting, the Committee thoroughly examined the financial statements, acknowledged the auditor's report and opinion, and expressed confidence in the integrity and accuracy of the Guild's financial position and reporting. This was then brought to the March Guild Council as a formal motion and was successfully carried.

Planning for the Annual General Meeting (AGM) is currently underway, as the date approaches. Dylan, Vernon, and I will be working closely to finalise all necessary arrangements with the assistance of the relevant staff. Tanya will be supporting the commercial aspects of the AGM, while Slade and George will assist with the technical setup required for online participation.

The inaugural meeting of the Commercial Advisory Committee has taken place. This initial discussion focused on setting the groundwork for a broader strategy around the Guild's business operations, with a shared goal of making them more financially sustainable while continuing to prioritise accessibility for students.

Ongoing Secretary Duties:

Continued general operations of the Secretary role, including:

- Processing reimbursements and payment requests.
- Reviewing and approving budgets and timesheet submissions.
- Providing support with governance matters including agenda prep, minute review, and action tracking.
- Payroll and assisting with payroll-related queries

Attendance Tracking:

An attendance log has been developed and implemented for Guild Council and Representation Board meetings. This will be updated following each council meeting for greater accountability and ensuring active attendance from representatives.

Conflict of Interest Register:

Maintained and regularly updated the Conflict of Interest Register to ensure transparency across Council and committee members.

Policy Documentation:

Progressed with compiling a Guild policy book, which consolidates motions passed by the Representation Board, to support institutional knowledge and smoother handovers for future representatives.

CONFIDENTIALITY

- ☒ OPEN
☐ CONFIDENTIAL

GUILD COUNCIL – 17/04/25

SAFETY REPORT

Submitted: Vernon Thompson (Managing Director)
Moved:
Seconded:

Preamble:

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

Motion:

That the Guild Council **notes** the Safety Report.

Safety Performance:

- Safety inspections conducted on time (as % of planned inspections): 100% for March, 90% reportable.
- Workers' compensation claims (as hours of paid compensation over the past 12 months): 2,159.65 Hours for March

Incidents and Hazards to note:

New items of concern from the Workplace Inspections:

- B104 (GC – Central and Commercial Kitchen), reported fire equipment not accessible in room 020.
- B106F (Guild Admin Building), fire hose out of service, to be reported to Curtin.
- B106F (Guild Admin Building), furniture near entrance to Equity Space is obstructing the green button used for wheelchair access.

Other items reported during the month:

- Nil

Ongoing items:

- *B104 (GC – Central and Kitchen), cracking in the wall is now appearing in the upper level directly above the location of the lower-level. This has reported to Curtin. – Ongoing*
- *B104 (GC – Central and Kitchen), the render on the chemical storage room walls is bubbling and/or coming loose. This has been reported to Curtin. – Ongoing*
- *B104 (GC – Central and Kitchen), health inspector noted that if the refurbishment of the building next year doesn't go ahead the fridge floors need to be resealed – Ongoing*
- *B104 (GC – Central and Kitchen), downstairs freezer door requires internal glow in the dark sticker / push release or similar. Currently when the door closes the light goes out and cannot identify exactly where the exit door is – Ongoing*

- *B106D (The Retreat), use of space and storage. Planning is underway to consolidate storage and improve ergonomics. – Ongoing*
- *B106G (GMart), storeroom upgrades, intention is to increase width to provide additional storage. – Ongoing*
- *B106F (Guild Admin), air conditioning temperature fluctuations are continuing (an ongoing issue within the building), Curtin has advised that the reason is due to multiple heating pipes failing and leaking underground but that the cooling system is working fine. – Ongoing*
- *B104 room 113 (Meeting Room @ Central), there was some wall / roof damage and insect presence within the space, unsure whether an infestation or a structural issue. Reported to Curtin. Determined there were fallen timber slates, the previous adhesive was removed and then glued and fix back onto wall. – Ongoing*
- *Guild Kitchens, potential hazard reported, there is an open blade on Glad wrap / baking paper boxes (i.e. the ripping / cutting tool on the box). Baking paper boxes were previously plastic, this only changes at the end of last year. After touching based with suppliers, it is thought that potentially suppliers have been required to change due to the plastic ban. This item is currently being investigated - Ongoing*
- *B104 (GC – Central and Commercial Kitchen), kitchen needs a dust down for food safety requirements. – Updated to Ongoing*

Guild injuries, near misses or hazards reported:

- *B106F (Guild Admin Building), a student was using one of the microwaves in the equity kitchen and it started to spark and flash a blue light. It was determined that the microwave had hole burnt into the side of the inside and that the front of it was very rusted. This was caught in sight by a Guild Officer, checked with student on how they were (did not get zapped, experienced an understandable fright). Common issue tends to be user error (i.e. putting non-microwaveable materials in the space). Review of current signage intended to see if any details require updating. Microwave was safely removed. Increased monthly microwave check/inspection to weekly. Replacement microwaves ordered. – No further action required*
- *B106G Southern (Concept Coffee Co.), during close, a cup was filled with some boiling water to soak the steam wand & when the cup was moved the water poured out from a hole in the bottom onto a staff members foot, this resulted in burning the staff member through their shoe. Noting that the cup was faulty/the hole was present & weren't aware. Surface burn to the top of the right foot, may blister. Staff member is a trained first aider & will dress it again at home, if need be, staff member said it 'should be fine'. Burn cream, cold water & was wrapped with a burn gel dressing & strapped up so staff member could walk home. Checked in with staff member on 02/04 and although a small blister was present the day after the incident it was now healed with no further action required. – No further action required*

Ongoing items:

- *B104 (GC – Central and Kitchen) functions fridge, two staff members were putting crates in the fridge, this was done by one individual walking forwards and the other walking backwards. The staff member that was walking backwards did not see a metal railing and tripped. This incident is still under investigation. – Ongoing*
 - *Update: Different options are being trialled in location to determine a workable solution, and acquiring a new purpose-built ramp to replace current*
- *B106G Southern (Concept Coffee Co.), on the recent 42 degrees temperature day, a staff member got a blood-nose. Noting that for this individual, having a blood-nose occurs often, was not concerned and was happy to continue working once the bleeding ceased.*

Ice was placed on the staff members neck, and they sat in the air-conditioned office until the bleeding stopped and they felt normal again. The incident report noted that the nosebleed was due to the heat and that the entire team felt ill due to the heat. This incident report is currently still being investigated. – Updated to Closed

GC – Library's Food Safe App appear to still not be working for forms and therefore cannot review the monthly inspection report. *If this is not resolved next month the team will provide feedback via alternate means.*

General Safety Update for the Month:

The Guild Health and Safety Committee met on 26 March 2025.