Student Guild of Curtin University

Guild Council – Meeting #08

To be held at 5 30 PM on Thursday 15th of October 2026

In Council Chambers Medical School 410.208

AGENDA

1. Acknowledgement of the Traditional Owners

"The Curtin Student Guild pays 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;
2.2. Others Present;
2.3. Apologies and Leave of Absence;
2.4. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting and Circular Resolutions

4.1. Previous Meeting Minutes

Motion: That the Guild Council approves the minutes of the previous meetings held on 23/07/26 and 20/08/2026 as a true and accurate record of proceedings at those meetings.

Moved:
Seconded:

5. Reports

5.1. President – Submitted
5.2. Vice President – Education – Submitted
5.3. Vice President – Activities – Submitted
5.4. Vice President – Sustainability & Welfare – Submitted
5.5. Secretary – Submitted
5.6. Managing Director - Submitted

Motion: That the Guild Council approves the reports.

Moved:

Seconded:

6. Business on Notice

6.1. Safety Report

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

Moved:

Seconded:

6.2. Finance Report

Motion: That the Guild Council **notes** the Finance Report.

Moved:

Seconded:

Moved: Dylan Storer (President)

Seconded:

6.3. Appointment of an Acting Officer – First Nations

Motion: That the Guild Council:
ratify the appointment of Ammie Turner as Acting First Nations Representative.

Moved: Noor Fellah (Secretary)
Seconded: Dylan Storer (President)

6.4. Appointment of an Acting Officer – Ethnocultural

Motion: That the Guild Council:
ratify the appointment of Shahir Arian as Acting Ethnocultural Officer.

Moved: Noor Fellah (Secretary)
Seconded: Dylan Storer (President)

6.5. Approval of Appointment of Managing Director Procedure

Motion: That the Guild Council:
approve the amended Appointment of Managing Director Procedure.

Moved: Dylan Storer (President)
Seconded: Noor Fellah (Secretary)

6.6. Work Health and Safety Management Plan

Motion: That the Guild Council:
the Guild Council **approves** the attached updated Work Health and Safety Management Plan.

Moved: Noor Fellah (Secretary)
Seconded: Dylan Storer (President)

7. Minutes of Committees Reporting to the Guild Council

7.1. Representation Board – 20/08/2026

7.2. Executive Committee – 11/08/2026, 08/09/2026

7.3. Finance & Risk Committee – 09/09/2026

7.4. Commercial and Corporate Services Committee – None

7.5. Student Services Committee - None

7.6. Legal Committee – None

Motion: That the Guild Council **approves** the minutes of the Committees Reporting to the Guild Council.

Moved:

Seconded:

8. General Business

8.1. Ideas and Suggestions

8.2. Other Business

9. Meeting Evaluation

10. Next Meeting

The next ordinary meeting of the Guild Council will be held on the 12th of November 2026 at 5:30PM in Council Chambers Medical School 410.208

Student Guild of Curtin University

Guild Council – Meeting #06

To be held at 5 30 PM on Thursday 23rd of July 2026

In Council Chambers Medical School 410.208

MINUTES

Meeting opened at 17:35

1. Acknowledgement of the Traditional Owners

"The Curtin Student Guild pays 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: Dylan Storer, Noor Fellah, Hadiya Naeemi, Tahni Rowe, Morgan Mills, Max Zhang, Finn Gardoll, Joanna Kuo, Bridget Clifton, David Phillips, Ebony Whitney, Suhaila Jaffna, Isobel Cubong, Hamide Kocer (Online), Emily Lassam (Online), Vivi Choi

2.2. Others Present; Vernon Thompson, Natasha Morgan, Moira Aynsley, Tom Harrowing, Isabella Harvey

2.3. Apologies and Leave of Absence;

2.4. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

None declared

4. Minutes of the Previous Meeting and Circular Resolutions

Vivi Choi Joined the meeting at 5:36 PM.

4.1. Previous Meeting Minutes

Motion: That the Guild Council approves the minutes of the previous meetings held on 21/05/2026 as a true and accurate record of proceedings at those meetings.

Moved: Noor Fellah (Secretary)

Seconded: Tahni Rowe

Carried

5. Reports

5.1. President – Submitted

Dylan presented his report, noting it could largely be taken as read, and highlighted the following matters:

Paid Placements

Dylan advised that paid placements have been expanded to 10 more streams across two schools in the Faculty of Health Sciences — the School of Allied Health and the School of Population Health. He welcomed the expansion but noted the Guild's position remains that paid placements should apply to every mandatory placement and be set at a livable rate. He acknowledged this as a significant win for the student movement while noting it remains insufficient, with many students still facing placement poverty.

Guild Housing Report

Dylan advised that the Housing Report has been released and received significant media coverage including The West Australian, ABC News, ABC Goldfields, ABC Southwest, ABC Radio Perth, Perth Now, and the front page of the Kalgoorlie Miner, including a satirical cartoon in the Saturday edition. Dylan thanked Morgan for extensive work on the report, particularly the Kalgoorlie statistics, and Ebony for her significant contributions to the report's content, survey data, and a detailed submission to the state government's targeted consultation on reforms to the Residential Tenancy Act. He advised that the state government is now looking at legislating to better regulate rights for students living on campus and in boarding and lodging situations. Dylan also advised that he met with the Vice Chancellor following the report's release and that Curtin has acknowledged the Guild's concerns, with public commitments expected once confirmed in writing.

Anti-Semitism and Racism Definitions

Dylan advised that as part of new university governance standards, universities are required to define anti-Semitism, Islamophobia, racism against Aboriginal and Torres Strait Islander peoples, and other relevant forms of racism by the start of January 2027. He noted the Guild's opposition to the IHRA definition of anti-Semitism due to the risk of conflating criticism of Israel and Zionism with anti-Semitism, and advised that the Guild will work closely with the university on this over the coming months, with the university needing to have a definition through University Council by the end of November.

University Governance Standards

Dylan noted that the new governance standards also include positive changes strengthening student representation, transparency, and institutional accountability, including requirements for extensive consultation with students and staff before major changes are proposed.

Guild Precinct and Facilities

Dylan advised that construction on the new equity spaces and expanded club storage is underway, and that a designer has been appointed for the refurbishment of the Café Central space and the Tavern. He recognised Tanya for her significant work in progressing all precinct projects. He also noted improvements to the courtyard space including new furniture and remediation of tripping hazards in the cobbled path.

Mid-Year Staff Lunch

Dylan commended the mid-year staff lunch held at the Tavern as a milestone event marking 19 months of positive organisational change, bringing together teams from across the Guild's commercial areas, upstairs staff, and elected representatives. He advised this will now become a fixture on the Guild calendar.

NTEU Industrial Action

In response to a query from a member regarding the NTEU rally, Dylan advised that EBA negotiations have not progressed and there is no resolution in sight. He noted he had attended the rally to express support, emphasising that staff working conditions are student learning conditions, and called on the university to come to the table and reach a resolution.

Discussion

A member raised the proposal to conduct a survey on vending machine food options in the library, noting that 80 students had responded during O-Day with 75% indicating they would likely use a library food service at night. The member and Joanna advised they had been working on the survey and asked whether a formal motion could be brought to a future meeting. Dylan expressed strong support and advised he and Tanya are meeting the following day to progress the matter, inviting the members to attend and share the survey data.

Vernon noted that a two-phase approach to the vending machine project had previously been explored, encompassing both a coffee option and a meal option. He outlined the complexity around water access for coffee machines and the constraints relating to the existing Coca-Cola pre-packaged beverage contract, which runs until approximately 2028. Dylan noted that products outside the scope of the existing contract would by definition be broader options including healthier food choices.

A discussion followed on the implications of providing 24/7 coffee access from a student welfare perspective. Members acknowledged that students are adults entitled to make their own decisions, while noting the value of ensuring healthier alternatives are available alongside caffeinated products. It was noted that the Guild's existing vending machines already contain products with high caffeine content, and that the priority should be adding healthy food options within the scope of the current contract.

5.1.1. KPIs - Submitted

5.2. Vice President – Education – Submitted

Hadiya presented her report and highlighted the following matters:

Paid Placements

Hadiya provided further detail on the paid placement expansion, noting that the 10 allied health disciplines will receive payments from 1 July 2027. She noted the payment rate is as low as $67.72 per day for some students, describing this as wholly inadequate, and affirmed the Guild's continued advocacy for universal paid placements at a liveable rate through the National Union of Students.

Racism Definitions and Freedom of Expression

Hadiya echoed Dylan's comments on the requirement for universities to adopt racism definitions, noting that the Guild's concern is not compliance itself but ensuring that student freedom of speech, academic freedom, and political expression are protected. She affirmed the importance of universities remaining spaces where students can debate difficult issues, criticise government and political ideologies, and organise politically.

O-Day

Hadiya noted that the Ethnocultural Collective's activation at her O-Day stall had been warmly received, providing an opportunity for international students in particular to learn about their working rights. A Unions WA representative was also present to speak about gender-based violence policy.

Discussion

Tahni commended the Ethnocultural Collective's participation in the O-Day stall as a highly positive initiative, noting strong feedback from the collective about the value of engaging directly with students.

A member raised questions regarding KPI reporting, noting that the frequency of meetings with Faculty Reps as recorded did not appear to reflect the stated commitment to regular monthly meetings, and that only two of four Faculty Reps are listed as involved in the Hidden Costs campaign. Hadiya clarified that the Hidden Costs campaign has been refined to focus on a Lab Coat Pilot Programme as a starting point, with all representatives involved in providing faculty-specific data, and that two representatives are specifically leading the lab coat component. She also acknowledged feedback about the need for a clearer and more coordinated joint campaign and undertook to ensure this is addressed.

Hadiya provided further detail on the Lab Coat Pilot Programme, advising that approximately 30 lab coats will be available — one station in Building 500 for chemistry students and one at Guild Reception, available during Guild hours. Students will be required to provide ID or complete a form at reception and return coats within a day. The coats will carry the Guild logo via an iron-on patch, designed by Sylvia. Dylan suggested placing the logo on the inside of the coat to avoid stigmatising students accessing the service, which Hadiya welcomed. Members also suggested exploring a donation model to supplement the hire scheme, allowing students to donate unused lab coats, glasses, and calculators.

A member raised concern about the timing of the Hidden Costs campaign given the approaching end of representative terms, noting that without a coordinated four-faculty effort, outcomes for students may be limited. Hadiya acknowledged the feedback and undertook to develop a more structured plan in the representative forum.

Hadiya also provided an update on the unit outline review, advising that the last successful review was conducted in 2021 and that she has obtained a previous framework to refine and implement this semester, with the intention of presenting findings to LSEC.

5.2.1. KPIs - Submitted

5.3. Vice President – Activities – Submitted

Tahni presented her report, covering both June and July, and highlighted the following matters:

Curtin Open Day

Tahni advised that the rescheduled Curtin Open Day was successfully delivered, with the Guild running a mini lolly wall stall that was described as the most popular of the day.

Riff Rumble

Tahni reported that Riff Rumble, a battle-of-the-bands style event at the Tavern, had been a significant success. Three Curtin student bands competed, with prizes awarded to all three. The event was held in partnership with the Student Experience Network Tertiary Music Competition, allowing bands to use their performance footage as part of their applications. Curtin band Dreamline subsequently won the June round of the SEN competition, receiving a $500 music voucher, a music industry coaching session, and eligibility for further SEN events. Dreamline has also been engaged to perform at the upcoming Pyjama Party.

Stress Less Week

Tahni advised that Stress Less Week was delivered with a significantly upgraded Brinner offering, expanding from pancakes to include sausages, hash browns, muffins, and beans, serving approximately 350 to 400 students across two Brinner sessions. The snack cart was also upgraded to a wellness cart incorporating face masks, fidget toys, and deodorant. Tahni noted the positive reception from students.

University Merger Campaign

Tahni noted the Guild's involvement in running a barbecue outside the library late in the previous semester to launch the merger campaign.

Semester Two Plans

Tahni advised that planning is underway for Guild Ball and other major events, with new Events Manager Yvonne having commenced in her second week and receiving strong praise. Tahni noted the return of Love, Sex and Consent Week, including collaboration with a sexology student on awareness campaigns and the potential introduction of STI testing as a feature of the week. She also outlined work on a proposal for improved club storage in the new equity spaces, designed to provide each club with a contained, lockable section.

Courtyard Pots

Tahni noted the completion of the courtyard pot painting project, acknowledging Morgan's initiative in driving it.

Discussion

A member queried the completion date for the club storage project. Vernon advised that the equity spaces project is expected to be completed mid to late August, with some delays having arisen from mechanical and building permit requirements.

A member queried the new booking system for student representative events. Tahni explained the tiered system, which categorises events as A (simple, auto-approved), B (requiring Tahni's assistance), and C (requiring the Events team). She noted the system has been well utilised, with examples including Astor's Queer Collective events, the Women's Officer's morning tea, and Pride being booked as a Category C event.

A member raised concern about communication regarding the $250 sustainability grant for clubs. Tahni and Morgan confirmed the grant is now live and information is available on the website, noting that splitting the previously unified grant into separate event, sustainability, and accountability grants has improved clarity and purposefulness of expenditure. Morgan undertook to follow up on the accountability grant's uptake.

A member noted that several club-related KPIs remain unstarted. Tahni acknowledged this, explaining that the first half of the year had been heavily events-focused due to a new events team and the club registration period, and that her focus will shift to club-specific projects in semester two, including reviewing the Clubs policy document, the event application process, and implementing a reporting system. She welcomed a suggestion to send an open call to all club presidents for feedback on these matters rather than consulting a select group.

Tahni also noted an upcoming club sponsorship training workshop being developed in partnership with Curtin's outreach sector, covering both how to improve existing sponsorship packages and how to write new ones.

5.3.1. KPIs - Submitted

5.4. Vice President – Sustainability & Welfare – Submitted

Morgan presented their report and highlighted the following matters:

Sustainability Grant

Morgan confirmed that the sustainability grant for clubs is now live, noting the KPI had not been updated prior to going on leave.

Courtyard Improvements

Morgan advised that the courtyard pots are complete and that work is ongoing with Tanya on furniture and further greening of the space.

Racism Definitions – Working Group

Morgan advised that ahead of the university's working group on racism definitions, they have secured meetings with the individual coordinating the process and will attend alongside the First Nations Officer Bonnie and ISC President Tahsin to ensure the Guild's position is represented from the outset.

Housing Report – O-Day

Morgan advised that the Housing Report was a focus of their O-Day stall, with students completing a quiz drawing on the report's findings. Morgan noted that while few students appeared to have read the report in advance, the quiz effectively surfaced the key statistics and generated engaged responses.

Discussion

A member queried progress on environmental sustainability projects beyond the smart bins and sustainability grant. Morgan acknowledged that further projects, including sustainable transport advocacy and a review of Curtin Link, are listed as not yet started in the KPIs and will be a focus of semester two. Morgan also confirmed that the divestment campaign has not yet been progressed but undertook to revisit it. A member suggested contacting the NUS Welfare Officer, who is running a national sustainable transport campaign, as a starting point for the transport advocacy work.

In response to a query about KPI comments, Morgan confirmed that fortnightly meetings with equity officers and the ISC President are occurring and described the work being done with each officer, including assisting Tahsin with the international student housing booklet, supporting Sara and Astor on period product machines, and keeping updated with Bonnie's First Nations work.

5.4.1. KPIs - Submitted

5.5. Secretary – Submitted

Noor presented her report and highlighted the following matters:

Governance Officer

Noor advised that the Governance Officer role remains vacant following an unsuccessful round of interviews. Natasha has scheduled a new round of interviews commencing the following week. Mitch remains in the position in the interim, with regular informal check-ins occurring between Mitch and Noor.

Student Elections

Noor advised that a memorandum of understanding with Curtin University for the conduct of elections has been finalised. A new Returning Officer, Andrew Cousins, has been confirmed for this year's elections. The election timetable has been endorsed by WAEC, and the election handbook has been circulated. Noor noted that a code of conduct briefing will be introduced as a new requirement for all candidates.

Remuneration Tribunal

Noor advised that the Remuneration Tribunal is underway with Dylan as Chair, with submissions due the following day. She encouraged all members, including non-remunerated Councillors, to submit feedback on the remuneration of representatives.

University Merger Campaign – Social Media

Noor acknowledged that the merger campaign's social media presence had been inactive for several weeks, attributing this in part to a lack of activity from the Murdoch Student Guild on the joint Instagram page. She advised that a new content plan has been developed with Hadiya, focusing on student interviews, ground-level videos, and consistent posting. She encouraged all members to contribute ideas for campaign content.

NUS National Conference

Noor reported attending the NUS Education Conference from 27 June to 2 July, noting strong workshops delivered by the WA state branch including presentations by Clayton, Hadiya, Rama, and Dylan. She described the conference as productive overall.

PSC and ISC Constitutions

Noor advised that updated PSC and ISC constitutions have been circulated to relevant representatives for feedback. The revised constitutions will remove Council positions in favour

of open collectives to improve accessibility and ease of participation. These will be brought to Reps Board and potentially Council as circulars. The WASM constitution will also be reviewed in consultation with the Kalgoorlie campus.

KPIs and Other Matters

Noor advised that a guide on daily operations for future secretaries is in progress, along with a policy book of all representation motions and an assessment of how the Guild is representing students across different demographics. She noted a gap in representation for mature-age students and parents as an area to explore. Noor also raised the possibility of introducing an Environmental Officer role, inviting feedback from Council members, and noted that the WASM representation situation is being monitored.

Discussion

A member queried the availability of Guild Council reports on the website. Noor advised that reports had been sent through for upload earlier in the week and believed they were now live, undertaking to confirm and follow up directly with the member.

A member sought clarification on the KPI relating to assessing how the Guild represents students across different demographics. Noor confirmed this relates to equity representation and a desire to understand which student groups may feel underrepresented, with a possible survey or report to be developed in the second half of the year. She welcomed the member's input given their involvement in the housing space.

5.5.1. KPIs - Submitted

5.6. Managing Director – Submitted

Vernon presented his report and highlighted the following matters:

Mid-Year Staff Event

Vernon echoed Dylan's commendation of the mid-year staff lunch, noting its value in building positive culture and strengthening interaction between elected officers and staff, including the successful launch of the Guild Lager at the event.

O-Day

Vernon commended Tahni, Moira, the Events and Clubs team, and commercial staff for the successful delivery of O-Day.

Guild Precinct

Vernon provided updates on Guild Precinct projects, noting that the Tavern courtyard refresh is progressing well with pot painting, path cleaning, and Agora seating improvements underway. New seating and table re-staining are also planned. The equity spaces and club storage project is on track for mid to late August completion, with the delay attributable to building permit requirements. Café Central detailed concept designs have been approved in principle and are being priced, with design visuals potentially available for the next Council meeting subject to the President's discretion.

Little Concept

Vernon noted the launch of Little Concept, the outdoor café extension, including the Order Away online ordering system now live at the library and rolling out to Concept the following week. He acknowledged Tanya and the team for the effort in getting the project operational.

Commercial Operations

Vernon noted continued growth in student meal take-up, the launch of the Staff Portal by the Student Services team, and significant operational work including sourcing and installing new fridges at GMart, vacating equipment from the old Angazi space, purchasing and branding a new catering delivery van, and completing a full audit and documentation of Guild equipment across campus. We have sold a lot of redundant equipment and will continue to do so.

Vernon highlighted June as Kirribilli's strongest month to date, recognising Vanessa and the

team for stepping up during the manager's absence. He noted Mallokup's improved performance following a menu and presentation refresh, and acknowledged that library café sales are slightly below prior year, attributing this partly to redistribution of traffic across campus outlets.

Discussion

A member queried the financial reporting of individual events, asking whether event budgets and costs are reported separately. Vernon and Moira confirmed that events are funded from a pooled budget rather than individually tracked for profit or loss, as events are provided primarily as a free service to students. Vernon noted that budget data by event is available on request, and invited the member to meet with Tahni or himself directly to review this information.

A member noted the low number of student saver meals sold at Concept and Mallokup and queried whether this put the offering at risk of being removed. Vernon advised that the student meal offering is a commitment set by Council and will remain at all outlets. He noted that Concept's lower uptake likely reflects its customer demographic, and that Mallokup had a delayed rollout of the student saver meals. A member noted that signage at Concept indicating additional meals can be made on request had been removed, and suggested this be reinstated to avoid students assuming the offering is finished once the display is empty.

Motion: That the Guild Council approves the reports.

Moved: Noor Fellah (Secretary)

Seconded: Ebony Whitney

Carried

Motion: That the Guild Council approves the KPIs.

Moved: Noor Fellah (Secretary)

Seconded: Bridget Clifton

Carried

6. Business on Notice

6.1. Safety Report

Noor advised that 100% of safety inspections were completed in June. A workers' compensation claim was noted. A new item of concern was listed regarding untagged electrical equipment in B104113 meeting room at Central, occupied by Curtin Living. A member queried whether new equipment is required to be tagged before use, noting that under Australian standards (AS/NZS 3760), brand new electrical equipment does not require testing before first use.

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

Moved: Noor Fellah (Secretary)

Seconded: Dylan Storer (President)

Carried

6.2. Finance Report

Vernon noted that the report could be taken as written and welcomed questions. A member queried Kirribilli's performance, with Vernon noting improvements through menu development, relationship building with on-campus staff, new product offerings, and a monthly newsletter. Vernon also addressed the library café's slight underperformance relative to prior year, attributing this to traffic redistribution across campus and the loss of transport card recharging as a revenue stream, while noting overall healthy growth.

Motion: That the Guild Council **notes** the Finance Report.

Moved: Noor Fellah (Secretary)

Seconded: Tahni Rowe (VP – Activities)

Carried

6.3. Little Concept

Dylan spoke to the motion, advising that after considerable internal discussion the name "Little Concept" was selected as a whimsical and fitting name for the outdoor café extension of Concept Cafe. He noted the name had been used as a working title by the team and requires Council approval before printed materials are produced. Tahni commended the initiative, noting that the speed of service has been well received by staff and students, and that the outlet also offers sweet treats alongside coffee. A member commended the QR code ordering system as a particularly convenient feature.

Motion: That the Guild Council:

approve the name of the outlet located in B106D 'Little Concept'**.**

Moved: Dylan Storer (President)

Seconded: Noor Fellah (Secretary)

Carried

6.4. The Guild 2026 Election Handbook and Timetable

Noor advised that the motion is effectively for noting rather than approval, as the timetable has already been approved by the Returning Officer with some dates amended at the RO's request. The version before Council reflects those RO-approved dates.

Motion: That the Guild Council:

1. **approves** the 2026 Curtin Student Guild Election Handbook for use in the conduct of the 2026 Annual Student Elections; and
2. **approves** the 2026 Election Timetable for the conduct of the 2026 Annual Student Elections.

Moved: Noor Fellah (Secretary)

Seconded: Morgan Mills (Vice President - Sustainability & Welfare)

Carried

7. Minutes of Committees Reporting to the Guild Council

7.1. Representation Board – 14/05/2026

7.2. Executive Committee – 04/06/2026, 09/07/2026, 14/07/2026

7.3. Finance & Risk Committee – 13/05/2026

7.4. Commercial and Corporate Services Committee –

7.5. Student Services Committee -

7.6. Legal Committee – NA

No Discussion

Motion: That the Guild Council:

Approves the minutes of the Committees Reporting to the Guild Council.

Moved: Noor Fellah (Secretary)

Seconded: Dylan Storer (President)

Carried

8. General Business

8.1. Ideas and Suggestions

None raised

8.2. Other Business

A member raised a light-hearted query regarding the number of Tim Tams remaining from the O-Day giveaway and the associated cost. Vernon confirmed approximately $500 was spent on Tim Tams as part of the giveaway, with a small number of remaining packets distributed to staff as a thank you. The expenditure was confirmed as budgeted.

9. Meeting Evaluation

Bridget presented the meeting evaluation and noted the following:

Bridget described the meeting as well-rounded and more engaged than some previous meetings, commending the diversity of opinions contributed by Councillors and the quality of feedback and ideas offered. She specifically highlighted the initiative by Hadiya and Joanna in conducting an on-ground student survey regarding vending machine food options as a strong example of Councillors capturing the student voice.

Bridget noted one area for improvement regarding the timeliness of the agenda being circulated, suggesting that late report submissions may be a contributing factor and that this should be addressed. She also noted that some Exec members were observed to be on their phones while other Councillors were speaking, describing this as a recurring concern throughout the year. She further noted that some mildly dismissive remarks were made in response to Councillors' opinions during the meeting and encouraged all members to maintain a respectful and inclusive tone.

10. Next Meeting

The next ordinary meeting of the Guild Council will be held on the 20th August 2026 at 5:30PM in Council Chambers Medical School 410.208

Meeting Closed 19:20

Student Guild of Curtin University

Guild Council – Meeting #07

To be held at 5 30 PM on Thursday 20th of August 2026

In Council Chambers Medical School 410.208

MINUTES

The meeting opened at 17:35.

1. Acknowledgement of the Traditional Owners

"The Curtin Student Guild pays 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:
Dylan Storer, Tahni Rowe, Morgan Mills, Finn Gardoll, Vivi Choi (Online), Hamide Kocer (Online), Bridget Clifton, David Philips, Ebony Whitney, Suhaila Jaffna, Noor Fellah (Online), Hadiya Naeemi (Online), Max Zhang (Online), Emily Lassam (Online)

2.2. Others Present:
Vernon Thompson, Moira Aynsley

2.3. Apologies and Leave of Absence:

2.4. Absent:
Dao Jun Lee, Joanna Kuo

3. Disclosure of any potential or perceived Conflicts of Interest

Noor Fellah and Hadiya Naeemi disclosed conflict of interest with motion in agenda regarding their role in NUS Affiliation Amount.

Motion: That the Guild Council approves that Noor Fellah and Hadiya Naeemi be allowed to be present but not to vote for motion in agenda 6.5.

Moved: Ebony Whitney (Guild Councillor)

Seconded: Tahni Rowe (VP – Activities)

CARRIED

4. Minutes of the Previous Meeting and Circular Resolutions

4.1. Previous Meeting Minutes

Motion: That the Guild Council approves the minutes of the previous meetings held on 23/07/2026 as a true and accurate record of proceedings at those meetings.

Moved: Noor Fellah (Secretary)

Seconded:

FAILED

5. Reports

5.1. President – Submitted

Dylan presented his report, took it largely as read and highlighted the significant progress and stronger financial and operational position of the Guild compared to 18 months prior and on the following matters:

NDIS Inquiry

Special thanks were extended to Accessibility Officer Mia and Accessibility Collective member Caitlin for their exceptional representation of Curtin students at the Senate inquiry into NDIS cuts. Dylan noted that despite the legislation passing, the Guild remains committed to supporting disabled students through ongoing uncertainties.

Precinct Plan & Capital Works

Dylan stated the Precinct Plan Capital Works is proceeding very well, and he was happy for Vernon to talk about that more in his report.

Dylan also has discussions with the members on the following:

24-Hour Vending Options

Dylan updated that the council has proposal from Flying Turtle Vending to closely work with the properties on getting something installed that will be akin to a 24-hour beverage making machine and a 24-hour meal provision in the library at least, in some form of a trial period. This is currently sitting with Curtin Properties for approval and any timelines on installation will sit after that.

University Merger

Dylan stated that there is no tangible difference than what he updated last month and there have been further delays in an announcement due to several different sorts of political things happening.

Campus still being dark at night

Dylan cleared that he spoke to the properties in relation to the library and has been fixed but stated the problem with Angazi building is that it is currently offline, nevertheless he will bring that up to them. He also worked with the women's department and different areas of the Guild so that people can report on the dark areas.

Cleanliness of the Library

Bridget brought up ongoing cleanliness issues, highlighting fruit fly infestations and

overall upkeeping during peak study periods. Dylan added that he had put things about the cleanliness of the library to which they said that they were renegotiating the contract so there's extra cleaning being done around the exam time.

5.2. Vice President – Education – Submitted

Hadiya presented her report and to expand on it she highlighted the following matters:

- Hadiya expressed that planning is going great for the teaching awards and she is excited to be on the judging board along with the reps,
- She has been having catchups with the new PSC rep weekly who she has been doing well and has brought forward many exciting ideas for positive changes in the area.
- AI hackathon concluded successfully and a lot of assessment 2030 collaboration projects are coming to an end, though regular consultation with Molly continues regarding ongoing student concerns.
- Overall, in the specific courses committee and LSEC area has been quite a quiet period.

Discussions:

Bridget raised a concern regarding Master of Teaching Students (such as a 21-year-old student) being excluded from current practicum placement payment schemes due to age limits, asking whether the Guild would advocate for lowering the eligibility threshold.

Hadiya acknowledged the question, noting that current paid placement reforms contain significant gaps—including inadequate pay rates, the exclusion of certain disciplines like nursing and vet students, and age-based restrictions. She confirmed that the Guild is working closely with Zobia and the state branch to keep these broader reform issues active on the advocacy agenda.

5.3. Vice President – Activities – Submitted

Tahni highlighted the following matters on her report:

Recent Events & Execution:

O-Day**:**

Marked one of the largest semester-two O-Days in over five years, matching typical semester-one school turnout. Welcomed six new clubs: Fashion Society, Energy Society, Karaoke Club, Chess Club, Book Club, and Social Soccer Club. Featured a dedicated Disability Pride Month zone, including popular guide dog.

PJ Party:

Focused on enhanced student feedback integration, featuring activities such as a skill-tester claw machine, Mario Kart, a ball pit, and live music. The Tavern reported strong attendance and sold out of drink specials.

Guild Nights:

Scheduled earlier in the semester to avoid student assignment clashes. Successful events have already been hosted by the FBL and Science Guilds, featuring creative engagement strategies (e.g., hot dog costumes and grill master sessions despite poor weather).

Interclub Quiz Night:

A new initiative designed to foster cross-club networking, drawing 13 registered teams (12 competing). The Curtin Chess Club won the heads-and-tails grand prize, securing a Square POS system or a JBL speaker.

Talent for Tomorrow:
The VP participated as a guest judge on the annual panel. Special recognition was given to Guild Councillor Vivi Choi's band, "Septune," for winning the People's Choice award.

Upcoming Events & Initiatives
Love, Sex and Consent (Next Week):
Transitioning away from traditional fair-day stalls to interactive workshops hosted by a sexologist, WAC, and Relationships WA. Students who participate in activities and STI testing earn tokens, redeemable for lunch or sweet treats on Friday.

Club Awards:
Relocated to the John Curtin Gallery to showcase the booking space and provide a formal atmosphere with gallery access for attendees.

Wear It Purple Day:
Hosted by Asta to support queer youth, running concurrently with the Love, Sex and Consent week and features keychain-making workshops and cupcakes.

Collaborative Spring Market:
Planning is underway for a joint event between the Women's Department and Women in Business that will be later in the semester.

Projects & Administration
Clubs Policy:
Initial kickoff meetings have begun to review, update, and refine club policies and eliminate clashes.

Unused Spaces Document:
A functional template has been established, enabling the team to begin populating data for specific campus buildings.

Discussions:
Guild BBQ Equipment & Logistics
Ebony noted that scheduling the Guild events earlier in the semester was highly effective due to higher student turnout (specifically for the FBL Guild). However, a minor delay occurred due to equipment issues with the barbecues (one burner was non-operational, and another required propping up with a brick).

Moira confirmed that a new BBQ has already been purchased to replace the faulty unit. The second BBQ has undergone repair checks, and team members were advised it was fine as long as it is not moved.

Interclub Quiz Night Evaluation
Ebony enquired about how many club could have participated and how many spots were there for each club on which Tahni addressed that each club could only bring one team and capped based on venue capacity and team size metrics of 4 to 5 average members per team, it could host about 15 teams.

Ebony asked about fewer club engagement & future Scaling. Addressing lower initial turnout relative to the total number of campus clubs, Tahni noted that the first iteration served as a baseline experiment. Initial confusion regarding exclusive eligibility for club executives will be addressed by establishing it as a recurring event (held twice a year) to build traction and potentially scale up to the main café once refurbished.

Ebony offered to share the run plan and budget from a similar, successful FBL interclub event—which featured club-presented quiz rounds—to assist with future planning. Tahni accepted the offer and expressed interest in incorporating the ideas.

5.4. Vice President – Sustainability & Welfare – Submitted

Morgan submitted the report and moved on to highlight the following matters:

Food Security & Pantry Updates

Frozen Meals Restock:

The food pantry was recently restocked with 84 new frozen meals (with a small number already collected by students).

Menu Options

The new additions include a chicken and vegetable noodle dish alongside a Mediterranean vegetable and lentil pasta, supplementing the existing 12 additional items available per student.

Accessibility Initiatives

After-Hours Lift Access:

Following concerns raised by Hadiya and Mia regarding students trapped or unable to navigate buildings after 6:00 PM, Morgan worked with Properties and Timetabling. Lift access has now been successfully extended to 9:30 PM for all buildings with scheduled classes past 6:00 PM. Members encountering malfunctioning lifts are urged to report them.

Equity Spaces:

Construction on the new equity spaces is progressing well, with completion nearing.

Student Accommodation:

Working closely with Mia to address ongoing student accommodation accessibility issues raised by a student.

#Note: Suhaila left the meeting at 5:53pm and rejoined at 6:10pm

Discussions:

Period Product Dispensers & Logistics

- Murray Street Campus Update: A new period product dispenser is active at 478 Murray Street, supported by an all-student email, Maze Map direct links, and around 40 informational posters. And then they will go out on Instagram post soon as well. Staff on-site have agreed to locally fund and manage stock replenishment to prevent empty dispensers. FBL is also exploring funding for a second dispenser at this location.

- Bentley & Regional Rollout:
  - New larger dispensers are scheduled for installation in the Library, Guild building,

Bentley (DBE), Chemistry building, and Building 204 (replacing previous locations).
    - Tahni suggested reallocating older smaller dispensers to Kalgoorlie (WASM), though local management is currently handled through the WASM Women's Officer.

- Restocking & Communication Strategy: Concerns were raised regarding dispensers frequently running empty due to volunteer capacity constraints. Morgan noted that local departmental partnerships (similar to the Murray Street staff-managed model) and Guild volunteer networks will be utilized to maintain consistent stock levels before a major promotional Instagram campaign goes live. Building 204 will be prioritized for an early re-installation.

Twin Hall accessibility issue:
Suhaila wanted to know what the issue with Twin Open Hall was as that is not an accessible building as discussed on the report. On that Morgan mentioned he has been assisting with it and there are some accessibility issues around sliding door access and other general after-hours stuff. Discussions with university properties and legal teams are ongoing.

Health & Welfare Initiatives
- Kalgoorlie HIV Vending Machine Initiative: Following an expansion championed by Queer Officer Astra, a new self-test HIV vending machine initiative has been successfully extended to the Kalgoorlie campus with Tahni's support.
- Queer Forum Presentation: Astra and Bruce who is running the Connect program will present at the upcoming Kalgoorlie Queer Forum next Wednesday, which Morgan plans to attend and said others to come along if interested.

5.5. Secretary – Submitted
Noor took her report as read and highlighted the following matters:

New Governance Officer:
Noor reported the successful conclusion of a lengthy recruitment process, welcoming the new Governance Officer to the team.

Election Preparations:
Election preparations have been finalized, with nominations officially opening.

General Business:
Portfolio operations are continuing as usual.

Council Scheduling:
The upcoming Guild Council is currently scheduled for September 17, which falls directly within the election period.

Discussions:
- Dylan and David raised concerns about holding the meeting during elections, suggesting it would be more appropriate to shift the date so members can focus entirely on election matters and Guild Council business without overlapping pressures.

- Noor agreed to review the calendar noting the Reps Board is set for October 8 and collaborate with David and Dylan to propose alternative dates—either pushing the meeting back or bringing it forward—to resolve the scheduling conflict.

5.6. Managing Director – Submitted

Vernon took the report as read and welcomed any queries by way of a free overview. He then went on to highlight the following matters:

Commercial & Operational Performance:

Strong commercial outcomes continued through July and August. Corporate Services commenced the annual budget process and completed its component of insurance renewals (awaiting the draft program for review). Student Services experienced high demand, supported by successful O-Day events, club activities, and well-accessed support services.

Audit Tender:

The Guild has received an audit services tender request Proposal.

Precinct & Property Projects:

Equity Spaces:

Handover is delayed until next Friday due to unforeseen roof batten and ceiling repairs, but progress remains positive.

Central Café:

Conceptual designs were presented to Curtin Properties, though feedback meetings have been temporarily pushed back.

Tavern:

Initial floor plan designs have officially commenced.

Initiatives & Engagement:

Acknowledged the successful launch of "Little Concept," strong student engagement metrics across digital channels including social media platforms and websites; and the continued expansion and heavy utilization of the food pantry.

#Note: Emily lassam left at 6:32PM, Noor Fellah left at 6:33PM and Dylan Storer left at 6:34PM.

Discussions:

Club Status & Lapsed Clubs

- Max Zhang questioned whether assets from the 22 lapsed clubs could be redistributed to active clubs operating in similar spaces.
- Moira clarified that assets are generally held rather than immediately redistributed, allowing lapsed clubs potential avenues for future reactivation if new committees form

#Note: Dylan Storer rejoined the meeting at 6:55PM

- Ebony noted recent examples like the Photography Club and interest in restarting the Accounting Society and wanted to know the reasoning behind there being so many lapsed clubs

- Moira addressed that some of the reasons behind clubs lapsing are not having the committee members or being quite a niche club; or students having passion being graduated or moved on.
- Ebony raised concerns that quoting over 100 registered clubs while a portion remaining inactive or lapsed might mislead students. Vernon explained that total active numbers fluctuate dynamically based on annual lapses and newly joined clubs, and data is presented transparently.
- Lapsed Club Breakdown: Moira provided further data from May 2026 regarding the 24 initially flagged lapsed clubs:

  (Note: Two clubs have since re-registered, bringing the active count up while continuing support for ongoing renewals).
    - 13 clubs were completely unresponsive despite multiple follow-ups.
    - 4 clubs were returning entities currently receiving governance support to complete handovers and recruit committees.
    - 2 clubs failed to meet Annual General Meeting (AGM) requirements.
    - 5 clubs experienced general delays in starting annual tasks.

Event Attendance Trends & Student Engagement

- Winter/Pyjama Party Turnout: Discussion arose regarding the Pyjama Party drawing approximately 400 attendees, contrasting with historic pre-COVID high-attendance raves.
- Moira discussed the shifting landscape of student life:
    - Students face heavier financial, work, and academic pressures, reducing late-night event participation.
    - Shifting drinking cultures and rising living costs make alcohol-focused evening events less universally appealing compared to daytime, highly interactive events (e.g., O-Day or Speed Friending).
    - Providing free cost-saving incentives at events (such as complimentary food options like popcorn) helps mitigate financial barriers.
- Vernon acknowledged Zobia's point about importance of using post-event reviews, student surveys, and data analysis to understand engagement drivers and better align future programming with student preferences.

Guild Social Media & Informational Visibility

- David Phillips highlighted a gap in current social media communications, noting that foundational informational posts (such as explaining what the Guild does beyond discounts for incoming or semester-two students) are no longer pinned on Instagram.
- Moira noted this was an oversight due to staff turnover and agreed to work with the team to recreate or re-pin a comprehensive Guild orientation video, with Hadiya offering insights from her previous media KPIs.

Financial Report Inquiries (Preliminary Questions)

Finn questioned the ordering and emphasis of statements in the financial report regarding commercial trading performance versus non-commercial staffing variances. Finn pointed out that the staffing variance is significant and wanted a more honest evaluation. Vernon acknowledged the feedback on materiality and clarity.

Motion: That the Guild Council approves the reports.

Moved: Morgan Mills (VP – Sustainability and Welfare)

Seconded: Bridget Clifton (Guild Councillor)

CARRIED

6. **Business on Notice**

6.1. Safety Report

#Note: Ebony left the meeting at 6:57PM and rejoined at 7:01PM.

Tahni raised a query regarding a travel adapter referenced in the safety report.

Moira clarified that an unapproved travel adapter belonging to a staff. She also briefly discussed Curtin's updated policy permitting only Australian-standard travel adapters on campus—prompted by safety concerns regarding cheap imports (e.g., from platforms like Temu)—and noted potential challenges regarding future enforcement across shared spaces like the library and student accommodation.

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

Moved: Tahni Rowe (VP – Activities)

Seconded: Ebony Whitney (Guild Councillor)

CARRIED

6.2. Finance Report

- Dylan introduced the Finance Report, highlighting the Guild's strong and continuously improving financial position along.
- He emphasized that a lot of work in progress has been put in place on governance assurance processes and reporting and ensuring money is spent appropriately in line with budgeted outcomes, particularly vital ahead of upcoming major construction projects.
- Vernon reiterated that the positive financial standing is primarily driven by strong commercial trading results alongside rigorous expenditure and waste management.
- Quinn raised questions regarding the lack of direct itemized transparency for external consultant fees versus IT officer budgets within the financial statements. Vernon clarified that consultancy fees span obviously beyond IT and to multiple portfolios and assigned budgets, offering to provide granular data after the meeting.
- Wages Analysis (Non-Commercial vs. Commercial):
    - Non-Commercial Underspend: Driven primarily by timing gaps between staff departures and the recruitment/onboarding of new personnel following the previous year's structural expansion.
    - Commercial Casual Wages Overspend: Resulting from increased commercial activity, outlet sales growth, and restocking demands, coupled with the interim transition of permanent roles to casual coverage.
- Vernon noted that casual wage growth relative to sales revenue is used as an

operational indicator. While anecdotally speaking with the managers, staff are not idle during quiet periods (such as scaled-back tavern events), Guild is reviewing roster efficiency to ensure resource allocation matches actual demand without burning out staff or creating redundancy.

- Staff Wellbeing Impact: Responding to Tahni, Vernon confirmed that casual increases reflect necessary volume handling and stock turnover rather than inefficient over-rostering, though monitoring continues to ensure frontline staff happiness and proper shift sizing.

Motion: That the Guild Council **notes** the Finance Report.

Moved: Dylan Storer (President)

Seconded: Morgan Mills (VP – Sustainability and Welfare)

CARRIED

6.3. Food Charter

Morgan presented the Food Charter as a culminating year-long project tied to the Guild's current strategic plan KPIs. It serves as an overarching guiding document for existing programs and upcoming initiatives.

The charter focuses on student well-being and the sociological impacts of the cost-of-living crisis, built around six main concepts and five core pillars

- Sustainability: Focuses on reducing single-use plastics, expanding reusable item discounts and low-cost sales (like Keep Cups), moving commercial operations toward net-zero waste by 2030, and safely offering surplus food to students instead of disposal.
- Inclusivity: Emphasizes culturally and dietary-inclusive food options, diversified budget meals, and inclusive catering guidelines for clubs and Guild events.
- Accessibility: Aims to expand 24-hour food/drink options, extend general outlet opening hours, and improve labeling and signage for better student navigation and regular feedback integration.
- Affordability: Focuses on expanding low-cost meal options and improving student food relief services to combat rising grocery and living costs.
- Health & Nutrition: Directs that the majority of food and drink options in Guild outlets align with state and federal health guidelines to support balanced choices. This includes providing free tap water across all outlets, limiting the marketing of unhealthy items, and offering healthy decision-making educational resources.
- Education (Cross-Cutting): Integrated across all pillars to improve overall student food literacy.

Discussion:

- Tahni questioned how the charter's implementation and regular auditing would be structured beyond the written three-year review cycle. Morgan clarified that the charter serves as an overarching values framework and upon approval, there are plans to collaborate to develop a detailed implementation matrix and accountability plan for each pillar.

- Dylan commended Morgan on the extensive work, highlighting that while other institutions like Deakin have university-led food charters, this represents a major achievement for a student union.
- A brief procedural note was raised regarding authorship and paper submission formatting for the agenda records, which the Council agreed to tidy up without impacting the charter itself.

Motion: That the Guild Council **approve** the Guild Food Charter.

Moved: Morgan Mills (VP – Sustainability & Welfare)

Seconded: Tahni Rowe (VP – Activities)

CARRIED

6.4. GC Central Refurbishment

Dylan presented the mature concept designs for the GC Central refurbishment, highlighting it as a major, once-in-a-generation project. The revamp aims to transform the Guild's largest footprint into a versatile, modern, high-standard facility capable of hosting major functions, balls, conferences, dances, tournaments, club networking, and day-to-day student dining.

Design Features & Operational Capabilities

Versatile Spatial Division:

The integration of heavy-duty ceiling tracks and operable acoustic walls will allow the space to be split into two separate areas or operated as a single large venue simultaneously.

Commercial & Catering Integration:

Features a completely upgraded, polished servery that can operate independently during daytime functions, creating broader commercial hiring opportunities with external organizations and catering partners like Kirribilli.

Technology & Accessibility:

Incorporates strategic AV planning, a large central event screen, digital menu boards, optimized lighting, and device charging infrastructure to improve navigation and student experience.

Rebranding Potential:

The Council briefly discussed future naming and branding opportunities to elevate the venue's market appeal beyond a standard campus cafeteria.

Discussion

- David raised a question on acoustics separation between divided rooms, Vernon noted that specialized acoustic consultants and drop-down ceilings have been factored into the engineering design.
- Confirming feedback from Tahni and Morgan, Dylan confirmed that servery and directional signage will use easily replaceable decals for adaptable branding.
- A lighthearted note was raised regarding a conceptual typo ("CG Central") on page 85 of the agenda, which Dylan clarified would be addressed alongside formal naming

rights decisions by the Council.

- Vernon emphasized that these are mature, developed concept designs intended to closely guide the final build subject to university property and engineering approvals.

Motion: That the Guild Council **discusses & notes** the 3D visuals of the Curtin Café & Function Space prepared by Urbani Design.

Moved: Dylan Storer (President)

Seconded: Ebony Whitney (Guild Councillor)

CARRIED

6.5. NUS Affiliation Amount

- Dylan explained that while the initial maximum baseline affiliation amount is $45,000 (against an expected invoice of over $60,000 based on EFSL), the Representation Board conducted a thorough KPI-by-KPI review. Due to certain unfulfilled performance indicators, penalty deductions totaling $7,700 were applied, bringing the final recommended affiliation fee down to $37,300.
- Dylan and Morgan emphasized that while some benefits of peak bodies like the NUS are intangible, remaining affiliated is vital for national advocacy and ensuring Curtin students have a voice when federal policymakers consult student representative bodies. Furthermore, as a well-funded union compared to smaller student associations across the country, Curtin carries a responsibility to support broader student movement solidarity.
- Councilors discussed the challenges of enforcing accountability and transparency (such as meeting schedules, public website information, and policy document availability).
- Ebony and Tahni raised concerns regarding the timing constraints of the assessment period and partial KPI fulfillment. The Council discussed the possibility of reviewing performance later in the year, leaving open the option for a subsequent voluntary donation or a policy review if the NUS meets outstanding criteria prior to year's end.

Motion: That the Guild Council **approve** a National Union Students Inc. Affiliation fee of $37,300 as recommended by the Representation Board.

Moved: Dylan Storer (President)

Seconded: Morgan Mills (VP Sustainability & Welfare)

CARRIED

#Note: Vivi Choi left the meeting at 7:53PM.

6.6. Improving Late-Night Food Access at Curtin University

- Joanna highlighted that most hot food outlets close by 4:00 PM, and the IGA area closes at 8:00 PM. Students studying late in the library—particularly during exam and assessment periods—are left with limited options, often restricted to vending machines offering only chips or chocolate.
- The motion seeks to advocate for solutions rather than enforcing a single model

immediately. Potential options include refrigerated food vending machines, microwavable prepared meals, or small self-service food stations.

- Dylan discussed utilizing tools like the Flying Turtle platform to capture ongoing student feedback, ensuring flexibility and adaptability as the project develops.

Motion: That the Guild Council **support** the development and exploration of improved late-night food access for students studying at Curtin University's library.

The Guild Council **recognises** that the specific model should be determined through consultation with students, Curtin University and relevant food service and operational stakeholders, taking into consideration contractual, financial, food safety, security and operational requirements.

Moved: Joanna Kuo (Guild Councillor)

Seconded: Suhaila Mubarrat Jaffna (Guild Councillor)

CARRIED

7. Minutes of Committees Reporting to the Guild Council

7.1. Representation Board – 16/07/2026
7.2. Executive Committee – 28/07/2026
7.3. Finance & Risk Committee – 20/07/2026
7.4. Commercial and Corporate Services Committee – None
7.5. Student Services Committee - None
7.6. Legal Committee – None

Motion: That the Guild Council **approves** the minutes of the Committees Reporting to the Guild Council.

Moved: Tahni Rowe (VP – Activities)

Seconded: Suhaila Jaffna (Guild Councillor)

FAILED

8. General Business

1.1. Ideas and Suggestions

1.2. Other Business

9. Meeting Evaluation

- Dylan delivered the meeting evaluation, praising the Council for maintaining an extremely respectful, productive, and collaborative atmosphere despite the current stage of the electoral cycle. He commended councilors for engaging in constructive dialogue free of defensive posturing or "gotcha" questioning.
- While noting the agenda was circulated with reasonable timeliness given the volume of

content, Dylan emphasized the ongoing need to focus on early distribution—especially for policy-heavy documents—supported by incoming governance workflows.

- Dylan formally requested a correction to the previous meeting's minutes to accurately reflect and that Suhaila was present in the members-present record.
- Dylan highlighted the approval of the Food Charter and the 24-hour vending initiatives as key "values moments" for the Guild. He stressed that the true success of the Food Charter lies in its integration as a foundational framework for all future food and beverage decisions on campus, ensuring a lasting, generational impact rather than just short-term implementation.

10. Next Meeting

The next ordinary meeting of the Guild Council will be held on the 17th of September 2026 at 5:30PM in Council Chambers Medical School 410.208

Meeting Closes at 8:06PM.

CURTIN STUDENT GUILD

GUILD PRESIDENT REPORT

REPORT FOR GUILD COUNCIL

Guild President Dylan Storer (he/him)

Period: 14/8/2026 – 8/10/2026

Travel
• Brisbane (ACSES Symposium), University-paid travel expenses not Guild
Leave
• N/A

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Summary

On representation, the Guild remains actively engaged in opposing the proposed university merger, with Curtin's Vice-Chancellor recently making a significant public intervention raising concerns about the costs and consequences of consolidation. We have also secured assurances from Curtin that student submissions to Turnitin are not being used to train generative AI, while continuing to advocate for stronger protections over students' intellectual property.

Student accommodation remains a major priority, with the Guild opposing above-inflation rent increases and working alongside Make Renting Fair WA and the Murdoch Student Guild to advance legislative reforms protecting student renters. We have also secured a commitment from Curtin to install a new security fence at Vickery House following sustained advocacy from residents and the Guild.

Operationally, substantial progress continues across the Guild Precinct, with the new equity spaces and expanded club storage nearing completion and planning advancing for the refurbishment of Guild

Central and the Tavern. These investments are essential to ensuring the precinct remains a vibrant, welcoming and accessible centre for student life.

The Guild has also delivered new practical support for students, including the installation of a 24-hour Flying Turtle drinks vending machine in the Library and the launch of Guild Pantry+ Click and Collect, with further work underway to expand access to affordable meals.

Together, these initiatives reflect the Guild's continued focus on delivering tangible improvements for students while advocating for the longer-term reforms and investments needed to strengthen student life at Curtin.

In solidarity,
Dylan

Meetings

University Meetings

Date	Meeting	Comments
18/8/26	Deputy Vice Chancellor Academic	Regular meeting
19/8/26	University Council	
20/8/26	National Student Safety Survey Implementation Meeting	
20/8/26	Vice Chancellor	Regular meeting
26/8/26	Students as Partners Meeting	
11/9/26	Director, Accommodation & Community Services	Meeting about changes to Kalgoorlie accommodation, rent rises, facilities and security improvements.
25/10/26	Academic Board	
29/10/26	SSAFEAC	
5/10/26	Deputy Vice Chancellor Academic	Regular Meeting

Guild Meetings

Date	Meeting	Comments
20/8/26	Guild Council	
24/8/26	Remuneration Tribunal Meeting	
25/8/26	Barry from Pathway Migration	Discussion on future support for migration information sessions for international students
25/8/26	Executive Committee Meeting	
26/8/26	Comms Team	Planning comms on campaigns
26/8/26	Tavern Design Meeting	
27/8/26	Meeting with Jonathan Huston MLA	Discussed university merger
27/8/26	Make Renting Fair WA Coalition	Broad meeting discussing the next steps for the Make Renting Fair campaign
31/8/26	National Union of Students WA State Executive	
1/9/26	Faculty of Health Sciences leadership with VPE and Health Sciences Representative	Discussion on oral health issues and support for midwifery students
2/9/26	Guild Health & Safety Committee	
10/9/26	Representation Board	

8/20/26	Make Renting Fair WA Coalition	Broad meeting discussing the next steps for the Make Renting Fair campaign

Other Meetings/Activities

Date	Meeting	Comments
2/9/26	Swan Young Changemakers Conference	Facilitated a table of high school students at this great session. All want to come and study at Curtin!
2/9/26	Sri Krishna Janmashtami	A great event put on by the Curtin Hindu Club.
3/9/26	Graduation Ceremony	
4/9/26	Graduation Ceremony	
Sep 7-10	ACSES Symposium	

Matters of Representation

University Merger Feasibility Study

There have been no major developments in the State Government's Universities Review since my last report, with no preferred merger model or final decision publicly announced. The Guild remains prepared to respond to any announcement and continues to coordinate its opposition to a potential merger alongside the Murdoch Student Guild through the Stop the Uni Merger campaign.

A significant recent development was a public intervention by Curtin Vice-Chancellor Professor Harlene Hayne, who used her address at The West Australian's Leadership Matters event on 1 October to raise serious concerns about university mergers and urge the State Government to learn from South Australia's experience.

Professor Hayne highlighted the approximately $1.1 billion cost of establishing Adelaide University, its recent decline in the Times Higher Education world rankings, and the impact of changes to Commonwealth university funding and international student enrolments. She argued that the circumstances used to justify university mergers have fundamentally changed and questioned whether consolidation would deliver the promised benefits.

The Vice-Chancellor's intervention reinforces many of the concerns the Guild has consistently raised regarding the financial costs, disruption and uncertain benefits of university mergers.

The Guild will continue advocating for the preservation of Curtin's independence, student choice and accessible public education. Our position remains that the State Government should focus on investing in students, teaching, research and university infrastructure rather than pursuing an expensive and disruptive restructure of Western Australia's higher education sector.

Turnitin and the Use of Student Work to Train AI

The Guild recently raised concerns with the Deputy Vice-Chancellor Academic (DVCA) regarding proposed changes to Turnitin's licensing agreement that could have permitted student submissions to be used to train artificial intelligence models. While Turnitin has postponed these changes until 2027 following sector-wide concerns, the Guild sought assurances that Curtin students' intellectual property would remain protected.

The DVCA has since confirmed that Curtin student work is not being used to train generative AI or large language models, and that Turnitin has explicitly advised the University it has never used, and

will not use, student submissions for this purpose. Curtin's current use of Turnitin remains limited to standard text-matching functions.

The DVCA also confirmed that Curtin's legal team will closely scrutinise these matters when the University's contracts are renewed in the new year, and committed to keeping the Guild informed of any developments.

The Guild will continue to advocate for strong protections over students' intellectual property and maintain our position that student work should never be used to train commercial AI systems without students' informed and explicit consent.

Student Accommodation Advocacy
The Guild continues to advocate strongly against above-inflation rent increases across Curtin-affiliated student accommodation, including the recently announced 4.29% increase for 2027. These increases place further pressure on students already struggling with the cost of living, particularly where higher rents are not accompanied by meaningful improvements to accommodation quality, maintenance or facilities.

Following the publication of our Stacked Against Students report, the Guild has continued working closely with Make Renting Fair WA to advance legislative reforms that deliver stronger protections for students living in purpose-built student accommodation.

With the State Government expected to introduce legislation addressing student accommodation, the Guild is actively engaging with the alliance on a significant advocacy campaign over the remainder of the year. This will involve coordinated political engagement, student mobilisation and public advocacy to ensure the proposed reforms deliver meaningful protections for student renters.

Importantly, the Murdoch Student Guild has also come on board, strengthening our collective advocacy across the university sector. The coming months represent an important opportunity to secure lasting reforms to accommodation affordability, safety, maintenance standards and students' rights.

Vickery House Security Improvements
Following sustained advocacy from the Guild and student residents, Curtin has committed to installing a new 2.1-metre security fence around Vickery House.

This is an important outcome following longstanding concerns raised by residents about safety and security at the accommodation. The Guild has consistently advocated for improved security measures and a more proactive approach to ensuring students feel safe in their homes.

The installation of the fence represents a welcome and tangible improvement, and the Guild will continue engaging with Curtin to ensure the project is delivered and that broader safety and security concerns across student accommodation are addressed.

Guild Operations

Precinct Plan & Capital Works
Work continues to progress across the Guild Precinct as part of our broader commitment to strengthening it as a vibrant, welcoming and accessible hub for student life on campus.

The refurbishments of Guild Central and the Tavern are progressing through ongoing engagement between the Guild and Curtin University, with engineering assessments, technical investigations and quotations now underway. These processes are important to ensuring that both projects are appropriately scoped, financially responsible and designed to meet the long-term needs of students and the Guild.

The new equity spaces and expanded club storage facilities are now nearing completion, with the remaining step being the granting of regulatory approval for occupancy. These projects represent significant investments in facilities that directly support student representation, inclusion and the activities of our student clubs and societies.

We are also continuing to address maintenance, safety and accessibility issues throughout the precinct, including repairs to the cobblestone path in the Guild Courtyard to remove tripping hazards and improve accessibility.

These projects are about more than individual upgrades. The Guild Precinct is one of the most important spaces for student life at Curtin, providing a place where students access support, meet friends, participate in clubs, attend events, study, eat and build community. Continued investment in these facilities is essential to ensuring the precinct remains a vibrant, welcoming and functional environment that students want to spend time in.

It is particularly important that we continue to invest in the Guild's physical infrastructure rather than allowing our facilities to deteriorate or become outdated. The quality of our spaces directly influences the quality of student life, the opportunities available to clubs and societies, and the Guild's ability to deliver meaningful services and experiences for students.

The decisions and investments we make today will shape the Guild Precinct for decades to come. Our focus remains on progressing these projects responsibly, working constructively with Curtin and ensuring that the precinct continues to develop as a central part of campus life for current and future generations of students.

24 Hour Vending Options

Progress has been made on the Guild’s plans to expand 24-hour access to affordable food and drinks on campus, with the installation of a 24-hour Flying Turtle drinks vending machine in the Library now complete.

The Guild is continuing to work towards expanding this initiative, with plans underway to introduce meal vending in the near future, providing students with access to food outside standard campus operating hours.

This initiative is particularly important for students studying late, working irregular hours or spending extended periods on campus when most food outlets are closed. The installation of the drinks machine is an important first step towards making campus more practical and accessible at all hours, and the Guild will continue working to deliver affordable, convenient meal options as part of this project.

CURTIN STUDENT GUILD

GUILD PRESIDENT REPORT

Guild Pantry+ Click and Collect Launch

The Guild has successfully launched its new Guild Pantry+ Click and Collect service, making it easier and more convenient for students experiencing financial hardship to access free groceries and essential food items.

The new service allows students to place orders online, select up to 12 items and collect their groceries from the Guild Building (106F). With weekly stock updates and a range of everyday essentials available, the service provides a more flexible, accessible and confidential way for students to access food assistance. Traditional pantry appointments remain available for students who prefer to access support in person.

This expansion represents another important step in the Guild's broader efforts to address food insecurity and reduce cost-of-living pressures on students. By making food assistance easier to access and reducing practical barriers to seeking support, we are continuing to strengthen the Guild's capacity to provide meaningful, direct assistance to students who need it most.

Guild Council October
Report by Vice President of education
September Guild Council (10/08/2026 – 10/10/2026)

University / External Meetings

Date	Meeting	Comments
26/08/26	SaP Action Planning	This was a runthrough of the action items of the meetings to come.
27/08/26	Filming Reel	We filmed a reel promoting the universals submission time form for studnyts to fill out and promo for the excellence in teaching awards.
01/09/26	Courses Committee	F2F
01/09/26	Oral Health Issues & Midwifery Student Support	This was a greatopportunity ti discuss the issues that were occurring in OH which was the chnag ein clinics and teh effect this was happening on students. We also spoke about the abortion service and planned protest thatwas happening and protections for stydnes and administaryors of tihs service.
02/09/26	NSSS Implementation Planning	F2F
02/09/26	Students as Partners	This meeting was a great opportunity to go through the action plan. There was a lot of discussion on what the committee would look like and who to invite in the future. We also spoke about training for student representatoves who are entering

	Leadership meeting	representatives roles and entering board meetings. Ensuring they have the tools to properly advocate.
07/09/2026	LSEC	The LSEC meeting on 7 September focused on the Student Success Strategy, particularly identifying at-risk first-year students, examining failure rates and exploring how faculties can provide earlier intervention. I raised concerns about gaps in student data, the effectiveness of further assessments and low Insight survey participation, including missing data from some campuses. We also received updates on the LMS transition, with over 2,000 units migrated, and identified several questions requiring further investigation and follow up.
08/09/2026	Anti racism discussion	Joined with Morgan and Tahsin, honestly it felt like the first time they were speaking to students regarding this. This is quite disappointing and there needs to be better reporting pathways, communications and involvement of students in creating the nati racism defintions.
16/09/2026	NSSS implementation planning	This was a quick check in to see how everyone was moving along. This was post my submission for the NSSS content request that still hasn't been approved.
17/09/2026	SAP catch up	This was a great start to our many SAP catch ups we discussed their projects and what they will be doing this year
25/09/2026	Academic Board	The Academic Board meeting on 25 September covered the new Higher Education Standards Framework requirements, university strategic priorities, student experience and academic governance. Key areas included the University's response to new anti-racism requirements, the National Student Ombudsman, Insight survey results and higher degree research scholarships.
02/10/2026	Student in succes catch up	The meeting was productive, with discussions around extending self-certification to part-time students, reviewing the Student Success Strategy and expanding the First Year Focus initiative to

		identify at-risk students and units. We also discussed improving student communication, including distributing the ASPM Student Guide and reassuring students that work is ongoing.
05/10/2026	LSEC	At this LSEC some topics touched on included covered academic warnings, student complaints processes, assessment policies and undergraduate admission requirements. Raised concerns about the lack of publicly available complaints data, particularly regarding racism, discrimination, affected student cohorts and how complaints are resolved. Discussed the need for greater transparency in reporting trends and stronger academic support for students receiving repeated academic warnings. Advocated for retaining the two week tuition free period despite concerns about deferred assessments affecting graduation timelines. Supported making the 11:59 pm Universal Submission Time permanent and highlighted the importance of consistent deadlines for students. Follow-up actions include discussions with the DVCA on academic warnings, Mollie Dollinger on examination weighting and working with VPSW on this information.
06/10/2026	Courses Committee	F2F

Guild Meetings

Date	Meeting	Comments
02/09/2026	Excellence in teaching awards planning	
07/09/2026	Faculty representatives meetings.	
07/09/2026	Student assist x student reps	Went through some data to see where students are what they're finding concerning. This was attended by FBL and health sciences.

05/10/2026	Femicide planning vigil	
08/10/2026	Faculty meeting	
13/10/2026	Excellence in teaching awards	

I was on leave from the 20th to the 26th of Sepgtember

I went to Diversity Conference from the 27th September to the 1st of October.

Femicide

At DivCon, There was a lot of discussions led by the Curtin Women's Officer with the NUS Welfare Officer regarding femicide and the development of a national action plan. Following our Reps Board motion, I worked with the Women's Officer and Guild social media team to coordinate a statement condemning femicide and domestic violence, alongside support services for students and newsletter promotion. Please keep an eye on the Curtin Women's Instagram for updates, including the protest on 11 November and an upcoming vigil.

Racism on campus

I am continuing to work with Morgan regarding the University's development of anti-racism definitions ahead of the January 2027 legislative deadline. I am concerned by the lack of meaningful Guild involvement and communication from the University, particularly given the importance of student consultation in this process. I am pushing for this matter to be escalated to the Vice Chancellor to ensure genuine student representation and transparency, rather than limited consultation behind closed doors.

Parking

I have received reports of further parking closures and an increase in orange parking bays alongside a reduction in green parking. Despite orange parking costing the same as yellow, these changes continue to raise concerns about affordability and accessibility. I have contacted the University seeking clarification and also followed up on the Hayman Road closure, which is expected to continue until 18 October. I am disappointed by the ongoing lack of transparency around decisions that directly affect students' daily access to campus.

Merger

Following the weekend's announcement regarding the proposed university merger and business case, I have been working closely with the NUS WA State Branch, particularly the President, alongside the Guild

President and other student representatives. Emergency meetings have been held to coordinate our response and plan further action. Noor and I are also working to strengthen the Stop the Uni Merger campaign through regular updates, additional social media content and an updated Linktree to keep students informed and engaged. This is a serious threat to the education system as we know it in WA and extremely concerning. As more will develop and we do more work which seems expected there will be updates.

AI

Noor and I submitted a response to the government's Artificial Intelligence and Data Centres Inquiry, highlighting concerns about the environmental and social impacts of data centres, unregulated AI use and implications for university students. I have also received increasing student complaints regarding AI, including Turnitin, student consent and staff use of generative AI in teaching and assessment. These concerns have been escalated to the DVCA and the Director of Assessment 2030. I will also be engaging with faculties to better understand existing staff guidelines and advocate for clearer, fairer expectations around AI use.

Universal submission time

I am pleased to report that the permanent retention of the 11:59 pm Universal Submission Time has been supported by LSEC and will now progress to Academic Board for consideration. This follows the successful trial initiated by last year's team and positive feedback from students and staff, including improved staff support. I also advocated for equitable implementation across Curtin's global campuses. The University indicated that this would be explored with the Canvas team, particularly given the transition to 24/7 support.

Hidden costs and Lab coats!!

We secured more lab coats from the science and engineering department at a cheaper cost. I will be purchasing calculators at mass too to launch this program. I’m liaising with the library to see if i can use some of their 24/7 help to create a borrowing system.

Unit outline Review

The Unit Outline Review has received no direct student submissions, although faculty representatives have continued reviewing unit outlines across Humanities, Business and Law, and Science and Engineering. I will now close the current review period and begin preparing a report identifying common concerns. I am exploring better access to unit outlines through LITEC and the University, as well as improved student communication and submission processes. I intend to present the findings to the DVCA and Chair of Academic Board to ensure identified issues are addressed, while developing a more effective and sustainable review process for next year. As thus is a program that has never formally been done and a report has been public.

NSSS

The university is continuing to push for the survey and it is currently at a low submission rate. I'm trying to cuyrrently get media approval to do a video with VPSW regarding this however this has been sitting for approval for a month. The univeristy has also followed up regarding this and i hope by the time reps board has come the video has been filmed and will be out before the due dte of october 7th. Thank yo to everyone who filled out the survey.

Student Success Strategy

Student success strategy is a great part of the uni and after a year of workshopping and group meeting, the head of the project has come up with a plan especiallytargetting first years and part timers. I'm engaging with my first years regarding this to get their perspective aswell while trying to give her a student focused lens on it too.

57th Guild Council

Vice President- Activities October Report

Tahni Rowe

CURTIN STUDENT GUILD

Date	Event/Meeting	Comment
17/08	Clubs Policy Review	Project Kick Off
18/08	Love, Sex and Consent	Run sheet meeting
19/08	Guild Council - August	
24/08	VPA + GMSS	monthly catch up
24/08	Hiring Interview	Assistant Tav and Functions Manager
	Clubs Policy Review	New club registration policy
	Love Sex and Consent activation	Condom Fairy and Lolly Pop drop
25/08	Executive Meeting	
	Hiring Interview	Assistant Tav and Functions Manager
	Love Sex and Consent activation	Condom Fairy and Lolly Pop drop
	Love, sex and consent Quiz night	
26/08	Bagladeshi Student Association SGM	Acting as RO as requested by club
27/08	Pre-kick off House Party	
	Pre – Kick off Stress Less	
28/08	Cat A Wear It Purple Day	
31/08	Debrief Love, Sex and Consent	
	Hiring Interview	Assistant Tav and Functions Manager
	VPA x events Weekly Meeting	
01/09	Hiring Interview	Assistant Tav and Functions Manager
	Hiring Interview	Assistant Tav and Functions Manager
	Cat A Womens Department x UnionsWA	
	Grill the Guild – Health Sciences	
03/09	Hiring Interview	Assistant Tav and Functions Manager
07/09	Clubs Policy Review	Escalation Policy
	Kick Off Stress Less Meeting	
	Pasar Malam Meeting	
	Kick off House Party Meeting	
	VPA x Events Weekly Meeting	
08/09	Exec Meeting	
	Pre-kick off Pride Fest	
09/09	Pre-Kickoff: Club Awards	
	Cat C Spring Market	Check in and decisions meeting
	Grill the Guild: Humanities	

10/09	Runsheet Meeting Guild Ball	
	Kick – Off Pride Fest	
11/09	Guild Ball	
12/09	Debrief Meeting: Guild Ball	
	EMAS x Events x VPA house party	
17/09	VPA x Events Weekly Meeting	
	Rally against Pauline Hanson	
18/09	Housse Party Promotional shoot	
21/09	Club Policy Review	
21/09-25/09	Annual Leave	
23/09	Cat A Womens Department x Orange Cafe	
26/09-01/10	NUS Diversity Conference	
02/10	Check in meeting House Party	
	Check in Cat C pridefest	
05/10	Annual Leave	
08/10	Clubs Policy Project	
	Runsheet Meeting Spring Market	

A Little Note From Your VPA.....





Hi Y'all!

Been far too long since I have seen y'all. Well in true fashion of the VPA role the cycle of planning and then execution continued with largely planning done this period for our end of semester events. We saw good uptake for our rep events, smashed out the last two Grill the Guilds and locked in the end of semester events. Hope everyone is chugging along and as keen as I am for exams to be done!

Good Vibes Always,
Tahni Rowe

Events

Love, Sex and Consent

With all your typical shenanigans and a little more, Love, Sex and Consent Week has been and gone for another year!

This year we delivered a range of activities, including Sexy Quiz Night, our beloved Lollipop Fairies also handing out condoms, free STI testing, movie sessions, workshops, a digital campaign and a cheeky food truck lunch to finish off the week.







Sexy Quiz Night

Sexy Quiz Night was a hit! Some high-value prizes, a fair few laughs and an evening of trivia made for a great little night in the Tav. A fun way to get students involved in the week without everything having to feel like a serious educational exercise.

Condom and Lollipop Fairies

An absolute classic that continues to deliver! This year we opted for random drops around campus rather than the registration system used in previous years, and it worked significantly better. It allowed us to reach far more students without requiring them to go out of their way to participate and honestly was a great way to advertise the upcoming activities through out the week and bring a smile to campus.

Free STI Testing

Packed out! A massive improvement on last year, with STI testing reaching full capacity. This was easily one of the biggest wins of the week.

I would attribute a fair bit of this success to the Condom Fairies advertising it so heavily in the days beforehand. With such resounding success STI testing will be back for another session in stress less.

Pee for Pizza, Wee for Waffles scheme

Cheeky Waffles was definitely a fitting choice for the week, and the food truck lunch was a fun addition to the program. Looking back, I would probably put this on the same day as STI testing next time instead of at the end of the week.

Movie Sessions

Well, we tried something new andddddddd... not everything can be a win!

Unfortunately, our daily movie sessions didn't quite pull the crowds we'd hoped for. A little disappointing, but that's the nature of trying new things. You never really know what students will get around until you give it a crack.

The team is now looking into evening screenings and potentially an outdoor cinema for future events. I think making more of an occasion out of it, rather than just having a movie playing during the day, might be the way to go.

Workshops

The workshops saw some mixed success, with one unfortunately having to be cancelled due to the instructor falling ill.

More generally, free workshops just haven't quite been hitting the mark with students lately.

Definitely something we need to keep looking at, whether that's changing the timing, format or how we're advertising them. I don't think workshops are a lost cause, but we may need to rethink how we're approaching them.

Digital Campaign

Our digital campaign also saw some mixed success in terms of engagement. While it helped get information out there, it certainly didn't have quite the same impact as our face-to-face activations.

I think one of the biggest takeaways from this week is just how valuable in-person promotion can be. The success of the Condom Fairies and STI testing really speaks for itself.

All in all, a pretty good week! Some great wins, a few things that didn't quite land and plenty to take away for next year.

As always, it's a bit of trial and error figuring out what students actually want to engage with, and I'd much rather we keep trying new things than deliver the exact same program every year just because it's what we've always done.

On a More Serious Note

Although this event was all the way back in August, as I write this report I would be remiss not to mention something that has unfortunately highlighted exactly why messaging around consent continues to be so important.

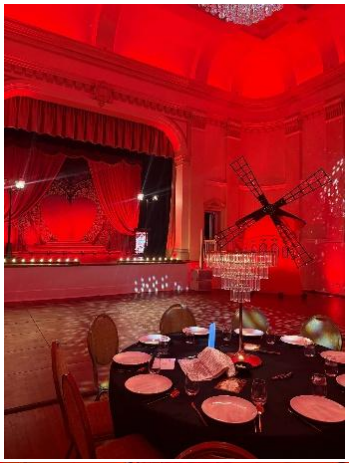
I try to keep my events, and my reports, relatively light-hearted. However, the absolutely horrifying allegations surrounding 7 Cornell University students and the complicity of a further 50 students are shocking.

Sexual violence and gender-based violence are far too common, including within tertiary institutions. These are places where people should be able to learn, make friends, go out, have fun and experience university life without fearing for their safety.

I will simply put: Consent is not complicated. Respect is not optional. And we need to keep talking about it.

1800RESPECT (1800 737 732)

Guild Ball



One of our biggest events of the year, the Guild Ball, also took place this reporting period! This year we did a full on Moulin Rouge theme with an evening full of chandeliers, a whole lotta red and plenty of fabric Morgan couldn't touch.

This year I wanted to add a little extra flair to the evening, bringing in Curtin Cheer and Dance to provide some entertainment. They did a fantastic job and are definitely a group I would recommend booking again for future events.



The venue itself was gorgeous and really brought the theme to life. A massive shoutout to our Events Team member Caitlin for some very quick thinking that saved us from the footy finals potentially cancelling the entire ball. However, as beautiful as the venue was, its slightly out-of-the-way location made getting Ubers a bit of a mission.

Cat A Wear it Purple Day Queer Department

To celebrate Wear It Purple Day Astor organised a cute little cupcake giveaway and bracelet-making session in the Sculpture Garden.

A simple but lovely event that gave students the chance to get a little creative, enjoy some free cupcakes and spend some time together celebrating and supporting LGBTQIA+ young people.

Cat A Women's Department x Unions WA

Sarah our women's officers teamed up with UnionsWA to deliver their *No Respect, No Service* workshop. The session focused on recognising, preventing and responding to gender-based and sexual violence in the workplace, giving students some valuable knowledge and tools to take into their working lives.

A fantastic initiative tackling some unfortunately very real issues that students may face both during and after university. A resounding success with a full house.

Cat A Women's Department Orange Café

Our lovely Women's officer Sarah teamed up once again with Soroptimist International for an afternoon at Concept Cafe on 23 September. With free coffees on offer, the event provided an opportunity to get students involved in some important conversations around domestic violence, gender-based violence and how we can better support ourselves and those around us.

A big thank you to Sarah and the Women's Department for continuing to bring awareness to such important issues and making these conversations a little more accessible and visible to students being right in the heart of campus at Concept Cafe.

Cat C Womens Department x Women in Business Spring Market

As you are reading this, our Spring Markets collaboration with Women in Business and our lovely Women's Officer, Sarah, would have just happened. This market style event celebrates and showcases women-owned businesses, talented local artists and of course the beautiful spring weather.

As the event falls just before this Council meeting, I will have to bring you the results from that one next time. In the meantime, I hope y'all managed to pop down, have a wander, support some wonderful women-owned businesses and soak up a little spring sun

Coming up……

Cat C Pride Fest

Our biggest pride event is coming soon. With drag bingo on the Tuesday and a huge carnival themed event Astor has pulled out all the stops for this years pride fest. With performers (including some of our own student talent), food giveaways, stalls and games its set to be a huge celebration. Plus DRAG BINGO AT THE TAV!!!!

House Party 360

End of Semester already? Yep. We are rounding off the year with the return of house party but of course knowing me its going to look a little different this year. Take the Tav but turn it into a full on boiler room style DJ event. With an all Curtin talent line up. Dueling DJs, red bull specials and a garage bar its gonna be whole lotta fun.

Stress Less

Stress Less is of course back with chill out zones, collaboration with the living room, yoga, brinner and of course snack cart. Its time to lock in for exams people.

Club Awards

Our annual club awards is coming up! Applications have been extended out to Sunday and RSVPs are open. We are going all out with club executives and committees being treated to an evening of paella, drinks, gelato and art??????? Yep that's right we are hosting this year's event in the John Curtin Gallery where guests will be invited to walkthrough the gallery throughout the event. Ive also introduced a new award this year (wooooooo) The Beyond the Club award is a brand-new category that will recognise a club that has undertaken an event, project or initiative that has reached beyond their member base.

Campaigns and Projects

Clubs Policy Review

Our Clubs Policy Review is well and truly underway, with a refreshed Clubs Policy making its way to Guild Council soon!

The Clubs Team, Moira and myself have been working away at combining and simplifying many of our existing policies. The aim is to reduce the amount of repetition,

improve consistency and most importantly make the policies easier for clubs to actually understand and use.

We're also taking the opportunity to iron out some of those little kinks and niggles that have popped up over the years, drawing on frequently asked questions, recurring issues and feedback from clubs to make sure the new policy better reflects the realities of running a student club.

The Clubs Team, Moira and I are excited to bring the refreshed policy to Council soon. Hopefully a little less paperwork confusion and a whole lot more clarity for everyone!

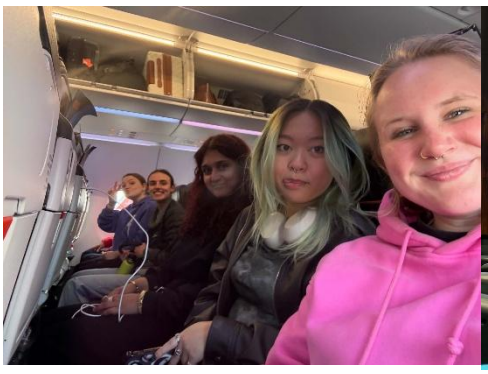
NUS diversity conference

I had the pleasure of attending the NUS Diversity Conference, which was a fantastic opportunity to meet student representatives from across the country, share ideas and learn from different equity reps/groups.

The conference covered a huge range of topics, including accessibility, racism, First Nations advocacy, gender-based violence and the challenges faced by international students.

The discussions around international students and the risks they face when engaging in activism was particularly eye-opening and provided some serious food for thought so huge shout out to Suchi from UWA for that amazing plenary.

Also our Curtin reps all did amazing with Noor and Hadiyas insightful plenary on racism, Sarahs powerful presentation on femicide, Tahsin's fun scenario game that got you thinking and a very impromptu presentation from Mia and I about our accessibility matrix.







Vice President Sustainability and Welfare

October Guild Council (21/08/2026 – 15/10/2026)

Morgan Mills (they/them)

Guild Meetings

Date	Meeting	Comments
25/08/2026	Executive meeting	
	ISC x VPSW meeting	
27/08/2026	Queer Officer x VPSW	
	Womens Officer x VPSW	
04/09/2026	Food charter implementation	With Vernon
08/09/2026	Executive meeting	
	VPSW x ISC catchup	
6/10/2026	Vigil for Palestine planning	
	VPSW x ISC catchup	
08/10/2026	VPSW x Queer Officer catchup	
	VPSW x Women's Officer catchup	

University Meetings

Date	Meeting	Comments
31/08/2026	HIV vending machine inquiry	With Astor and Lisa Dwyer from ECU Guild city campus
08/09/2026	Anti-racism discussion	With Hadiya, Tahsin and Simren
21/09/2026	TDH accessibility	With Zebib, Dean Macauley, Marianne Smith, Steve Tucker
12/10/2026	University Health and Safety committee	

Leave Taken:

9th September – 18th September.

Updates

Food Pantry

The click and collect trial of the food pantry is currently underway and is taking shape. It is allowing students to pick up their 12 items whenever is suitable for them. While there have been some teething issues, the overall pantry itself has been a success. A big thank you to everyone, both staff and student representatives who have made the expansion of the pantry possible.

Gender-Based violence

Following a meeting with Simren, I have been invited to sit on the University's GBV operational working group. The first meeting I will be attending is on the 29th of October, so I will be able to provide more updates at the next Guild Council.

Equity spaces, courtyard, and general renovations

Some of my projects this year have involved renovating the Guild courtyard space to welcome the new equity spaces and other renovations happening in the precinct. The furniture for both the equity spaces and the courtyard have been purchased and installed, bringing a new sense of life into the space. I have also assisted with the signing for the precinct.

Food charter implementation

Following the passing of food charter at last guild council, I have been working with Vernon on the best way to implement each criteria. Following on from the construction of the document, a KPI-based system will be introduced for each year, providing each new VPSW with charter-based goals.

Accessibility at student accommodation

Following a meeting with a student and several university and Unilodge stakeholders, I realised the need for students living in on-campus accommodation to have access to an guide that informs them of their rights, points of contact, what should be happening in terms of accessibility at their accommodation, and how to advocate for their basic human rights.

I have begun investigating the structure and the content for this guide, working with Mia to help bring this campaign to life.

Secretary’s Report

FOR REPORTING PERIOD: 13/08/2026 – 08/10/2026
NAME: Noor Fellah **POSITION:** Guild Secretary

Meetings Taken / Other

Date	Meeting / Activity
13/08/2026	Representation Board Meeting
20/08/2026	Guild Council Meeting
02/09/2026	National Executive NUS Meeting
04/09/2026	OOTB Meeting Catch-up CPR Group Induction Day Planning
08/09/2026	Executive Meeting
09/09/2026	Finance and Risk Meeting
09/09/2026	Governance One-on-One Meeting
10/09/2026	Representation Board Meeting
29/09/2026	SSAFEAC Meeting
28/09–01/10/2026	NUS Diversity Conference
08/10/2026	Finance Check-in with Karen

Leave Taken

21–24 September 2026.

Additional Comments

NUS Diversity Conference

I attended the 2026 National Union of Students (NUS) Diversity Conference at the University of Wollongong from 28–30 September, with travel extending to 1 October. Together with Hadiya, I presented a session titled *“Racism Is Bad. So What?”* The session explored how racism can be amplified through scapegoating, and the difference between simply having a diverse student community and building meaningful inclusion and anti-racist practices. We discussed the responsibility of student organisations to identify barriers, listen to affected communities and make changes to their structures and decision-making. It was a valuable opportunity to share our work, contribute to national discussions and connect with student representatives from other campuses.

Senate Inquiry into Artificial Intelligence and Data Centres

Hadiya and I prepared a Curtin Student Guild submission to the Senate Environment and Communications References Committee inquiry into artificial intelligence and data centres. The submission focused on the environmental and social impacts of rapidly expanding AI infrastructure, including electricity and water consumption, emissions, household affordability and the responsibilities of universities as major users of digital services. We advocated for greater transparency and accountability, stronger environmental standards, fair allocation of infrastructure costs, and meaningful student participation in decisions involving AI. The submission reflects the importance of ensuring technological development does not come at the expense of students, communities or sustainability commitments.

Proposed University Merger

A significant amount of my time throughout this reporting period has been dedicated to the proposed university merger and the Guild's response. This has included helping keep students informed through our social media channels, communicating developments as they arise, and contributing to the planning of an upcoming protest and further actions. This has been a substantial and ongoing collective effort. I want to acknowledge the representatives and others involved for being so engaged, proactive and collaborative in coordinating our response and ensuring students remain informed and involved.

WASM, ISC and PSC Elections

Planning for the 2026 WASM (Kalgoorlie) elections has progressed, including preparation of the election timetable, nomination process and communications. Morgan has kindly agreed to undertake the Returning Officer role, and I appreciate their support in managing the process. At the time of preparing this report, nominations have opened, with the ballot scheduled for 21 October, if required. Preparations are also underway for the ISC and PSC elections, which are expected to be held next week. My focus is on ensuring the relevant administrative arrangements and election communications are in place for these processes.

Handover and Induction Planning

With the end of the representative term coming up, I've started getting things organised for handover and induction. I've just reached out to all representatives to start putting together their handover documents so that incoming reps have a good understanding of their roles, ongoing work, key contacts and anything else they might need to know. Hopefully this will make the transition a little easier for everyone coming in! I've also been working on induction planning, including discussions around the CPR Group induction day. We're starting to organise the handover dinner as well, so if anyone has any good meal recommendations, please send them my way :)

Ongoing Secretary Duties

The regular responsibilities of the Secretary portfolio have continued alongside these larger projects. This has included processing reimbursements and payment requests; reviewing budgets, timesheets and payroll matters; supporting meeting agendas, minutes and action tracking; maintaining attendance, conflict of interest and resolution registers; and assisting representatives and office bearers with governance and administrative matters as required. These duties remain a consistent part of the day-to-day work of the role.

CURTIN STUDENT GUILD

MANAGING DIRECTORS REPORT

SEPTEMBER 2026

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August Overview

Reporting Period: 1 -31 August 2026

August was another highly active month across the Guild, with strong operational performance, continued service development, and a sustained focus on delivering positive outcomes for students.

Activity across Commercial, Corporate Services and Student Services reflected the commencement of Semester Two, increased student engagement, and ongoing progress against several strategic priorities.

Several service and infrastructure improvements were progressed during the month. The Equity Space redevelopment reached practical completion, subject to final occupancy and certification requirements, while planning continued for the B106F office refurbishment.

Across Catering operations, the successful expansion in the use of our application Safe Food Pro has strengthened food safety compliance and operational record keeping.

Innovation and customer experience remained key priorities throughout August. New food offerings, including an expanded range of onigiri and gluten-free products, were introduced and have been well received by students.

The Guild's annual Love, Sex and Consent Week was a significant highlight of the month, providing students with access to education, health services and wellbeing activities. Demand for STI testing exceeded available capacity, demonstrating strong student interest in practical health and wellbeing initiatives.

The Guild's communication and digital engagement channels continued to demonstrate strong reach and effectiveness throughout August. Guild platforms generated more than one million social media impressions during the month, while website traffic and email engagement remained strong.

Overall, August was characterised by strong operational performance, continued investment in service improvement, growing student engagement, and positive progress across a number of strategic initiatives.

I would like to acknowledge Guild staff, student representatives, volunteers and club leaders for their ongoing commitment and contribution to delivering high-quality services, experiences and support to Curtin students

Strategic Capital Projects

Guild Precinct Update

Guild Tavern and Central Café

Following our previous communication, we have met with key members of the Curtin Facilities team and presented our high-level design concepts. At this stage, we have not received any formal feedback or endorsement from Curtin regarding the proposed design.

Urbani and their consultant team are continuing to progress the detailed technical drawings. This work is required to establish an accurate project budget and prepare the documentation needed for the university's internal approval process and subsequent contractor tender phase.

Commercial

Retail

Promotions

Brekkie Hour Promos

- GC Basement GC Library Sausage/ Bacon Egg Muffin with Hashbrown $6 Guild Members has been introduced.
- This promo has been popular at GC Basement with 46 sold in the first month.





- Concept Coffee Co and Mallokup – Purchase a medium hot beverage and add any quiche for $8

Cheezels Promotion

Cheezels has provided us with a few hundred laptop bags, which students receive for free when they buy two packets of chips at selected outlets.

Student Meals

- August 2026 Sales for Student Meals have increased significantly since recent O'Week and ongoing digital promotions

Outlet	Product	Price	Quantity
GC Central	Various – Dahl & Rice, Dumplings, Biryani, Stuffed Potatoes	$5.00	486
GC Central	"Loaded Gringo" Stuffed Potato	$6.00	167
GC Central	Various – Asian Chicken and Rice, Chicken Biyrani, Peri Peri Chicken & Chips…	$7.50	336
GC Basement	Cheese Wrap & Chips	$5.00	74
GC Basement	Chicken Parmi Wrap & Chips	$7.00	238
GC Library	Cheese Wrap and Gems	$5.00	105
GC Library	Ham and Cheese Wrap with Potato	$7.00	62
Concept Café	Cheese Toastie	$5.00	8
Mallokup	Cheese Toastie	$5.00	24
Tav	Boujee Nuggets	$8	26
Tav	Chip Butty	$5.00	31
Tav	Crumbed Sausages	$8.00	66
Total			**1623**

Facilities and Service Developments – Guild Precinct

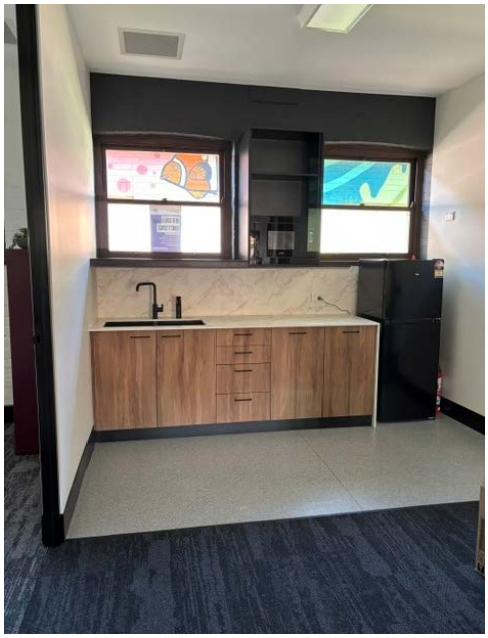
Equity Space B106B

The project has reached practical completion with the exclusion of the automated doors. The doors installed were outside Curtin's standard specification and we are working with Kineticon and Total Security Systems to confirm the installed doors are compatible. Operable doors do impact occupancy certifications.

We are working closely with the builder, surveyor to facilitate the Town of Victoria Park requirements for securing the Occupancy Permit.

External Signage is awaiting Curtin approval.

Club storage lockers have been purchased however at this point delivery tracking isn't available through the supplier.





B106F Level 1 Office Refurbishment

Works for B106FL1 have been impacted by the occupancy of the Equity Space. The refurbishment program is dependable on moving the Equity Departments to B106B to facilitate the works. An update will be provided once occupancy at B106B is confirmed.

Catering / Kitchens

New Products

Our new onigiri range has now been successfully launched, with almost 40 units being produced each day already. Sales continue to increase week by week, showing strong customer demand for the range.

The new products also expand our gluten-free, dairy-free and halal offerings, providing our customers with a greater variety of options.



We have also introduced two new gluten-free rolls, further increasing the range of dietary options available to our students. Sales are already showing strong customer uptake, indicating that these new products are being well received.



New Labels



Our new labels are now starting to be introduced across the outlets as our old labels run out. Providing customers with clearer and more accessible product information.

Updated product labelling is being progressively introduced across Guild outlets, improving the accessibility of dietary, nutritional and product information for customers. The new labels ensure compliance with current FSANZ requirements while also enhancing operational efficiency through improved barcode placement, clearer date visibility and more practical packaging processes. This initiative supports both customer experience and food regulatory compliance.

Town of Victoria Park - Food Premises Inspections

All Guild food outlets recently underwent comprehensive food premises inspections conducted by the Town of Victoria Park. The inspections assessed food safety practices, regulatory compliance, operational procedures, staff training, record keeping, and facility standards. Pleasingly, all outlets for which reports have been received achieved 5-star food safety ratings under the newly introduced Food Safety Rating System. This outcome reflects the high standards maintained across Guild operations and the positive impact of ongoing investments in food safety systems, including the implementation of Safe Food Pro.

The Tav

Overall, the Tavern has maintained positive momentum throughout the reporting period.

The continued strong performance of Guild Lager, combined with the Dirode E-Bike promotion and weekly $250 Visa draws, has helped maintain customer interest and engagement.

Tuesday Trivia continues to be a standout performer, with every Tuesday session booked, while Friday live music provides a strong entertainment offering heading into the weekend.

The combination of strong-performing products, customer competitions and regular entertainment continues to support the Tavern's overall trade and customer engagement.

Moving forward, the focus will be on maintaining this momentum, maximising opportunities continuing to support Guild Lager, and building on the success of both Tuesday Trivia and Friday live music.

Kirribilli Catering

Kirribilli Catering has continued to perform strongly, maintaining positive year-to-date momentum and demonstrating sustained demand for its services. During the period, the introduction of the new branded catering vehicle enhanced operational capability while increasing brand visibility across the community. Focus remains on supporting continued growth, expanding the customer base, and maintaining high service standards.

Corporate Services

Finance

The Finance team has been heavily focused on progressing the Guild's annual financial planning cycle, with September representing a significant milestone in the development of the 2027 financial forecasts and supporting budget documentation.

2027 Budget Development

Significant progress has been made on the development of the Guild's 2027 budget, including operational forecasts, capital planning, cash flow projections and SSAF funding requirements. Extensive consultation has been undertaken with managers across all areas of the Guild to align resource allocation with strategic priorities and operational needs. While a number of initiatives have been identified, some projects have been deferred or scaled to ensure the Guild maintains a sustainable financial position. An initial budget draft was presented to the Finance and Risk Committee in September, with feedback incorporated ahead of submission to Guild Council for consideration and approval.

SSAF Funding and Project Planning

In conjunction with the budget development process, detailed SSAF project documentation has been prepared to support funding submissions for the upcoming financial period. The proposed initiatives have been aligned with budget forecasts and service priorities and are designed to demonstrate the value and outcomes delivered to students through SSAF investment.

The documentation will be presented to the Student Services and Amenities Fee Expenditure Advisory Committee (SSAFEAC) later in September, providing an opportunity to advocate for continued investment in programs and services that contribute positively to the student experience.

External Audit Procurement

The Finance and Risk Committee has confirmed the appointment of Moore Australia as the Guild's external auditor for the 2026 financial year. In line with good governance practice and auditor rotation principles, the procurement process for the appointment of the Guild's external auditor from 2027 onwards is nearing completion. Following a competitive tender process and evaluation of submissions, a preferred provider has been identified. A recommendation will be presented to Guild Council for

consideration prior to the appointment being formalised, ensuring appropriate governance oversight and independence of the external audit function.

Human Resources

Human Resources activity has continued to focus on workforce resourcing, organisational capability, staff development, and operational improvement initiatives across the Guild.

Recruitment and Workforce Planning

Targeted recruitment has continued across key hospitality operations to strengthen leadership capability and support growth. During the period, appointments were made to a new second-in-charge role supporting the Tavern and Catering operations, and a Functions Manager position for Kirribilli Catering. These appointments will enhance operational leadership, support succession planning, and position both business units to manage continued growth and service delivery demands.

Casual Workforce Resourcing

The ongoing recruitment and development of suitably qualified casual employees remains a priority across the Commercial division. Given the predominantly student-based and transitional nature of the casual workforce, employee turnover remains an inherent challenge within hospitality operations.

Human Resources continues to work closely with operational managers to maintain staffing pools, minimise workforce gaps, and ensure sufficient coverage across all venues during peak trading periods. Efforts remain focused on attracting individuals who align with the Guild's customer service expectations and organisational values.

Learning and Development

Investment in staff training and professional development has remained a key focus throughout September.

All appointed Emergency Wardens successfully completed Curtin University's Emergency Warden and Fire Awareness training, further strengthening the Guild's emergency preparedness and workplace safety capability.

Professional development opportunities have also been provided for outlet managers through external training provider Evolve Training. These programs are designed to enhance leadership capability, operational effectiveness, and people management skills within the Commercial division.

Additional supervisory and management training has been scheduled for later in the year to support commercial and outlet managers in leading their teams, improving employee engagement, and delivering operational outcomes aligned with Guild objectives.

Operational Structure Review

A review of workforce structures and operating practices within Commercial outlets has commenced, initially focusing on Concept Café. The review aims to ensure staffing models, operational processes and workforce allocation remain fit for purpose, support future growth, improve service consistency, and enhance workforce flexibility across outlets. A key focus is the standardisation and documentation of operational procedures to strengthen training, induction, and operational resilience.

Human Resources Administration

During September, the Guild's HR and WHS Administration Officer, Nika, commenced a period of annual leave. We thank Nika for her ongoing contribution throughout the year and look forward to welcoming her back in mid-October.

Information Technology

Information Technology activities during September have focused on election readiness, strategic planning, and strengthening the Guild's future technology environment.

Election Preparation and Support

A significant portion of the team's resources has been dedicated to supporting the successful delivery of the Guild Elections.

This work has included the coordination and preparation of technology resources required throughout the election process, including the sourcing and verification of student data, preparation of nomination and polling information, and provision of technology infrastructure required at polling locations.

The team has also worked closely with relevant stakeholders to ensure systems and processes are in place to support voter verification procedures and minimise disruption throughout the polling period. Preparatory work undertaken in advance of the election has contributed significantly to the smooth operation of election activities.

Strategic IT Planning

Following discussions with Curtin University's Chief Operating Officer in late August, work has commenced with the Guild's managed IT provider, Catalytic IT, to develop a comprehensive current state and future state technology roadmap.

This strategic planning exercise is intended to document the Guild's existing technology environment, identify areas of opportunity, and establish a shared vision for future technology infrastructure requirements. The resulting roadmap will assist both the Guild and the University in understanding future technology priorities and supporting long-term planning activities.

University Engagement

The current and future state review is expected to form the basis of ongoing discussions with Curtin University regarding technology services, infrastructure integration, cyber security requirements, and future collaboration opportunities.

The final report will be provided to the University during September and will support a more coordinated approach to technology planning throughout the remainder of the year and beyond.

Governance

Governance activities throughout September have focused on strengthening governance support capability, enhancing meeting administration processes, progressing policy review activities, and supporting the successful conduct of the Guild Elections.

Governance Support Function

The Governance Officer has transitioned exceptionally well into the role and has quickly become an important contributor to the Guild's governance framework.

October will see the Governance Officer attend their first Guild Council meeting in an official minute-taking capacity. Significant preparation has already occurred to familiarise the officer with meeting processes, governance requirements, and the Guild's legislative framework.

Meeting Administration and Governance Support

A new governance support model has now been implemented whereby the Governance Officer attends both Guild Council and Representation Board meetings. This arrangement has been established to improve the quality, consistency, and

timeliness of meeting records while providing additional governance support to elected representatives.

The Governance Officer will also provide assistance to the Guild Secretary through agenda preparation, document management, and governance administration activities. This additional support is expected to improve meeting effectiveness and strengthen overall governance processes.

Policy and Document Management

Since commencing with the Guild, the Governance Officer has undertaken significant foundational work to improve document management practices and governance record keeping.

This has included a comprehensive review of the Guild's document register together with the development of a structured policy review program designed to identify documents requiring review, amendment, or renewal.

The initial review of several priority policies has already commenced and will continue progressively throughout the year. This work forms part of a broader commitment to maintaining contemporary governance documentation and ensuring the Guild's policy framework remains relevant and effective.

2026 Student Elections

At the time of writing, the 2026 Guild Elections are progressing through the campaigning and voting phases.

The Guild has continued to work closely with the Western Australian Electoral Commission to support the administration of the election process, including nominations, ballot draw activities, election campaigning, and voting procedures.

We thank all candidates for their professionalism and respectful adherence to the Election Regulations throughout the campaign period. The cooperative approach demonstrated by candidates has contributed positively to the election environment and supported the smooth conduct of proceedings.

To date, the election process has operated effectively and in accordance with established governance requirements, with all major milestones being successfully delivered as scheduled.

Student Services

During August, Student Services commenced the evaluation of a helpdesk and knowledge base ticketing system to support service delivery across the Clubs, Student Assist, and Reception teams. The project aims to improve enquiry management, streamline workflows, enhance knowledge sharing, and provide greater visibility of service demand and response times. Evaluation of available platforms is currently underway, with a focus on identifying a solution that can support operational efficiency, consistency of service, and future scalability across Student Services.

This initiative forms part of broader efforts to strengthen service delivery capability and improve the experience of students, club representatives, and stakeholders engaging with Guild services.

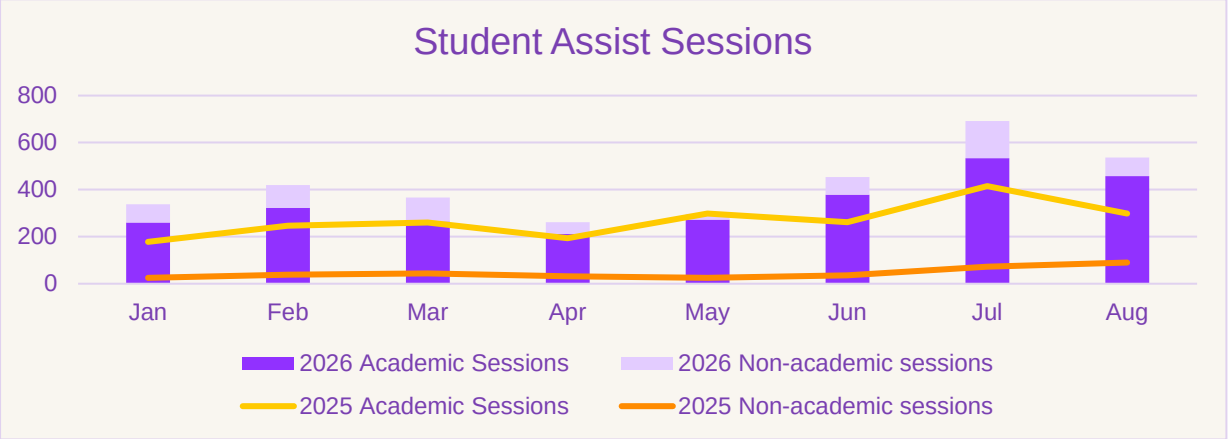
Student Assist

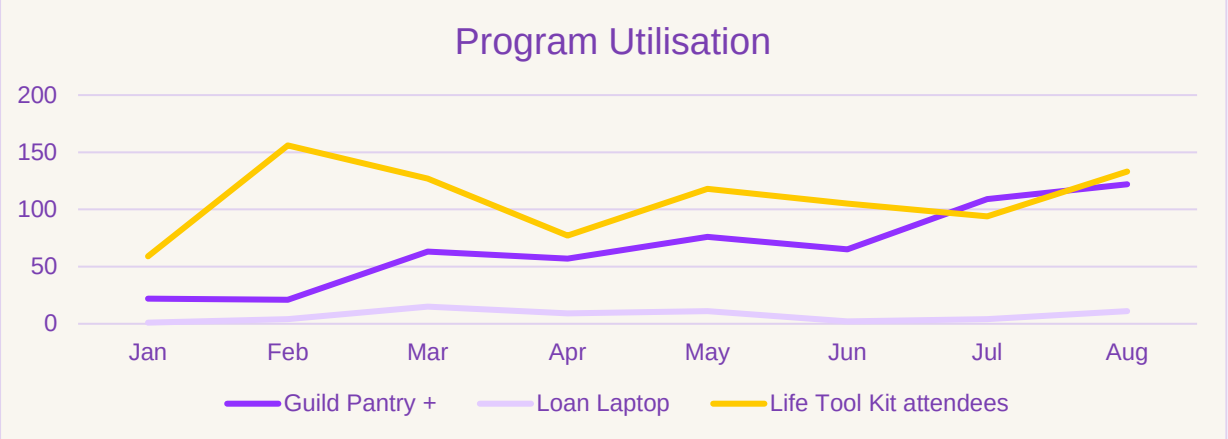
Key Focus Area

During August, the Guild Food Pantry was rebranded to Guild Pantry+, reflecting an expanded and more accessible approach to supporting students experiencing food insecurity. As part of the initiative, a new click-and-collect service model was introduced to complement the existing appointment-based service, providing students with greater flexibility and reducing barriers to access. In the first two weeks, the service received 67 click-and-collect orders, demonstrating strong demand.

Delivery of the Life Tool Kit workshop series continued, supporting student wellbeing and the development of practical life skills. During August, students participated in nom! nutrition and cooking workshops, which focused on healthy eating, meal preparation, and shopping on a budget. These sessions provided students with practical strategies to improve nutrition while managing the cost-of-living challenges impacting many students. Relationships Australia also delivered a healthy relationships session during Love, S*x and Consent week.

The most common case types managed by Student Assist during August were complaints and grievances, terminated status matters and academic misconduct cases.





Events

August Events

Love, S*x and Consent Week (24-28 August)

The week promoted awareness of healthy relationships, consent and sexual wellbeing. The program included film screenings, a sexual health quiz night, STI testing, educational workshops and a closing food truck activation.

The quiz night and STI testing service were particularly successful, attracting strong student participation. Demand for STI testing exceeded available capacity, highlighting an opportunity to expand the service in future years. Workshop registrations were strong, although attendance rates were lower than anticipated.

A new engagement initiative was introduced, with students earning tokens through participation in activities throughout the week that could be redeemed at the closing food truck event. The initiative was well received and will continue to be refined to encourage broader participation across future programs. Overall, the week provided

valuable opportunities for student engagement and education while informing future improvements to program delivery.

September Events

Guild Ball

The Ball is at Montogomery Hall on 11 September 2026. Ticket sales have been strong, with an anticipated attendance at the capacity of 250 students.

The event is delivered in partnership with Phenomenon Events and the Curtin Cheer and Dance Club, with this year's theme, Velvet Rouge, providing students with an opportunity to celebrate and connect through an evening of entertainment, food and social engagement.

Elections Sausage Sizzle

The annual Elections Sausage Sizzle is back on to support student participation in Guild elections at the end of September. Students voting that day will be offered a complimentary sausage sizzle. The event aims to encourage electoral engagement while providing a positive and visible campus activation during the election period.

Clubs and Societies

Key focus Area

Club Renewals

A key focus during August was preparation for the annual club renewal process, which will be launched through TinyHQ in September. This marks the beginning of a significant period of activity for the Clubs team, which will support clubs through renewal requirements, Annual General Meetings and elections to ensure ongoing compliance and good governance.

Club Awards

During August, a comprehensive review of the Club Awards program was completed. The review included updates to award categories, assessment criteria, nomination processes, supporting guidance materials, and judging frameworks. The changes aim to improve transparency, encourage higher quality submissions, reduce administrative burden for clubs, and support more consistent assessment outcomes for the judging panel.

Applications for the 2026 Club Awards also opened during August, with strong interest anticipated. Award recipients will be announced at the Club Awards Night on 29 October 2026 at the John Curtin Gallery.

Club Policy Review

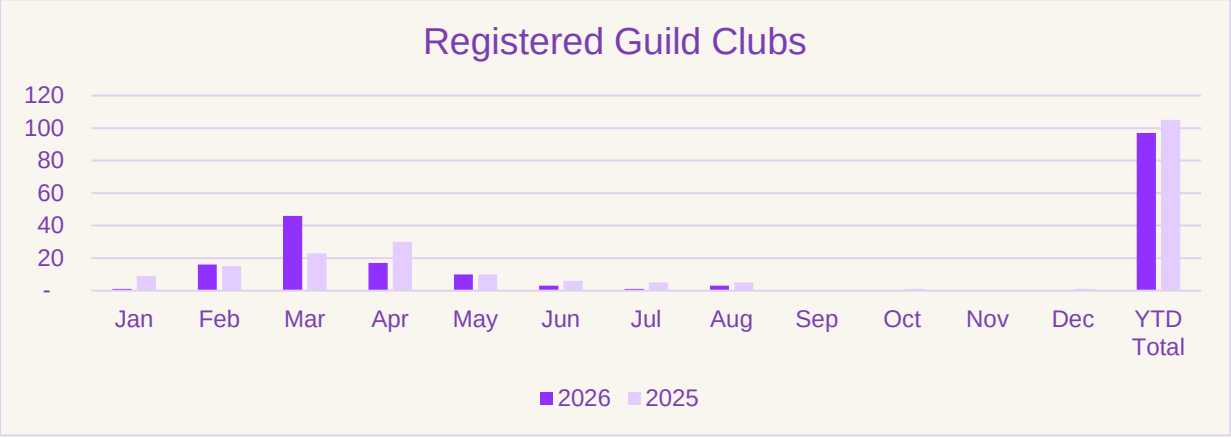
A comprehensive review of club-related policies is underway to ensure they remain relevant, consistent and easy to apply. The review seeks to strengthen governance outcomes while reducing administrative complexity for both club leaders and Guild staff. Subject to completion of the review process, the revised policy suite will be presented to Guild Council for consideration in November.

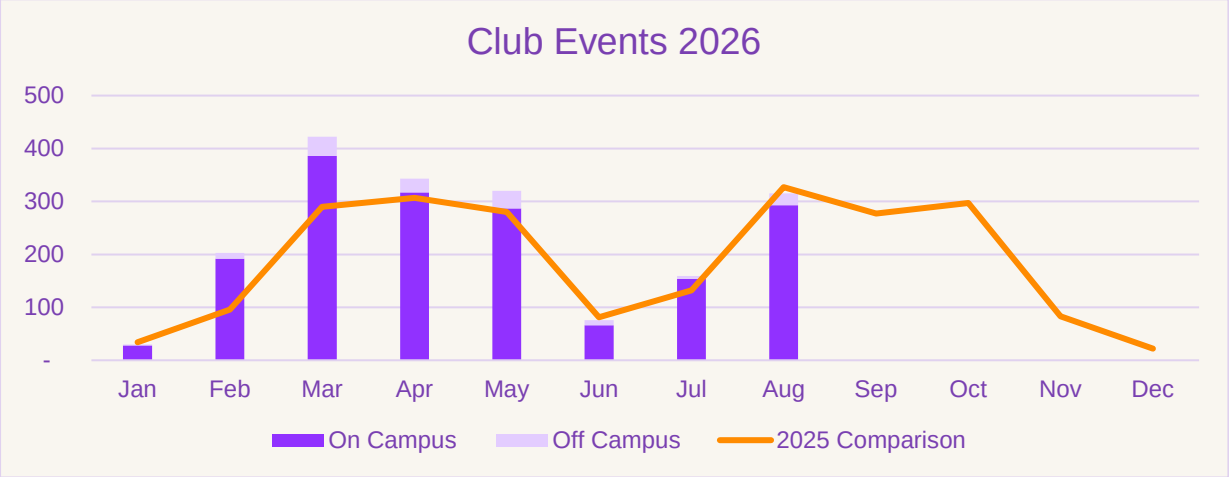
Financial Management Workshops

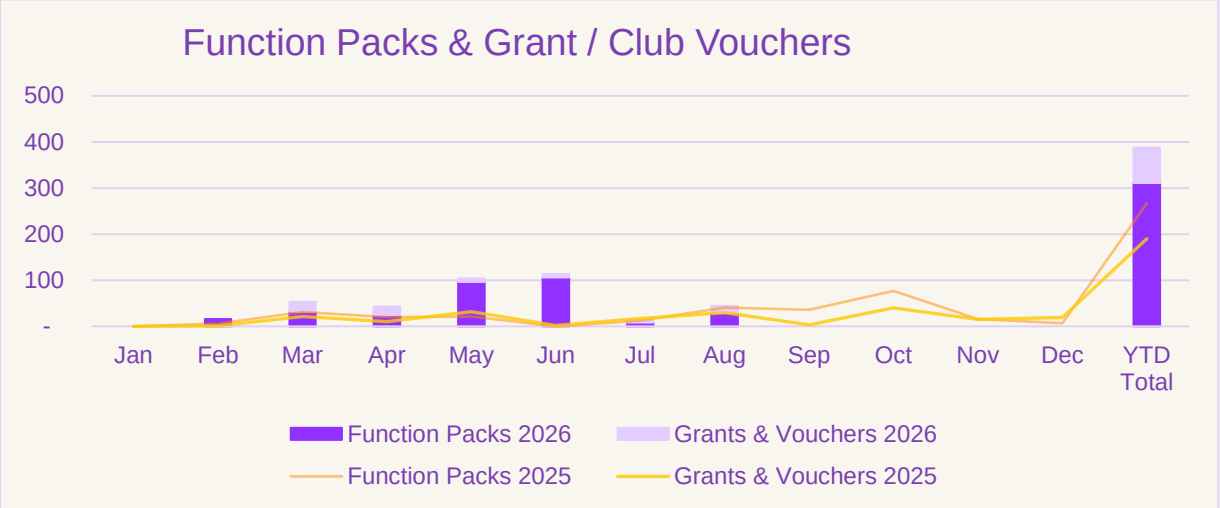
Two Financial Management Workshops were delivered during August to support club committees in meeting their financial governance, compliance and reporting obligations. A total of 122 participants attended the sessions, demonstrating strong engagement from club leaders. Feedback from attendees highlighted the value of practical, face-to-face training, with several clubs seeking additional advice following the workshops. Insights from the sessions will inform the development of additional resources, including MYOB support materials, to further strengthen club capability and compliance.

Sponsorship Workshop

We partnered with the Curtin Advancement Team to deliver a Sponsorship Prospectus Workshop for club leaders. The workshop was developed in response to strong demand from clubs seeking practical guidance on attracting and securing sponsorship and was well attended. The session provided valuable insights into building sponsorship proposals and strengthening clubs' capacity to develop sustainable external partnerships.







Lapsed Club Information

Further to Council's request, as at 31 August 2026, ten clubs had not commenced their 2026 renewal requirements, while a further six clubs had commenced but not yet completed the process. The primary reason for non-renewal continues to be an inability to meet minimum compliance requirements, most commonly insufficient committee members or membership numbers.

The Clubs team continues to provide governance, compliance and reactivation support to affected clubs, including assistance with Annual General Meetings, elections and renewal requirements. Consistent with previous years, delayed renewals are primarily attributable to limited committee capacity and a lack of early engagement with the renewal process, rather than systemic or operational barriers.

To strengthen governance oversight, the Guild will become a signatory to all club bank accounts from 2027, providing improved visibility and more effective management of inactive clubs where required. This initiative forms part of broader efforts to strengthen club governance, support volunteer leaders, and promote the long-term sustainability of the Guild's club's portfolio.

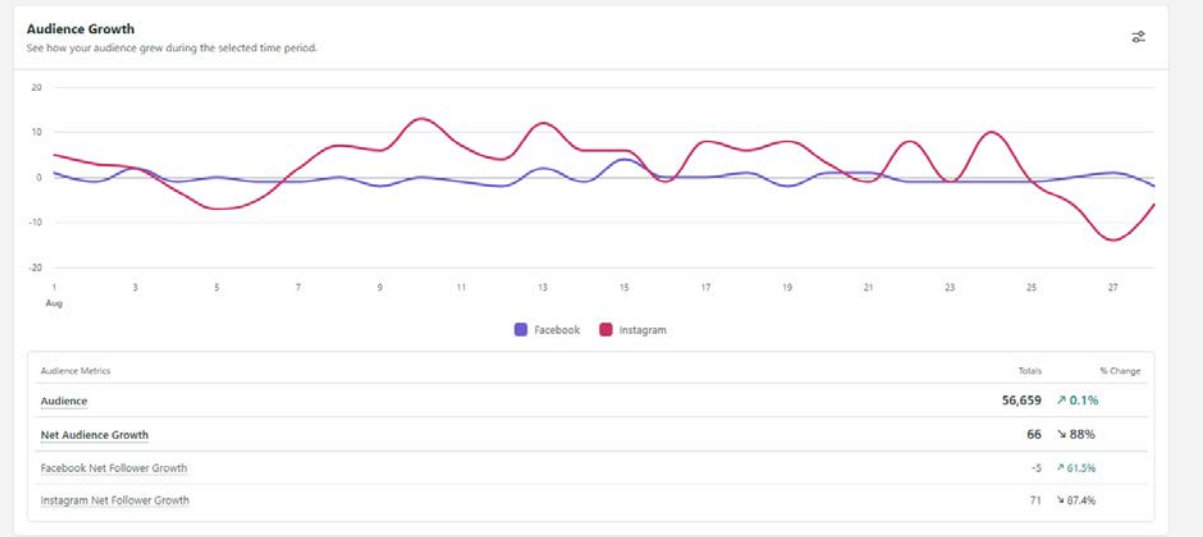
Student Engagement

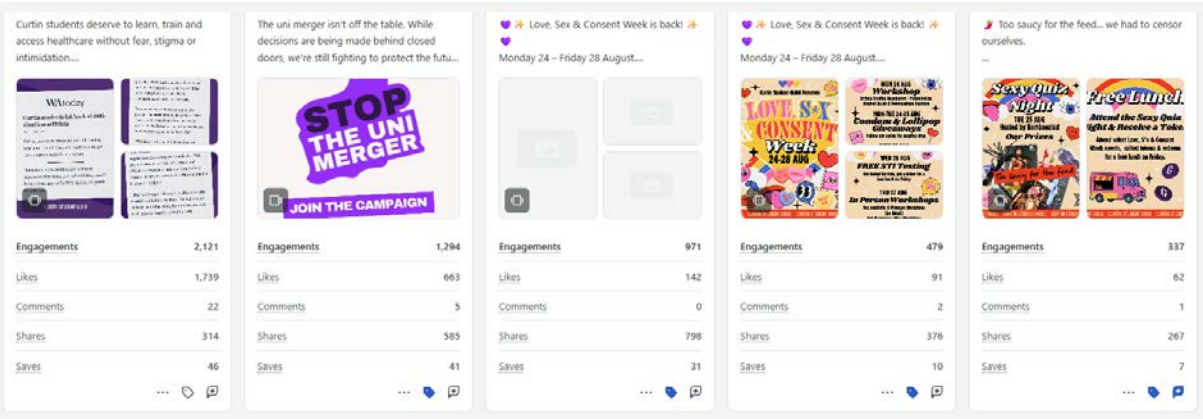
Key Focus Area

Planning and delivery of key student recognition and feedback initiatives remained a focus during August. Nominations for the Excellence in Teaching Awards opened during the month and will close on 6 September, with award recipients to be recognised at a presentation event on 13 October at The Lantern. Preparations also commenced for the Guild Satisfaction Survey, which will run from 29 September to 23 October and provide valuable insights into student experiences, priorities, and opportunities for future service improvements.

Statistics

Social Media





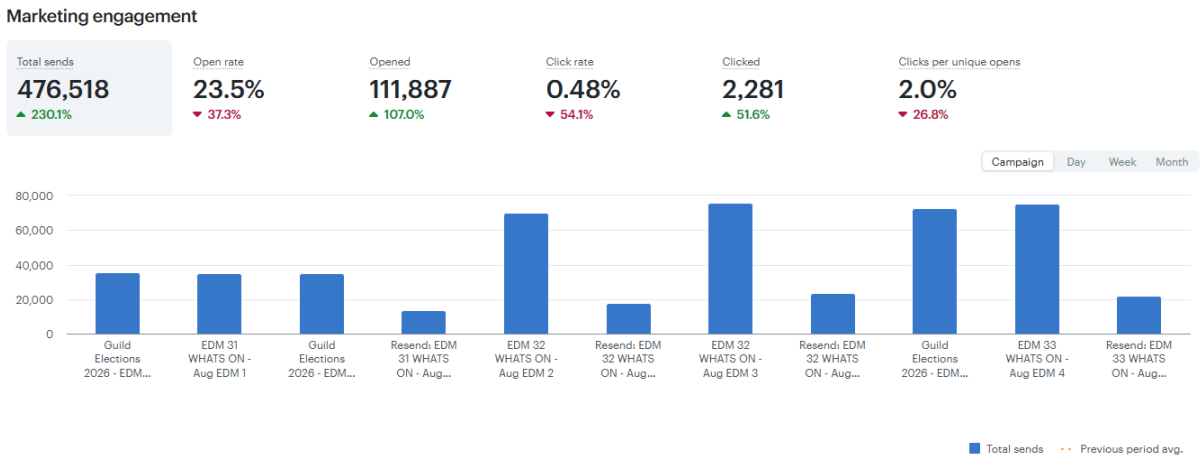
Digital Engagement & Communications

The Guild's digital channels continued to deliver strong results during August, generating more than 1.07 million impressions and 13,105 engagements across platforms. Student engagement remained particularly strong across advocacy, wellbeing and support-related content, with communications relating to healthcare access, the proposed university merger, and Love, Sex and Consent Week achieving the highest levels of engagement.

The Curtin Student Guild channels recorded almost 968,000 impressions and more than 11,400 engagements, while targeted campaigns also supported continued growth in awareness of Kirribilli Catering. Development of the Guild's digital portfolio progressed during the month, including completion of the Pasar Malam website and preparations for new Pasar Malam and Clubs social media channels.

A key insight from the period was the strong and ongoing engagement with practical support, welfare and representation-focused communications. Feedback from Love, Sex and Consent Week initiatives was particularly positive, with 72% of surveyed participants indicating they would like similar STI testing services offered in the future. Overall, digital engagement metrics continue to demonstrate the value of student-focused content and the effectiveness of the Guild's communications strategy.

Emails

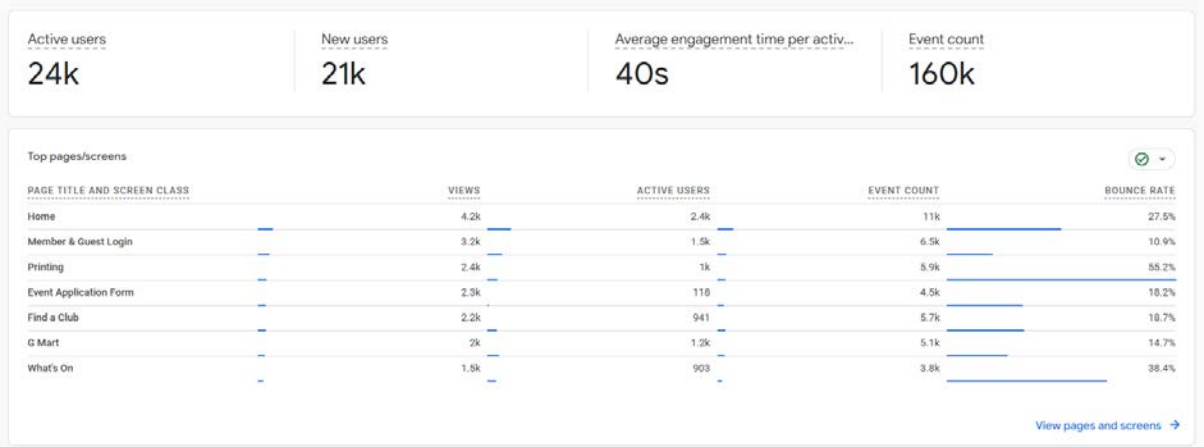


Email insights

Email marketing remained one of the Guild's most effective communication channels during August, delivering strong reach and engagement across the student community. While average open rates declined following a significant increase in audience size, overall campaign performance improved, with substantially more students engaging with Guild communications.

August campaigns generated strong results, with total opens increasing from approximately 11,600 in the first August EDM to more than 18,300 in the final campaign. Guild Elections communications also performed strongly, achieving open rates between 25.3% and 35.8%. Overall, the growth in audience reach enabled the Guild to connect with a larger number of students, reinforcing EDMs as a key channel for driving awareness of Guild services, events, advocacy initiatives, and website traffic.

Website



Website insights

The Guild website continued to experience strong growth during August, with active users increasing by 8.7% to 25,000 and new users increasing by 10% to 21,000. While overall event counts and average engagement time declined compared to July, this is likely reflective of students making shorter, task-focused visits to access services, memberships, club administration resources, and other administrative information during a busy assessment period.

Direct traffic remained the Guild's primary acquisition channel, followed by organic search, demonstrating strong brand recognition and continued visibility through search engines. Key areas of student interest included membership services, printing, club administration, event applications, and club discovery, with the Clubs Event Application Form emerging as one of the most frequently accessed service pages.

An emerging trend during August was the continued growth of AI-assisted search referrals, including traffic originating from ChatGPT, indicating new pathways for students to discover Guild information and services online. Overall, website performance demonstrates sustained demand for Guild services and digital resources, with students increasingly using the website as a primary self-service channel.

CONFIDENTIALITY

☑ OPEN
☐ CONFIDENTIAL

57th Guild Council

GUILD COUNCIL

SAFETY REPORT – SEPTEMBER 2026

Prepared By: Nika Velios (HR & Safety Officer)
Reviewed By: Natasha Morgan (General Manager Corporate Services)
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%** August
- Workers' compensation claims (as hours of paid compensation over the past 12 months): 1,501.19Hours for the 12 months rolling to August 2026

Incidents and Hazards to note:

New items of concern from the Workplace Inspections:

- Nil

Ongoing items:

- *Nil*

Guild injuries, near misses or hazards reported:

- **06/08/2026, GC – Central Wash Up Area -** A staff member sustained minor cuts to their hand while handling a scan pan and a metal tray in the wash-up area. The trays will be checked to identify any that are damaged or have sharp edges and need to be removed. **–** ***Closed***

General Safety Update for the Month:

The Guild's Health and Safety Committee met on 2 September 2026.

The Town of Victoria Park conducted a Food Safety Inspection of our outlets on 25 August 2026. The results were generally positive, and the Guild is currently awaiting a few outstanding reports to be able to provide an update.

Ongoing item, some Paid Office Bearers still require to complete their Online Training, this includes safety-related training modules.

FINANCE REPORT
GUILD COUNCIL

Presented – Vernon Thompson (Managing Director)
Reviewed – Natasha Morgan (GMCS)
Prepared – Karen Rennie (Management Accountant)
Date – 09/10/2026
September 2026 Results

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SSAF and Grant Acquittal 17
Capital Expenditure 19

Executive Summary

The Guild continues to maintain a strong financial position, reporting **net assets of $5.5M** and **cash holdings of $7.1M** as at 30th September 2026.

Year to date, the Guild has delivered an **operating surplus of $986k**, which is $458k ahead of budget, driven by sound commercial trading performance and favourable non-commercial staffing and expense variances. Commercial operations are tracking slightly behind budget by 7% YTD, while non-commercial surplus is $482k above budget. That being said non-commercial recruitment activity is expected to reduce corresponding wage-related favourable variances over the remainder of the year.

Figure 1 – Guild Dashboard

Curtin Student Guild - Financial Dashboard - Overview				
	YTD September 2026			
	Actual	Budget	Variance	Variance %
Net Sales	5,875,740	5,716,697	159,042	3%
Gross Profit	3,523,128	3,353,822	169,306	5%
Wages Expense	5,163,346	5,464,668	(301,322)	-6%
Other Expenses Total	2,203,828	2,162,353	41,476	2%
Net Surplus/(Deficit)	**985,714**	**527,599**	**458,115**	**87%**
Net Assets	5,537,203	5,079,089	458,115	9%
Cash Position	**7,096,540**	**5,913,631**	**1,182,909**	**20%**

Curtin Student Guild - Financial Dashboard - Commercial					
	YTD September 2026				
	Prior YTD	Actual	Budget	Variance to Budget	Variance %
Net Sales	5,600,688	5,875,740	5,716,697	159,042	3%
Gross Profit	3,364,536	3,523,128	3,353,822	169,306	5%
Wages Expense	2,672,047	2,875,791	2,741,085	134,706	5%
Other Expenses Total	843,205	988,165	917,836	70,329	8%
Net Surplus/(Deficit)	**26,849**	**332,892**	**356,732**	**(23,840)**	**-7%**
SSAF Income (incl in Surplus/Deficit above)	267,502	595,080	595,078	2	0%

Statement of Financial Position

As at 30th September 2026, the Guild reported **Net Assets of $5.5M**, confirming that the Guild continues to maintain a strong and solvent financial position. Net assets represent the difference between the value of assets owned by the Guild and the liabilities owed.

Assets

- **Cash** at the end of September totalled **$7.1M**, an **increase of $1.1M** from September 2025, reflecting the SSAF received but not acquitted, for the capital projects.
- **Property, Plant and Equipment** have **increased by $144k** from September 2025 due to the purchase of assets throughout the past twelve months, including continued progress of the precinct plan, the new equity space.
- **Right of use Assets** have **increased by $119k** since the signed leases in Sept 2025 (comparable period) for the 2-year extension on the Guild's commercial premises.

Liabilities

- **Creditors and Borrowings (Current)** is higher than the same time last year due to the timing of the Grant Invoice for quarter 4.
- **SSAF Liability** is **lower by $103k** from last year. This is SSAF received but not acquitted. Last year the University paid a larger instalment earlier than expected.
- **Provisions** have **decreased by $60k** over the past year primarily due to long service leave payouts.
- **Lease Liabilities** have i**ncreased by $150k** due to the signed leases in Sept 2025 (comparable period) for the 2-year extension on the Guild's commercial premises.

Net Assets have increased by $1.2M over the past 12 months, consistent with the Guild's strong operating cash surplus reported in the Statement of Financial Performance for the same period of time.

Figure 2 – Statement of Financial Position

Curtin Student Guild			
Statement of Financial Position			
As at:	September	2026	
	Current Month	September 2025	Movement
Current Assets			
Cash	7,096,540	5,927,600	1,168,940
Receivables	184,646	174,227	10,419
Inventory	358,214	349,648	8,566
Prepayments	58,446	47,385	11,061
Current Assets	**7,697,846**	**6,498,860**	**1,198,986**
Non-Current Assets			
Property, Plant & Equipment	1,103,820	960,305	143,515
Right-Of-Use Assets	149,653	30,555	119,098
Non-Current Assets	**1,253,472**	**990,860**	**262,613**
Total Assets	**8,951,319**	**7,489,720**	**1,461,598**
Current Liabilities			
Creditors & Borrowings	1,085,823	841,553	244,269
Lease Liability	41,446	38,572	2,874
SSAF Liability	1,280,762	1,383,768	(103,006)
Accrued Wages Payable	229,290	229,705	(415)
Provisions	626,900	687,396	(60,496)
Current Liabilities	**3,264,222**	**3,180,995**	**83,226**
Non-Current Liabilities			
Lease Liabilities Long Term	149,894	0	149,894
Non-Current Liabilities	**149,894**	**0**	**149,894**
Total Liabilities	**3,414,115**	**3,180,995**	**233,120**
Net Assets	**5,537,203**	**4,308,725**	**1,228,478**
Guild Equity			
Retained Earnings	4,551,490	3,094,794	1,456,696
YTD Profit/(Loss)	985,714	1,213,931	(228,218)
Guild Equity	**5,537,203**	**4,308,725**	**1,228,478**

Statement of Financial Performance Summary

Month to Date (MTD) Result:

In September 2026, the Guild reported an **operating surplus of $90k**, compared to a budgeted surplus of **$92k**, representing a **variance of -$2k**.

This result comprises:

- Non-Commercial operating **surplus: $81k** (budget surplus: **$54k**)
- Commercial operating **surplus: $9k** (budget surplus: **$38k**)

Year to Date (YTD) Result:

YTD to September 2026, the Guild reported an **operating surplus of $986k**, compared to a budgeted surplus of **$528k**, representing a **favourable variance of $458k**.

This result comprises:

- Non-Commercial operating **surplus: $653k** (budget surplus: **$171k**)
- Commercial operating **surplus: $333k** (budget surplus: **$357k**)

Key drivers of the September and YTD result are set out below.

Figure 3 – Statement of Financial Performance CSG Overview

Curtin Student Guild

Statement of Financial Performance - Summary

Month: September **Year:** 2026 **Period:** Sep-26

Group/Department: CSG Overview

	09-2025		YTD				Month				2026	
	Prior YTD		Actual		Budget		Variance	Actual		Budget		Variance	Budget	
Sales Total	6,021,406		6,302,887		6,152,710		150,177	776,844		826,175		(49,331)	7,568,446	
Discounts Total	(420,718)	7%	(427,147)	7%	(436,012)	7%	8,865	(62,455)	8%	(61,489)	7%	(967)	(533,159)	7%
Net Sales	**5,600,688**		**5,875,740**		**5,716,697**		**159,042**	**714,389**		**764,686**		**(50,298)**	**7,035,287**	
Cost of Sales Total	2,236,152	40%	2,352,612	40%	2,362,876	41%	(10,264)	305,127	43%	305,345	40%	(218)	2,847,281	40%
Gross Surplus	**3,364,536**		**3,523,128**		**3,353,822**		**169,306**	**409,262**		**459,342**		**(50,080)**	**4,188,006**	
Total Wages	4,793,673	86%	5,163,346	88%	5,464,668	96%	(301,322)	674,482	94%	684,712	90%	(10,230)	7,168,601	102%
Total Other Revenue	393,450		433,284		321,216		112,067	95,713		74,801		20,913	403,597	
Administrative Expenses	390,880		582,609		500,190		82,420	49,072		48,480		592	652,419	
Consumables	137,770		130,375		143,321		(12,946)	13,032		17,279		(4,247)	171,973	
Repairs & Maintenance	71,171		105,316		78,728		26,588	6,715		8,413		(1,698)	102,894	
Events	254,015		302,050		293,589		8,462	23,885		53,047		(29,162)	435,226	
Finance Costs	45,719		54,536		45,177		9,359	6,753		7,225		(471)	58,216	
General Expenses	91,541		159,991		208,880		(48,889)	23,624		20,518		3,107	328,194	
Grants	99,347		139,064		149,537		(10,473)	31,751		20,350		11,401	193,888	
Occupancy Expenses	551,884		604,529		607,942		(3,413)	57,609		68,944		(11,334)	807,751	
Promotional Expenses	111,274		86,293		110,755		(24,462)	3,852		11,364		(7,512)	144,798	
Travel and Conferences	14,993		39,064		24,235		14,829	10,917		165		10,752	48,217	
Other Expenses Total	**1,768,595**		**2,203,828**		**2,162,353**		**41,476**	**227,212**		**255,786**		**(28,573)**	**2,943,576**	
Net Surplus/(Deficit) before ADS	**(2,804,282)**		**(3,410,763)**		**(3,951,983)**		**541,220**	**(396,718)**		**(406,355)**		**9,637**	**(5,520,574)**	
SSAF & Grant Total	4,442,682		4,746,582		4,746,566		16	527,398		527,398		0	6,328,760	
Net Surplus/(Deficit) before A&D	**1,638,400**		**1,335,819**		**794,583**		**541,236**	**130,680**		**121,043**		**9,637**	**808,186**	
Amortisation & Depn Total	436,885		373,094		298,254		74,840	43,152		32,421		10,731	393,332	
Underlying Net Surplus/(Deficit)	**1,201,515**		**962,725**		**496,329**		**466,396**	**87,528**		**88,622**		**(1,094)**	**414,855**	
Reverse Rental Adjustments	(106,096)		(130,005)		(124,950)		(5,055)	(14,445)		(13,883)		(562)	(166,600)	
Depreciation Right of use Asset	93,680		107,016		93,680		13,336	11,891		10,409		1,482	124,907	
Net Surplus/(Deficit)	**1,213,931**		**985,714**		**527,599**		**458,115**	**90,082**		**92,096**		**(2,014)**	**456,548**	

Non- Commercial Operations

Non-commercial **wages** are **$436k** favourable to budget year-to-date. As reported previously, many of the new positions included in the 2026 budget were assumed to commence from the start of the year; however the timing of these appointments did not eventuate as budgeted, resulting in significant savings. In addition, the month on month underbudget continues to increase for the below reasons:

- The additional position budgeted in Technical Services has been replaced by a consultant.
- The permanent Governance officer role has been converted into a part-time 15 hours per week role.
- Student Services onboarding classifications remain below those of the previous incumbents (ie rehired to the role at a lower rate) and are therefore, tracking below the original budget provision.

Other revenue is $82k above budget year to date, reflecting funding received from the University for Student Assist grants and the food pantry program, not originally expected, as well as funds received from former clubs no longer operating. Additional revenue has also been generated by WASM through merchandise sales and event activity.

Other expenses are **$29k under budget YTD**, with variances across

- Administration expenses are unfavourable compared to budget by $59k represented by:
    - Computer Software over budget by $15k – a timing difference only
    - Consultancy Fees over budget by $34k –
        - Technical services is currently utilising a consultant in lieu of a second employee. This result is offset by savings in the wage section as noted above. The wage savings are $45k vs a consultancy deficit of $67k.
        - Elsewhere Student Engagement now has internal graphic design capabilities, so they are showing a favourable result on budget of $25k.
- Guild Events are $30,000 under budget year-to-date to September 2026. This favourable variance is primarily due to the Guild Ball being relocated as a result of the AFL semi-finals, with the alternative venue incurring lower costs than originally budgeted. In addition, O'Week activities were delivered within budget, contributing to the overall underspend. Despite these savings, it is anticipated that Pasar Malam will exceed expectations and deliver an enhanced experience, with the current underspend providing some flexibility to support additional event-related expenditure. While the $40,000 budget allocated to House Party may not be fully utilised, several significant events, including Stress Less Week, are scheduled for the remainder of the year and are expected to absorb part of the available budget capacity.
- General Expenses are favourable compared to budget by $51k – this includes a $49k YTD contingency that has not been utilised in 2026.

Non-commercial portfolios operations to date have resulted in **stronger-than-planned surplus**, driven by wage underspends and modest favourable variances in revenue and expenditure.

Figure 4 – Statement of Financial Performance – Non-Commercial

Curtin Student Guild

Statement of Financial Performance - Summary

Month: September **Year:** 2026 **Period:** Sep-26

Group/Department: Non Commercial

	09-2025	YTD			Month			2026
	Prior YTD	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Total Wages	2,121,626	2,287,555	2,723,583	(436,028)	289,624	295,837	(6,214)	3,627,591
Total Other Revenue	181,231	211,413	129,098	82,315	72,809	54,845	17,964	163,094
Administrative Expenses	333,663	501,179	441,770	59,409	40,907	39,921	986	577,464
Consumables	627	356	4,800	(4,444)	0	500	(500)	6,300
Repairs & Maintenance	7,713	7,074	7,500	(426)	1,226	833	392	10,000
Events	252,103	273,528	303,337	(29,809)	22,345	54,363	(32,017)	451,949
Finance Costs	1,674	2,064	1,910	154	308	230	78	2,350
General Expenses	57,220	107,225	158,137	(50,912)	20,502	17,368	3,134	264,692
Grants	99,347	139,064	149,537	(10,473)	31,751	20,350	11,401	193,888
Occupancy Expenses	51,225	71,960	65,765	6,195	8,003	7,285	718	87,620
Promotional Expenses	106,825	74,149	87,525	(13,376)	3,711	9,681	(5,969)	116,567
Travel and Conferences	14,993	39,064	24,235	14,829	10,917	165	10,752	48,217
Other Expenses Total	**925,391**	**1,215,663**	**1,244,516**	**(28,853)**	**139,671**	**150,696**	**(11,025)**	**1,759,048**
Net Surplus/(Deficit) before ADS	**(2,865,785)**	**(3,291,805)**	**(3,839,001)**	**547,196**	**(356,485)**	**(391,688)**	**35,203**	**(5,223,545)**
SSAF & Grant Total	4,175,180	4,151,502	4,151,488	14	461,278	461,278	0	5,535,322
Net Surplus/(Deficit) before A&D	**1,309,395**	**859,697**	**312,487**	**547,210**	**104,793**	**69,590**	**35,203**	**311,777**
Amortisation & Depn Total	122,312	206,875	141,620	65,255	23,810	15,658	8,152	187,674
Underlying Net Surplus/(Deficit)	**1,187,082**	**652,821**	**170,867**	**481,955**	**80,982**	**53,932**	**27,051**	**124,103**
Net Surplus/(Deficit)	**1,187,082**	**652,821**	**170,867**	**481,955**	**80,982**	**53,932**	**27,051**	**124,103**

Commercial Operations

Commercial Sales

September trading, which included close to four weeks of semester as well as a public holiday and two days tuition free, remained fairly solid, with the month **Net Sales of $714k**, $50k or 7% lower than budget.

Key outlet performance for September included:

- GC Library continued its slight downward sales trend, reporting results $23k below budget. Both food and beverage sales decreased in September. Fortunately, surplus has increased despite the sale downturn, due to tightening of wages and other operational efficiencies deployed.
- Kirribilli Catering was lower than budget in September, by $16k. Despite this slight dip, YTD sales are $85k overbudget.
- The Tavern was under budget in September by $10k, however YTD Net sales are still favourable compared to budget by $11k.
- All other outlets had results that were very close to budget.

Figure 5 - Graph 2026 Monthly Net Sales Comparison

Illustrates September 2026 actual net sales by outlet against budget and prior year.

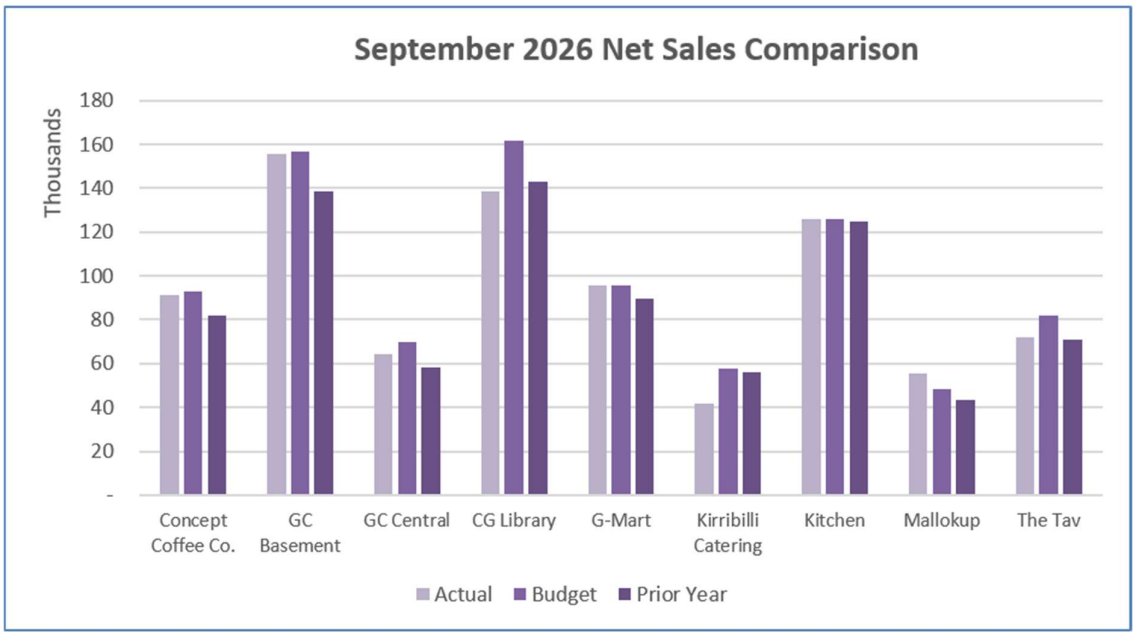
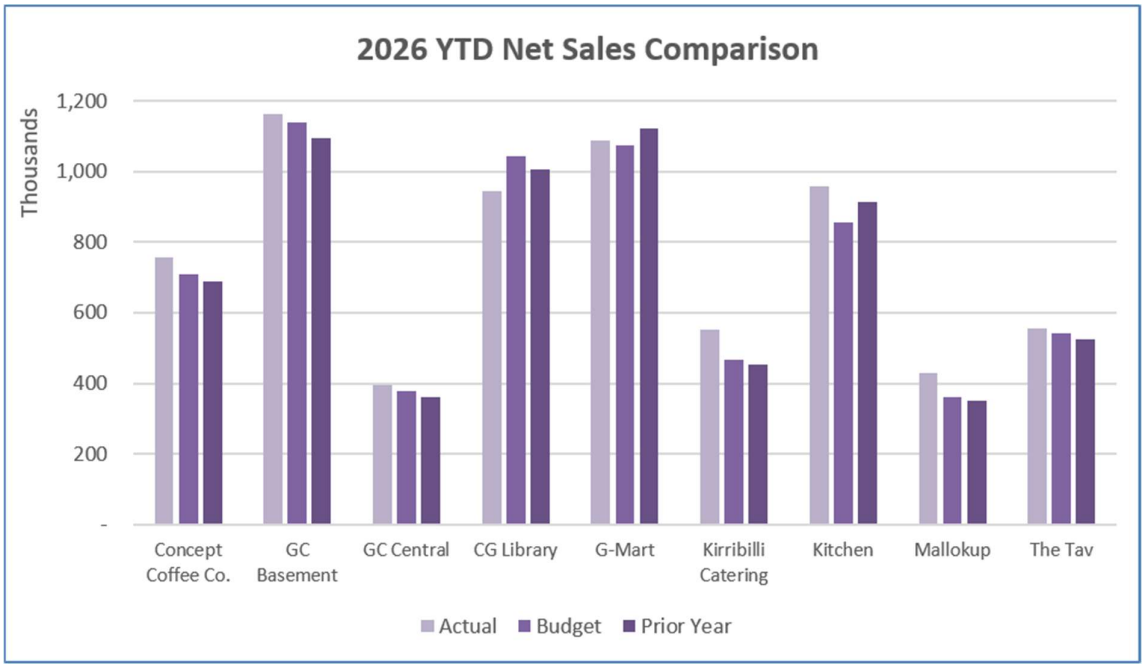


Figure 6 - Graph 2026 YTD Net Sales Comparison

Illustrates YTD actual net sales by outlet against budget and prior year.



Commercial Expenses and Other Revenue

Member discounts represent **6.8% of sales YTD**, which is only slightly lower than the budgeted 7%. This variance decreases slightly each week as more students and staff utilise the opportunity to claim a discount.

Cost of Sales represents **40% of net sales YTD**, compared to a budget of 41%. This result had been creeping up in recent years so it's pleasing to see that this has been arrested by the increase in prices earlier this year.

Gross Surplus is **$169k above budget YTD**, due to higher sales relative to the related increase in the budgeted cost of sales for the same period.

Commercial wages are **$134k over budget** year to date, with variances occurring across a range of outlets. Commercial managers continue to investigate variances and have a better understanding and oversight of their individual outlets as needed.

- Café Basement has managed a decrease in wages despite an increase in sales and has reduced their wage as a percentage of sales by 3%.
- Café Library shows a decrease in wages which aligns with a decrease in sales
- Mallokup wages show an increase on budget as well as wages as a percentage of sales increase of 2% on budget and last year.
- G-Mart shows an increase in casual staff that is not in line with budget and does not correspond with the increase in permanent wages. Analysis is being undertaken by the outlet for corrective action where possible.
- Café Central is overbudget by $23k YTD.

- The Tavern continues to record the largest overspend, where reducing casual hours to offset the cost of permanent staff has proven challenging, resulting in sustained pressure on wages.
- Kirribilli catering is over-budget by 20k, however their wages as a percentage of their sales is the same.

Other revenue in September continues to be buoyed by sales of unused kitchen equipment, following the removal of assets from Angazi café, which has brought in around $22k YTD.

Other expenses are over budget YTD by $70k made up of the following:

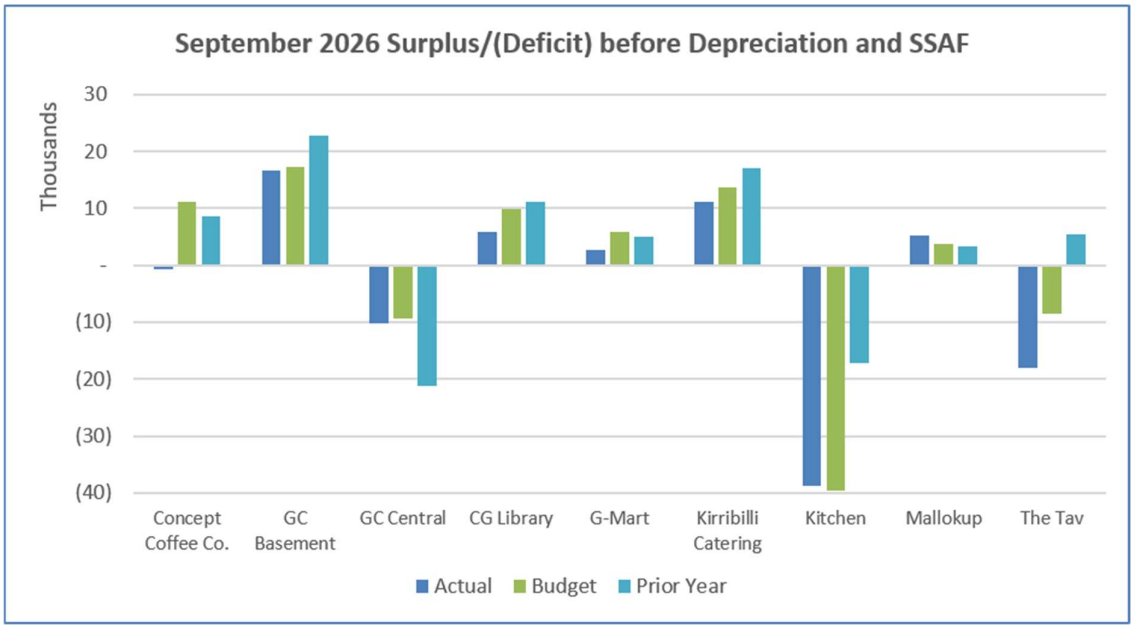
- Activities $46k – The Tavern budget was increased incorrectly in 2026.
- Consultancy Fees $20k – Help with clearing Angazi and selling old assets.
- Repairs and Maintenance $27k – This includes $5k for reupholstering Basement chairs (SSAF funded), and a major breakdown of the Tavern oven and keg cool room.

ISAF/SSAF funding of **$595k YTD** has been allocated to commercial operations, supporting operations during lower-margin trading periods, as well as providing discounts to students.

Individual Outlet Surplus/(Deficit) Results

Figure 7 - Graph 2026 Monthly Surplus/(Deficit) before Depreciation and SSAF

Illustrates September 2026 actual surplus/(deficit) against budget and prior year.



Further analysis is provided below to better understand the decrease in Net Surplus in the Concept Café in September.

Figure 8 – Analysis of Net Surplus Concept Café 2025 vs 2026

Curtin Student Guild
Statement of Financial Performance - by Months
Concept Coffee Co.
2025

Actual	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actuals	YTD Budget	2025 Budget
Net Sales	26,981	69,941	103,634	80,064	85,632	54,093	78,898	105,398	82,065	81,042	47,971	35,549	851,267	870,669	823,771
Gross Surplus	11,453	44,725	65,458	50,589	54,756	31,666	50,524	67,403	47,555	52,605	31,932	33,249	541,916	508,842	522,968
Wages Total	15,222	28,221	34,988	30,216	30,315	23,048	32,013	35,915	34,158	28,195	23,243	20,991	336,524	350,703	341,405
Net Surplus/(Deficit) before ADSG	(3,263)	13,069	22,633	14,997	20,537	4,375	11,912	25,342	8,610	19,812	3,857	15,827	157,707	105,677	118,501
Rolling Net Surplus/(Deficity)	(3,263)	9,806	32,439	47,436	67,972	72,348	84,260	109,602	118,211	138,023	141,880	157,707			

Curtin Student Guild
Statement of Financial Performance - by Months
Concept Coffee Co.
2026

Actual	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actuals	YTD Budget	2025 Budget
Net Sales	46,791	89,630	114,991	71,990	96,166	61,385	88,750	95,193	91,189	0	0	0	756,087	708,816	870,669
Gross Surplus	28,005	53,014	79,433	41,753	56,516	42,673	54,694	56,565	54,006	0	0	0	466,660	412,905	508,842
Wages Total	19,964	32,021	37,115	31,675	31,227	37,425	37,717	45,269	50,869	0	0	0	323,283	273,859	350,703
Net Surplus/(Deficit) before ADSG	8,712	15,652	36,595	5,499	21,036	1,419	9,013	3,098	(744)	0	0	0	100,279	99,806	105,677
Rolling Net Surplus/(Deficity)	8,712	24,364	60,959	66,458	87,493	88,913	97,926	101,024	100,279						

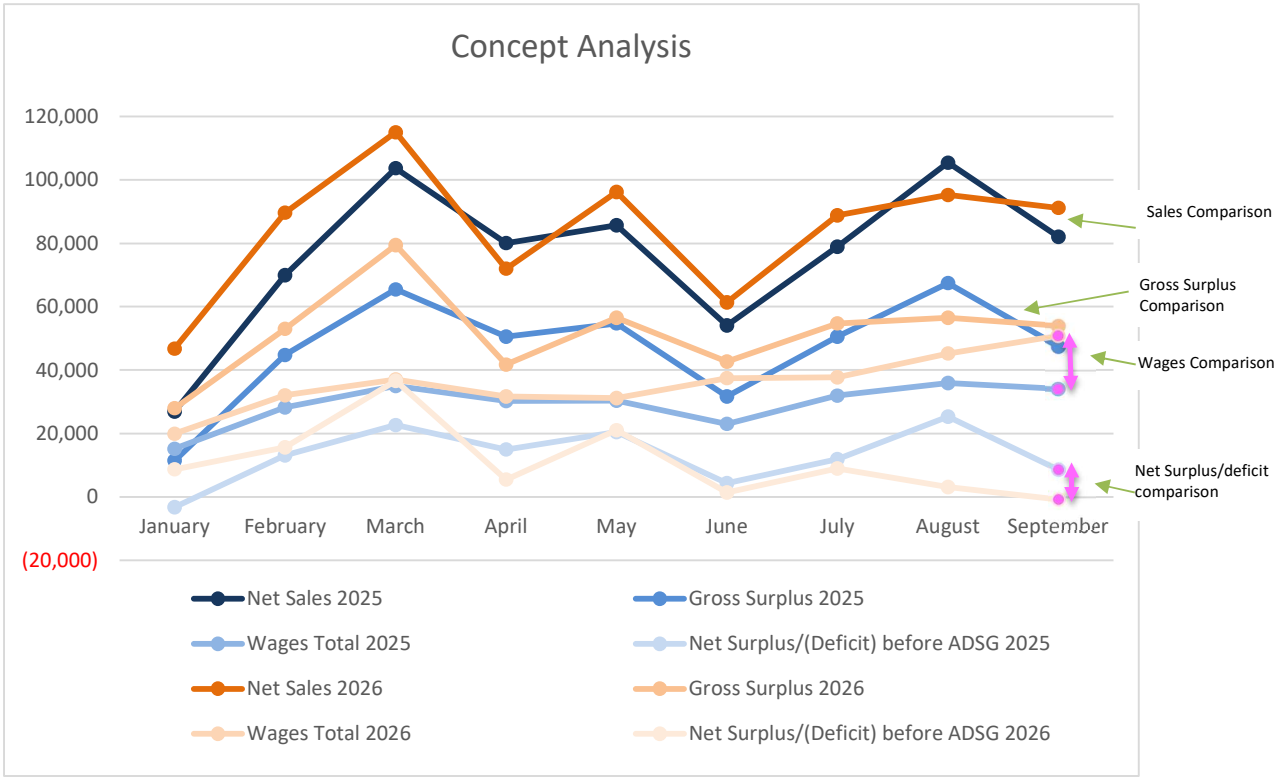
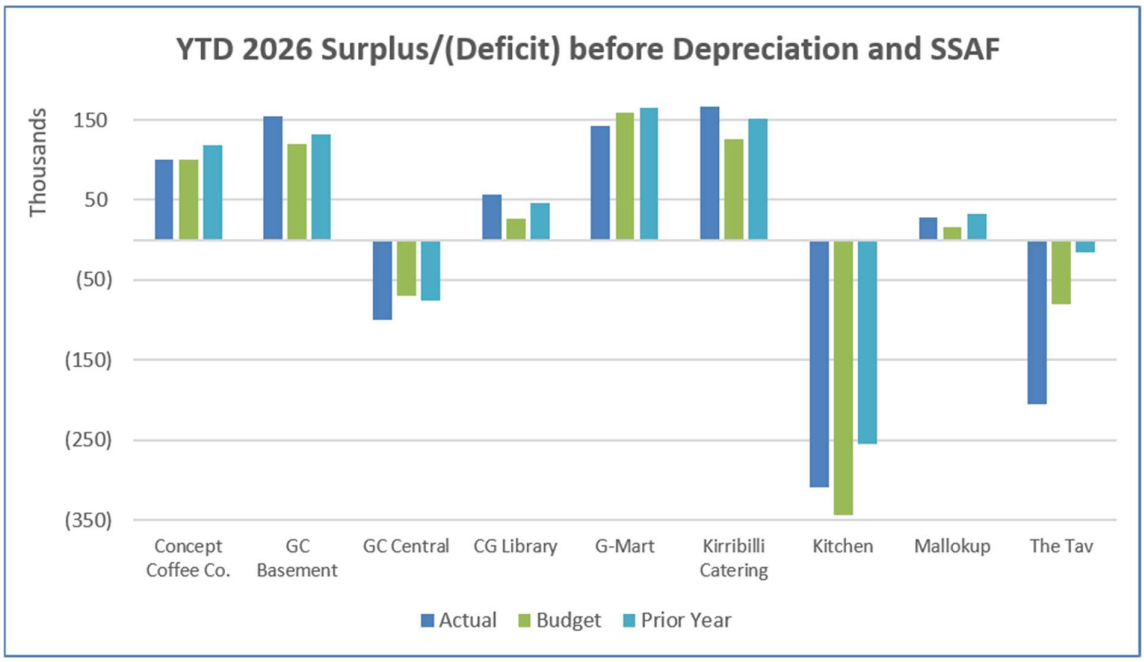


Figure 9 - Graph 2026 YTD Surplus/(Deficit) Comparison

Illustrates YTD actual surplus/(deficit) by outlet against budget and prior year.



Commercial Overall

Commercial operations reported a **YTD surplus of $332k**, compared to a budgeted surplus of **$357k**. While sales remain strong, the September result reflects that the overall commercial performance remains operationally sound, with strong gross margins and disciplined cost control.

Figure 10 - Statement of Financial Performance – Commercial

Curtin Student Guild

Statement of Financial Performance - Summary

Month: September **Year:** 2026 **Period:** Sep-26

Group/Department: Commercial

	09-2025		YTD				Month				2026	
	Prior YTD		Actual		Budget	Variance	Actual		Budget	Variance	Budget	
Sales Total	6,021,406		6,302,887		6,152,710	150,177	776,844		826,175	(49,331)	7,568,446	
Discounts Total	(420,718)	7%	(427,147)	7%	(436,012)	7% 8,865	(62,455)	8%	(61,489)	7% (967)	(533,159)	7%
Net Sales	**5,600,688**		**5,875,740**		**5,716,697**	**159,042**	**714,389**		**764,686**	**(50,298)**	**7,035,287**	
Cost of Sales Total	2,236,152	40%	2,352,612	40%	2,362,876	41% (10,264)	305,127	43%	305,345	40% (218)	2,847,281	40%
Gross Surplus	**3,364,536**		**3,523,128**		**3,353,822**	**169,306**	**409,262**		**459,342**	**(50,080)**	**4,188,006**	
Total Wages	2,672,047	48%	2,875,791	49%	2,741,085	48% 134,706	384,858	54%	388,875	51% (4,017)	3,541,011	50%
Total Other Revenue	212,219		221,871		192,118	29,753	22,904		19,956	2,949	240,504	
Administrative Expenses	57,217		81,430		58,420	23,011	8,165		8,560	(394)	74,955	
Consumables	137,144		130,019		138,521	(8,502)	13,032		16,779	(3,747)	165,673	
Repairs & Maintenance	63,459		98,242		71,227	27,014	5,490		7,580	(2,090)	92,894	
Events	1,912		28,522		(9,748)	38,271	1,540		(1,315)	2,855	(16,724)	
Finance Costs	44,045		52,472		43,267	9,205	6,445		6,995	(550)	55,866	
General Expenses	34,321		52,766		50,743	2,023	3,123		3,150	(27)	63,502	
Occupancy Expenses	500,659		532,569		542,177	(9,608)	49,606		61,659	(12,053)	720,131	
Promotional Expenses	4,449		12,144		23,230	(11,086)	141		1,684	(1,543)	28,231	
Other Expenses Total	**843,205**		**988,165**		**917,836**	**70,329**	**87,542**		**105,090**	**(17,548)**	**1,184,528**	
Net Surplus/(Deficit) before ADS	**61,504**		**(118,958)**		**(112,981)**	**(5,976)**	**(40,233)**		**(14,667)**	**(25,566)**	**(297,029)**	
SSAF & Grant Total	267,502		595,080		595,078	2	66,120		66,120	0	793,438	
Net Surplus/(Deficit) before A&I	**329,005**		**476,122**		**482,097**	**(5,974)**	**25,887**		**51,453**	**(25,566)**	**496,409**	
Amortisation & Depn Total	314,572		166,219		156,634	9,585	19,341		16,763	2,578	205,657	
Underlying Net Surplus/(Deficit)	**14,433**		**309,904**		**325,463**	**(15,559)**	**6,546**		**34,690**	**(28,144)**	**290,752**	
Reverse Rental Adjustments	(106,096)		(130,005)		(124,950)	(5,055)	(14,445)		(13,883)	(562)	(166,600)	
Depreciation Right of use Asset	93,680		107,016		93,680	13,336	11,891		10,409	1,482	124,907	
Net Surplus/(Deficit)	**26,849**		**332,892**		**356,732**	**(23,840)**	**9,100**		**38,164**	**(29,064)**	**332,445**	

Cash Flow Statement

Cash Flow Graph

The Cash Flow Graph below reflects:

- January and September 2026 actual trading results;
- Actual capital expenditure incurred YTD to September;
- An estimation from the capital budget is utilised for the remaining months of 2026

Please Note: The Capital Saver Account, with a balance of $1.07M remains untouched and is not included in the Cash Flow Graph. These funds were set aside following the Guild's payroll tax exemption and refund in 2018.

Figure 11 – Yearly Cash flow Graph

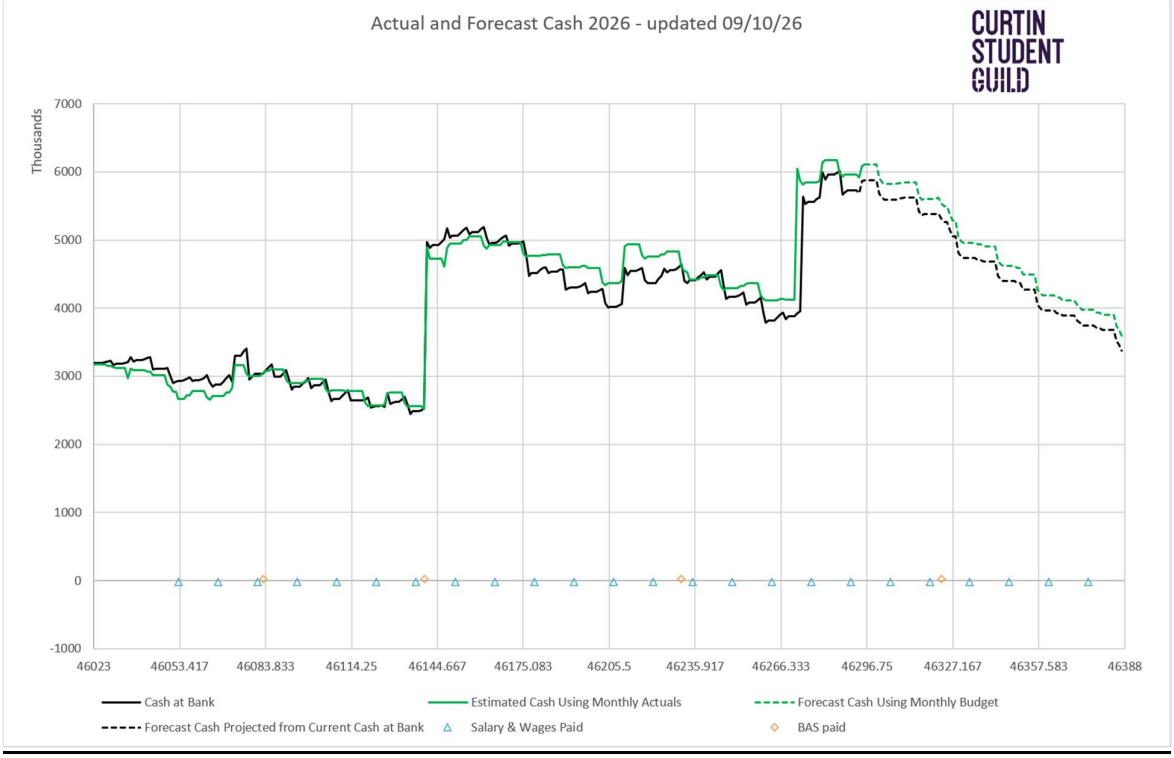


Figure 12 – Cash Flow Statement

September 2026 YTD Statement of Cash Flows	CURTIN STUDENT GUILD
Cash Flows from Operating Activities	
Receipts from students/customers	5,549,895
Receipts from SSAF	5,554,844
Interest Paid	(4,443)
Payments to suppliers and employees	(7,686,876)
Interest received	54,938
Net Cash used in Operating Activities	**3,468,358**
Cash Flows from Investing Activities	
Proceeds from Sale of Assets	22,726
Purchase of property, plant and equipment	(559,776)
Net Cash Flows used in Investing Activities	**(537,050)**
Cash Flows from Financing Activities	
Repayment of Lease Liabilities	(124,338)
Net Cash used in Financing Activities	**(124,338)**
Net Increase / (Decrease) in Cash Held	**2,806,971**
Cash at beginning of the Financial Year	4,289,570
Cash at end of period.	**7,096,541**

SSAF and Grant Acquittal

SSAF:

- **26-1 Representation** – This project remains on track to be acquitted by year end.
- **26-2 Student Assist** – The majority of project expenditure relates to staffing, which remained under budget in the first quarter. Additionally resources have been allocated to progress the development of additional Life Hacks courses, however it's unlikely that this project will be acquitted in full.
- **25-3 Student Societies** – Year-to-date acquittal remains below expectations due to delays in filling permanent roles within this area. Variances also exist in event and grant funding; however, this funding is expected to be fully utilised by year end.
- **26-4 Guild Precinct Plan** - Acquittal will not occur until the 2025 underspend of $105k is fully utilised, however it is expected that this will be acquitted by year end, as renovating the lower level in the admin building is due to be finished before the end of the year.
- The **2024 Improving Outlet Amenity** underspend has now been fully acquitted.

ISAF:

- 2**6-5 Extended Access to Food & Beverage** – Operating beyond profitable hours will continue into the second half of 2026, and the project is expected to be fully acquitted by year end.
- **26-6 Student Affordable Food** – This project funds student discounts on campus (excluding alcohol). It may remain slightly under-acquitted at year end as discount utilisation levels are currently tracking below original funding assumptions. Due to current limitations of our point of sale system we are unable to acquit all student discounts.
- **26-7 Improving Outlet Amenity** - This project covers upgrades to the Tavern and Central Cafes. Initial design work has commenced. Balance-forward funding from 2025 will be utilised prior to accessing 2026 allocations.

Figure 13 – SSAF and Grant Acquittal Report

SSAF and ISAF Funding Acquittal 2026	Actual to September 2026	Budget	Remaining SSAF / ISAF	% Acquitted	% of Project Complete
SSAF:					
26-1 Representing & Supporting Students	763,577	934,331	170,754	82%	75%
26-2 Student Assist	862,222	1,252,501	390,279	69%	75%
25-3 Student Societies (Clubs) and Events	1,347,297	2,066,108	718,810	65%	75%
26-4 Guild Precinct Plan (utilise when 2025 funding finished)	-	110,000	110,000	0%	0%
	2,973,096	4,362,940	1,389,843	68%	
2025 Underspend 25-8 Guild Precinct Plan	387,446	492,694	105,248	79%	
2024 Underspend 24-6 Improving Outlet Amenity (Base,Tav,Cent	46,849	46,849	- 0	100%	100%
	3,407,392	**4,902,483**	**1,495,091**	**70%**	
ISAF:					
26-5 Extended Access to Food & Beverage	290,391	387,188	96,797	75%	75%
26-6 Student Affordable Food on Campus	293,747	406,250	112,503	72%	75%
26-7 Improving Outlet Amenity (Tav/Central after 2025 finished)	-	542,382	542,382	0%	0%
	584,137	1,335,820	751,682	44%	
2025 Underspend 25-5 Improving Outlet Amenity (Tav,Central)	64,054	602,656	538,602	11%	
	648,191	**1,938,476**	**1,290,285**	**33%**	

Guild Grant Acquittal - 2026	Actual to September 2026	Grant Budget	Remaining Funding	% Acquitted	% of Project Complete
Student Repesentation (NUS & Elections)	42,052	99,460	57,408	42%	75%
Student Engagement	131,456	186,130	54,674	71%	75%
SSAF Fees	90,000	120,000	30,000	75%	75%
Administration	298,991	344,410	45,419	87%	75%
	562,500	**750,000**	**187,500**	**75%**	**75%**

Capital Expenditure

In September, another instalment was paid for the renovations of the equity offices, which forms part of the Guild Precinct Plan project. Additionally, a couple of pieces of equipment were upgraded in the Tavern.

Figure 14 – Capital Expenditure

Curtin Student Guild Capital Expenditure 2026 - YTD to September 2026

Description of Capital Works	Spent to Date	Budget	Remaining Budget
Contingency		50,000	
- Concept Milk Steamer	8,909		41,091
Admin Building			
Precinct Plan - Equity to Clubs HQ (ISAF)	315,901	250,000	- 65,901
Office Furniture & Equipment (SSAF)	16,102	20,000	3,898
Replacement of ICT equipment (SSAF)	26,385	25,000	- 1,385
Signage on side of Admin Building 106F, with new branding (SSAF)		40,000	40,000
Commercial Services			
Replace Swiftpos Tills as they reach end of life/support in 2026		35,000	35,000
Replacement of refrigerated van (rolled forward 2024)	47,706	60,000	12,294
Central Café upgrade (SSAF)	9,750	1,350,000	1,340,250
Gmart Refurbishment - TLC to cold Fridges	25,930	50,000	24,070
Tavern upgrade (SSAF)	13,068	400,000	386,932
			-
Total 2026 Capital Budget	**463,751**	**2,280,000**	**1,816,249**
Funding Streams			
Funding from 2024/2025 SSAF/ISAF - Brought forward	381,206	1,189,050	807,844
Funding from 2026 SSAF/ISAF Capital (Precinct Plan & Tav/Central)	-	652,387	652,387
Internally Funded projects	82,545	438,563	356,018
	463,751	**2,280,000**	**1,816,249**
Asset Purchases for SSAF Funded Operating Projects			
Walkie Talkies - Events Team (SSAF)	3,609		
Replace Microwaves in Student Kitchenette (SSAF)	6,425		
Indoor Circle 8 smart bins	4,545		
Club Lockers	6,995		
3 Ipads, Secretary & GM's (SSAF)	4,260		
	25,835		

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57th Guild Council - 08 / GC

GUILD COUNCIL – 15/10/26

Appointment of an Acting Officer – First Nations

Submitted: Noor Fellah (Secretary)
Moved: Noor Fellah (Secretary)
Seconded: Dylan Storer (President)

Preamble:

The President has the power to appoint an acting officer, and following the resignation of Bonnie Walley from the role of First Nations Representative, has appointed Ammie Turner as Acting First Nations Representative. Ammie has been elected for 2027 as the First Nations Representative. She is well-placed to take on this role and are expected to do an excellent job in the interim of filling the position.

Motion:

That the Guild Council:

ratify the appointment of Ammie Turner as Acting First Nations Representative.

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57th Guild Council - 08 / GC

GUILD COUNCIL – 15/10/26

Appointment of an Acting Officer – Ethnocultural

Submitted: Noor Fellah (Secretary)
Moved: Noor Fellah (Secretary)
Seconded: Dylan Storer (President)

Preamble:

The President has the power to appoint an acting officer, and following the resignation of Max Zhang from the role of Ethnocultural Officer, has appointed Shahir Arian as Acting Ethnocultural Officer. Shahir Arian has been elected for 2027 as the Ethnocultural Officer. He is well-placed to take on this role and are expected to do an excellent job in the interim of filling the position.

Motion:

That the Guild Council:

ratify the appointment of Shahir Arian as Acting Ethnocultural Officer.

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57th Guild Council - 10 / GC

GUILD COUNCIL – 15/10/2026

APPROVAL OF APPOINTMENT OF MANAGING DIRECTOR PROCEDURE

Submitted: Dylan Storer (President)
Moved: Dylan Storer (President)
Seconded: Noor Fellah (Secretary)

Preamble:
The Guild Council is asked to approve a small amendment to the Appointment of Managing Director Procedure to change the time period for the Guild President to initiate the re-appointment of the Managing Director from the current 12 months before the expiry of their contract to 18 months before the expiry of the contract. The Guild Council retains the sole power to approve or deny the appointment or reappointment of the Managing Director.

Motion:

That the Guild Council:

approve the amended Appointment of Managing Director Procedure.

Actions:

Actions recommended as part of this item include:

1. That the Guild Secretary ensure that the amended procedure is properly documented.

Background:

The Appointment of Managing Director Procedure provides the framework for the appointment and reappointment of the Guild's Managing Director. Amendments to this Procedure are a matter reserved for the Guild Council, and the Guild Executive supports the proposed amendment.

The proposed change would extend the timeframe for the Guild President to initiate the reappointment process from 12 months to 18 months before the expiry of the Managing Director's contract. The Guild Council would retain sole authority to approve or decline any appointment or reappointment.

An 18-month lead time is appropriate in circumstances where longer-term organisational planning and continuity of leadership are particularly important. The Guild has undergone a period of significant organisational change, while the WA Government's proposed merger of Curtin University with other Western Australian universities introduces considerable uncertainty regarding the future legislative and statutory framework under which the Guild operates, including its position under the Curtin University Act 1966.

In these circumstances, the ability to consider the reappointment of the Managing Director at an earlier stage provides an opportunity for the Guild Council to establish greater certainty around the Guild's senior leadership and organisational direction. Where reappointment is considered

appropriate, an earlier decision can provide stability and continuity through a period of significant external uncertainty, while supporting the Guild's longer-term interests.

The proposed amendment does not pre-empt any decision regarding reappointment, nor does it alter the Guild Council's existing authority. It provides a framework for these decisions to be considered at a time that better reflects the Guild's organisational circumstances and governance responsibilities.

Attachment/s:

Attachment A	Proposed Amended Appointment of Managing Director Procedure (Tracked Changes)

Appointment of Managing Director Procedure

Category: Guild Council
Human Resources

1. IMPLEMENTATION PRINCIPLES

Appointment of a person to the office of Managing Director (MD) shall be as per this procedure.

Only the Guild Council may appoint a person to the office of Managing Director.

To ensure that the position of Managing Director (MD) is occupied, either:

- The existing MD will be reappointed, or
- Recruitment will be undertaken to find and appoint a new MD.

The recruitment process may also be instigated by the following means:

- The MD resigns.
- The MD notifies the Guild President in writing of their intention to not seek reappointment of their own volition.
- The office of MD otherwise falls vacant or is about to fall vacant.

2. ELIGIBILITY AND FORM OF MANAGING DIRECTOR CONTRACT

The person appointed as MD cannot be an Officer or have been an Officer in the last five (5) years.

The MD Contract must:

- Have a term between 1 and 5 years (3-year terms are recommended unless there is a reason to do otherwise) – this does not preclude short term extensions of an existing contract.
- Specify all remuneration
- Not allow for payment of a bonus
- Be reviewed by a lawyer unless the contract was reviewed within the preceding two years and is not materially altered.
- Be executed by the President and Secretary who shall affix the Common Seal to the contract.

3. INITIATING REAPPOINTMENT OR APPOINTMENT OF MANAGING DIRECTOR

3.1. Initiation of Reappointment

Provided that the MD has not resigned or advised the Guild President in writing of their intention to not seek reappointment of their own volition. The Guild President shall write to the MD, no earlier than ~~twelve~~ eighteen months and no later than seven months before the expiry of the existing employment contract for the MD, to enquire whether they seek reappointment.

3.2. Appointment Methods and Outcomes

President	MD	Automatic Reappointment	Reappointment	Appointment via Recruitment
	MD has resigned or advised in writing that they do not seek reappointment			Yes
President does not write to the MD (as per Section 3.1) at least 7 months before the expiry of the existing MD employment contract.	MD has not resigned or advised in writing that they do not seek reappointment	Yes		
President does write to the MD (as per Section 3.1) at least 7 months before the expiry of the existing MD employment contract.	MD does write at least 6 months before the expiry of the current contract that they seek reappointment.	Yes – if no written response to MD within 3 months of contract expiry	Reappointed – provided MD is informed in writing more than 3 months before contract expiry, OR	
			Not Reappointed - provided MD is informed in writing more than 3 months before contract expiry.	Yes – if MD not reappointed
	MD does not write at least 6 months before the expiry of the current contract			Yes

With respect to the preceding Table:

- Each row covers a different situation
- Automatic reappointment means that the MD contract will roll over for an additional 12 months
- The reappointment process is as per *Section 4 – Reappointment of Managing Director*
- The recruitment process is as per *Section 5 – Appointment of New Managing Director*
- The Guild Council and Managing Director may agree in writing to the timelines being changed. If there is not mutual agreement, then the timelines in the Table will apply.

4. REAPPOINTMENT OF MANAGING DIRECTOR

4.1. Recommendation to Guild Council

If the MD seeks reappointment, then the President, on behalf of the Executive Committee and within 42 days of writing to the MD as per 3.1, shall recommend to Guild Council that:

- The MD be reappointed and the propose the associated terms and conditions, or
- The MD not be reappointed and a recruitment process commence to select and appoint a new MD.

In determining the recommendation:

- The President is to report to the Executive Committee on:
    - The performance of the MD relative to the requirements of the role, and
    - The desirability of reappointing the MD;
- In compiling their report, the President shall consult widely, seeking the views of a representative sample of:
    - Office bearers,
    - Portfolio managers, and
    - The University and other relevant stakeholders.
- Upon the recommendation of the Executive Committee, the Guild Council must decide if it is in the best interest of the Guild to:
    - Reappoint the Managing Director and the proposed terms and conditions of such appointment; or
    - Not to reappoint the Managing Director and to commence the process for the selection of a New Managing Director.

4.2. Guild Council Approval

Upon receiving the recommendation of the Executive Committee (via the President), the Guild Council shall:

- Not reappoint the Managing Director and note that recruitment for a new Managing Director will commence, or
- Reappoint the Managing Director and:
    - Approve the proposed terms and conditions of such appointment,
    - Authorise the Guild President (or another person deemed appropriate by the Executive Committee) to:
        - Correct any minor errors that do not materially alter the contract,
        - Amend the contract based on legal advice to improve the clarity / operation of the contract.
        - Negotiate with the MD on specific terms or conditions within provided guidelines / parameters.
    - Authorise the Executive to:
        - Approve the final terms and conditions subject to being within specified guidelines / parameters.
    - Subject to the preceding items, authorise the Guild President and Secretary to execute the proposed contract of employment and affix the Common Seal to the contract.

4.2.1. Negotiation of Terms and Conditions

The nominated person and the Managing Director shall act in good faith to agree the terms.

Should agreement not be reached, Executive shall act in good faith to facilitate agreement.

Once agreement is reached, the nominated person shall seek approval from Executive Committee. Executive Committee will:

- Decline to approve the negotiated terms (and further negotiation will take place),
- Approve the negotiated terms (at which time the contract can be executed), or
- Recommend to Guild Council that they approve the negotiated terms (if outside the authority granted to Executive Committee)

Should it not be possible to reach agreement, the matter shall be referred to Guild Council.

5. APPOINTMENT OF NEW MANAGING DIRECTOR (RECRUITMENT PROCESS)

This section shall apply where a new MD is being recruited. Nothing prevents a current or former MD being appointed as a 'new' MD.

5.1. Recruitment Selection Panel

The Recruitment Selection Panel (Panel) will consist of:

- The President
- A nominee of the Vice Chancellor of the University
- A long serving member of the Guild's staff (with preference to the current Managing Director should they be retiring or the Acting Managing Director should they not seek the position of Managing Director)
- another member of the Guild Council, and
- up to one other person deemed appropriate by the Executive Committee

Other aspects:

- Apart from the nominee of the Vice Chancellor, the panel will be proposed by the President and approved by Executive Committee.
- As far as practicable, the Panel will have a gender balance.
- Unless the Executive Committee determines otherwise, the President is to chair the Recruitment Selection Panel.

5.2. Recruitment Process

- The HR Officer will propose to the Executive Committee for approval:
    - The selection criteria and position description
    - A plan for the recruitment process with timing and approximate costing
    - The terms and conditions of a proposed employment contract including the maximum remuneration package that may be offered to a successful applicant.
- The position will be advertised internally and externally.
- The Panel must review candidates based on merit.
- Once a suitable candidate is found by the Panel, the President is to recommend to Guild Council that they approve appointment of that candidate

5.3. Issuing Contract

The Guild Council must approve the final contract and authorise the Guild President to offer employment to the successful candidate.

Where the Guild Council approves such terms, the Guild Council is to authorise the President and Secretary to execute the proposed contract of employment and to affix the Common Seal to the contract.

Ideally, where a new MD is appointed, the outgoing and incoming MDs will overlap for a handover period of 1 to 2 weeks. During this time:

- The incoming Managing Director will occupy the role of Managing Director
- The outgoing Managing Director will occupy the role of Managing Consultant with the same pay and conditions being maintained.

6. RESPONSIBILITIES

Responsibilities are as outlined above.

7. SCOPE OF PROCEDURES

This procedure applies to the appointment / reappointment of the Managing Director.

8. DEFINITIONS

Guild President
Means any Guild Member holding the office of President elected or appointed in accordance with the Guild Statute Book.

Executive Committee
Committee comprising the Guild President, Vice-Presidents and Secretary.

Portfolio Manager
An employee of the Guild responsible for a portfolio.

Managing Consultant
The role that the outgoing Managing Director is assigned to during the handover period for the incoming Managing director

Managing Director (MD)
The most senior position employed by the Curtin Student Guild, who is responsible for the operational management of the Curtin Student Guild.

Officer
Means any Guild Member holding an office elected or appointed in accordance with the Guild Statute Book.

9. RELATED DOCUMENTS

Student Guild (Administration) Regulations 2018
Recruitment Policy
Fair Work Act 2009

Policy Manager	Guild President
Contact	Guild President Tel: 9266 2934
Approval Authority	Guild Council
Review Date	31 January 2029~~7~~

REVISION HISTORY

Revision Ref. No.	Approved/ Amended/ Rescinded	Date	Committee/Board	Resolution Number	Document Reference
New	Approved	22/03/17	Guild President	49/34	-
2	Amended	06/02/23	Guild President	54/06	
3	Amended	29/2/24	Guild Council	GC#13/2024	
4	Amended	15/10/26	Guild Council	TBC	

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CURTIN STUDENT GUILD

57th Guild Council - 8 / GC

GUILD COUNCIL – 15/10/2026

WORK HEALTH AND SAFETY MANAGEMENT PLAN

Submitted: Natasha Morgan (General Manager)
Moved: Noor Fellah (Secretary)
Seconded: Dylan Storer (President)

Preamble:

The Health and Safety Committee met on 13th May 2026 and recommended that Guild Council approves the Work Health and Safety Management Plan 2026.

Motion:

That the Guild Council **approves** the attached updated Work Health and Safety Management Plan.

Background:

The Guild's Work Health and Safety Management Plan (WHS Plan) was due for updating in 2026.

The document has been updated to reflect the Guild's new branding with minor amendments and improvements throughout the document. These changes do not alter the intent of the document and are primarily related to wording, language, and referenced resources within the document.

The Health and Safety Committee met on 13th May 2026 and recommended that Guild Council approves the revised Work Health and Safety Management Plan.

Attachment/s:

Work Health and Safety Management Plan

CURTIN STUDENT GUILD

WORK HEALTH AND SAFETY (WHS) MANAGEMENT PLAN

LAST UPDATED: 29 MAY 2026

VERSION NO. 4

CURTIN STUDENT GUILD

WHS MANAGEMENT PLAN

May 2026

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DETAILS

Organisation Name	Curtin Student Guild (Guild)
Address *(Main Office)*	Curtin University Build 106F, Kent Street Bentley WA 6102
Phone	(08) 9266 2900
Email	healthandsafety@guild.curtin.edu.au reception@guild.curtin.edu.au
ABN	67 931 778 069
Approval Granted from:	Guild Council *Signatory for and on behalf of Guild Council* Name: Dylan Storer Position: Guild President Signature: _____ Date: ___/___/_____

PART A: WORK HEALTH AND SAFETY ARRANGEMENTS

1. PURPOSE

The purpose of this WHS Management Plan (WHS Plan, Plan) is to establish and maintain a health and safety management system designed to support effective risk management and legislative compliance with the *Work Health and Safety Act 2020 (WA)* and *Work Health and Safety (General) Regulations 2022 (WA)*. The Curtin Student Guild (Guild) is committed to implementing a structured approach to workplace health and safety to achieve a consistently high standard of safety performance.

This Plan supports the Guild meet its obligations in accordance with work health and safety legislation. Officers of the Guild are individually required to exercise due diligence to ensure the Guild meets its WHS obligations.

This WHS Plan applies to all Guild-operated premises, events, and off-site activities conducted on the Guild's behalf, encompassing all sites, and to all workers (including volunteers), contractors, students, and visitors involved in operational activities. It covers all processes, tasks, and interactions that may pose health and safety risks.

This Plan sits at the head of the Guild's WHS document hierarchy and is supported by procedures, guidelines, and safe work method statements developed under it. In the event of any conflict between documents, this Plan prevails.

2. OUR COMMITMENT

The Guild is committed to ensuring, so far as is reasonably practicable, the health and safety of all workers (including volunteers), contractors, students, and visitors across all Guild operations.

The Guild’s WHS Policy provides the overarching direction for workplace health and safety outcomes. The WHS Policy includes a commitment to compliance, continuous improvement, and active consultation with workers.

We are committed achieving this through:

- complying, so far as is reasonably practicable, with the *Work Health and Safety Act 2020 (WA)* (WHS Act, Act), the *Work Health and Safety (General) Regulations 2022 (WA)*, and any other relevant legislation;
- continuously improving our health and safety management system, performance, and outcomes;
- actively consulting with workers, including volunteers, on matters that affect their health and safety;
- providing the resources (financial, human, and time) necessary to implement and maintain this Plan and achieve our health and safety objectives; and
- complying with our WHS Policy, this WHS Management Plan, and our Risk Management Framework.

3. DEFINITIONS

Terminology	Definition
Person Conducting a Business or Undertaking (PCBU)	A person conducting a business or undertaking alone or with others. A PCBU has the primary duty of care to ensure, so far as is reasonably practicable: • the health and safety of its workers while they are at work, and • that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the PCBU The Guild is a PCBU
Officer	Broadly, an officer is a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the organisation's activities. It is an officer's duty to exercise due diligence to ensure that the PCBU complies with its health and safety obligations under the WHS Act. • The Members of the Guild Council who participate in making decisions affecting the whole or a substantial part of the Guild's activities are Officers under the WHS Act. • The Managing Director is an Officer under the WHS Act Note: a person may be both a worker and an officer. These are not mutually exclusive categories.
Worker	Any person who carries out work for a PCBU. The term Worker includes employees, elected office bearers, contractors and sub-contractors and their employees, labour hire employees, outworkers, apprentices and trainees, work experience students and volunteers (who are owed the same health and safety duties as all other workers). Note: a person may be both a worker and an officer. These are not mutually exclusive categories.
Hazard	A situation or thing that has the potential to harm a person.
Risk	The possibility that harm occurs when a person is exposed to a hazard.
Health and Safety Representative	A worker elected by members of their work group to represent them in health and safety matters.
Notifiable Incident	Refer to the Notifiable Incident definition in this Plan. Notifiable incidents include the death of any person, a serious injury or illness, or a dangerous incident arising from the conduct of the Guild's work activities.

Other persons	Includes visitors, members of the public, customers, and students attending Guild premises or events.
Reasonably Practicable	Taking measures to eliminate or minimise hazards and risks so far as is reasonably practicable, after considering the likelihood and severity of harm, the available ways of controlling the risk, and the cost associated with implementing those controls. Key Considerations: • the likelihood of a hazard or risk occurring (the probability of a person being exposed to harm under normal workplace conditions) [Likelihood]. • the degree of harm that might result if the hazard or risk occurred (the seriousness of injury or harm that could result) [Severity]. • what the person concerned knows, or ought to reasonably know, about the hazard or risk and the ways of eliminating or minimising it [Knowledge]. • the availability of suitable ways to eliminate or minimise the hazard or risk, following the hierarchy of control [Availability of controls]. • the cost of eliminating or minimising the hazard or risk in proportion to the likelihood and severity of harm [cost vs. risk]. This approach ensures that risks are managed proportionately, balancing safety requirements with practical and cost-effective control measures.
Workplace	Any place where a worker goes or is likely to be while work is carried out for a business or undertaking. This includes temporary locations, event sites, and any other location where Guild work is carried out.

4. RESPONSIBILITIES

The Guild, being a PCBU must, so far as is reasonably practicable, ensure:

- the health and safety of its workers and others in our workplace.
- the health and safety of other persons is not put at risk from work carried out as part of its operations.
- the provision and maintenance of a working environment that is safe and without risks to health, including safe access to and exit from the workplace.
- the provision and maintenance of plant, structure and systems of work that are maintained in a condition that minimises risks to health and safety so far as is reasonably practicable (for example, providing effective guards on machines and regulating the pace and frequency of work)
- the safe use, handling, storage and transport of plant, structure, and substances.
- the provision of adequate facilities for the welfare of workers at work (for example, access to washrooms, lockers and dining areas)

- the provision of information, instruction, training, or supervision to workers needed for them to work without risks to their health and safety and that of others around them.
- the identification of hazards, assessment of risks, and implementation of suitable control measures to eliminate or minimise health and safety risks.
- emergency procedures are prepared and maintained.
- that the health of workers and the conditions of the workplace are monitored to prevent injury or illness arising out of the conduct of the business or undertaking.
- the maintenance of any premises controlled by the Guild to ensure the health and safety of workers.
- where required under WHS Regulations, provide health monitoring to workers exposed to specific hazards (e.g. hazardous chemicals) and maintain associated records.
- the health and safety of contractors, visitors, and other persons present in the workplace.
- the regular review and improvement of workplace health and safety policies, procedures, and controls to ensure ongoing effectiveness.
- the identification, assessment, and management of psychosocial hazards and risks arising from the conduct of the Guild's work activities.

Specific duties as a PCBU also include:

- recording and notifying WorkSafe of any notifiable incidents arising out of the conduct of the business or undertaking.
- ensuring authorisations are in place for any high-risk work or plant.
- consultation, so far as reasonably practicable, with workers, their representatives, Health and Safety Representatives, and other PCBUs or persons who share a duty, on work health and safety matters.
- encouraging worker participation in the development, implementation, and review of workplace safety procedures and risk controls.

Members of the Guild Council

The members of the Guild Council, as officers, are responsible for ensuring that the Guild complies with any duty or obligation under the WHS Act. This is achieved by exercising due diligence, which means they:

- acquire and maintain an up-to-date knowledge of work health and safety matters.
- gain an understanding of the Guild’s operations and the hazards and risks involved.
- ensure that appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised.
- ensure that information regarding incidents, hazards and risks is received, considered and responded to in a timely way.
- ensure that the Guild has, and implements, processes for complying with its WHS duties and obligations.
- verify the provision and use of the resources and processes listed above.

This includes:

- having work health and safety as a standing agenda item for each Guild Council meeting.
- requiring the Managing Director to integrate WHS laws into everyday business through consultation with managers and workers.
- having a work health and safety management system framework, which will be reviewed on a regular basis by the Guild Council

- ensuring that WHS risk management is incorporated into all business activities and that hazard identification, risk assessment and control is an on-going process, including:
  - development and maintenance of a WHS risk register.
  - development and maintenance of WHS policies and procedures.
  - ensuring an effective injury/incident reporting procedure.
  - ensuring appropriate processes are in place for WHS issues relating to contractor management.
  - ensuring that the procurement of any equipment considers WHS matters.
  - ensuring a program of regular hazard inspections of Guild workplaces is implemented and maintained.
  - including WHS as a regular agenda item at staff meetings where operationally appropriate.
  - incorporating WHS updates and information into regular reporting provided to the Guild Council by the Managing Director.
  - ensuring that WHS issues are part of all training provided for staff, including induction.
  - ensuring that contractors and visitors to the Guild are provided with appropriate and reasonable WHS information at site entry, and
  - maintaining, so far as is reasonably practicable, a work environment without risks to health and safety.

Managing Director

The Managing Director is responsible for ensuring WHS policies and procedures are implemented in the workplace and/or systems of work under their control. As an integral part of their normal duties, the Managing Director will:

- consult with their workers and their Health and Safety Representative on measures to protect their health and safety.
- support and implement safety practices.
- actively follow agreed safety practices and model positive attitudes towards health and safety matters.
- arrange for their workers to be instructed in healthy and safe systems of work and procedures and supervise the practice of safe working procedures.
- notify the members of the Guild Council of material incidents, hazardous situations, dangerous occurrences or immediate risks to health and safety of any workers.
- ensure that notifiable incidents are reported to WorkSafe WA immediately upon becoming aware of the incident, and that the incident site is preserved in accordance with the WHS Act.
- take reasonably practicable steps to ensure workers are informed of this plan and policy.
- undertake consultation with all managers and workers on change that may affect their health and safety.
- ensure that WHS is a standing agenda item at all staff meetings.
- communicate WHS matters to the Guild Council and the Safety Committee of Guild Council.

Managers and Leaders

Managers and leaders are responsible for providing, as far as reasonably practicable, a safe and healthy workplace for workers and visitors, in particular in the areas of their control. Management is responsible for monitoring WHS objectives, ensuring ongoing compliance, and implementing risk controls for significant changes in operations. This includes:

- modelling health and safety leadership.

- demonstrating a commitment to good health and safety performance, by:
  - talking about safety at regular meetings and/or in the workplace.
  - ensuring safe work procedures and methods are followed.
  - identifying, assessing, and escalating hazards within their areas of responsibility.
  - reporting incidents, hazards, and safety concerns promptly.
  - assessing task risk and implementing reasonably practicable controls before activities proceed.
  - fostering a strong work health and safety culture where worker input is valued.
  - promoting and implementing the Guild's Work Health and Safety Management System.
  - actively support the identification of hazards and risks and the management of these.
  - understand and monitor safety performance objectives.
  - proactively manage other duty holders (e.g. contractors), when required.

Workers

Workers must take reasonable care for their own health and safety while they are at work and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must comply, so far as they are reasonably able, with any reasonable instruction given by their line manager, as well as co-operating with any reasonable Guild policy or procedure which relates to workplace health and safety. On a day-to-day basis, this includes:

- to the extent of the worker's control or influence over working conditions and methods, take reasonable care to work safely making sure that the work area is safe when leaving it.
- make proper use of all appropriate safeguards, safety devices and personal protective equipment.
- follow agreed safe working practices and rules.
- report all known hazards, accidents, and incidents as soon as possible.
- promptly participating in provided safety training.

A worker may cease work where there is a reasonable concern of serious risk to their health or safety. Workers who cease work should notify the relevant manager that they have ceased unsafe work as soon as practicable after doing so. Workers should remain available to carry out 'suitable alternative work'. This would not however require workers to remain at any place that poses a serious risk to their health or safety.

Contractors

Contractors, sub-contractors, and self-employed persons may be treated as workers under WHS law when performing work for the Guild and should:

- comply with the requirements of the WHS legislation.
- have in place any work health and safety policies and programs required under State legislation.
- consult with the Guild about safety matters and comply with Guild policies, the Guild's *Contractor Engagement Procedure* and *Maintenance Manual*, this refers to Curtin University Contractor Induction process and requirements.
- manage their work activities in a manner that does not create risks to Guild workers, visitors or others.

Permits may be required for certain tasks to be completed by a contractor. Curtin University must receive permit applications at least two working days (48 hours) prior to commencement for, but not limited to, the following:

- Hot work (e.g. welding, angle grinding, demolition and naked flames).
- Confined space entry.
- Isolation (pressurized gas, electrical, water, fire systems).
- Electrical works (vicinity, access and sanction to test).
- Working at heights.
- Roof access.

All external contractor processes and requirements for any significant works are to be undertaken as per Curtin University requirements (the Guild may have additional requirements which will be determined on a case-by-case basis). For Curtin University contractor requirements, refer to the Curtin webpage.

If any staff member or officer believes that a contractor may be engaging in an unsafe work practice, they are required to report this issue to their manager.

Visitors

Visitors and other persons to the Guild also have responsibilities to abide by our workplace safety rules and procedures. These responsibilities include to:

- take reasonable care for their own health and safety and for the health and safety of other persons.
- comply with, so far as they are reasonably able, all reasonable safety directions provided by Guild staff and officers.
- report all safety related incidents to Guild staff.
- not enter any restricted area without authorisation or escort.
- not bring or consume illegal drugs at Guild workplaces.
- not wilfully or recklessly interfere with Guild property.

5. CONTEXT OF ORGANISATION

The Guild operates within an environment that includes shared duties with Curtin University, interaction with students and the public, and a diverse range of operational activities including hospitality, events, and administration.

Internal and external factors that may impact WHS include:

- shared workplaces and overlapping PCBU duties
- high worker turnover (e.g. casual/student workforce)
- public interaction and event-based risks
- regulatory requirements and compliance expectations

Interested Parties

The Guild recognises the following interested parties and their WHS expectations:

- Workers and volunteers - safe workplace and consultation
- Curtin University - compliance with campus and tenant requirements
- Regulators (WorkSafe WA) - legal compliance

- Contractors - clear safety expectations and coordination
- Visitors and students - safe environment

The Guild will monitor and review these expectations regularly.

6. CONSULTATION AND COMMUNICATION ARRANGEMENTS

Open communication between workers and managers is important to ensuring a safe workplace. Therefore, workers are encouraged to:

- ask questions relating to WHS.
- bring up safety concerns.
- make recommendations regarding WHS.
- give regular feedback.
- become involved in evaluation of safety issues.
- participate in any WHS related problem-solving process.

It is important that workers help shape decisions about WHS particularly when:

- identifying hazards and assessing risks.
- making decisions about ways to eliminate or minimise those hazards or risks.
- proposing business changes that may affect the health and safety of workers.
- purchasing of new equipment or substances.
- developing or changing job tasks or safety procedures.

All workers belong to a work group and are encouraged to raise any work health and safety concerns they may have with their manager and/or Health and Safety Representative. If the issue identified remains unresolved, it should be raised directly with the Managing Director.

The Guild ensures consultation occurs, so far as is reasonably practicable, by:

- sharing relevant WHS information with workers in a timely manner
- providing workers with a reasonable opportunity to express their views and contribute to decision-making
- taking workers' views into account before making decisions
- advising workers of outcomes of consultation in a timely manner

Consultation can occur through a variety of channels, including but not limited to:

- meetings with WHS as a standing agenda item
- Health and Safety Committee meetings
- direct consultation with Health and Safety Representatives (HSRs)
- circulation of safety communications and updates

Records of consultation are maintained where appropriate, having regard to the nature and significance of the matter.

Health and Safety Representatives (HSRs)

HSRs may be elected by members of a work group to represent the interests of that work group in matters relating to work health and safety. In performing their role, HSRs may:

- consult with workers on work health and safety matters.
- inspect the workplace or any part of it.
- accompany an inspector during an inspection of the workplace.
- participate in workplace incident and hazard investigations.
- be consulted by the Guild on any proposed changes that may affect the health and safety of workers in their work group.
- raise health and safety concerns on behalf of workers in their work group with the Guild or management.
- direct that unsafe work cease where the HSR reasonably believes it poses a serious risk to the health or safety of workers.

HSRs cannot exercise their powers to issue Provisional Improvement Notices or direct that unsafe work cease unless they have completed an approved WHS training course. HSRs are not liable for acts or omissions that are undertaken in good faith (that is, acts or omissions carried out honestly and without malice in the performance of their HSR functions). HSRs are not entitled to personal or medical information about a worker without their consent unless that information is of a general form that does not identify workers specifically.

HSRs hold office for a term of three years and may be re-elected. An HSR may be disqualified in circumstances prescribed by the WHS Act.

The Guild, as PCBU, has the following obligations toward HSRs:

- allow HSRs paid time to attend an approved WHS training course.
- provide HSRs with the resources and facilities necessary to perform their functions.
- consult HSRs on matters affecting the health and safety of workers in their work group.
- not obstruct, hinder or prevent HSRs from performing their functions.

Workers directed to cease work by an HSR will not be disadvantaged for complying with that direction.

Health and Safety Committee

The Guild's Health and Safety Committee's role is specified in its Constitution and is to facilitate cooperation between the Guild and employees / officers in developing and carrying out measures to ensure health and safety at work. This includes monitoring performance and health and safety standards, plans, rules and procedures for the workplace. At the Guild the Health and Safety Committee will meet as per its Constitution and:

- facilitate co-operation between the PCBU and workers in the instigation, development and implementation of WHS policies and procedures.
- assist in developing standards, rules and procedures relating to health and safety.
- consult with workers regarding their WHS concerns.
- consult with management regarding worker WHS concerns including change that may influence WHS more broadly.
- ensure the conduct of regular workplace inspections.

- Monitor safety performance.

Please note that the Health and Safety Committee Constitution may be changed from time to time.

7. TRAINING

The Managing Director will oversee training needs and arrange for appropriate WHS training to be undertaken by workers as required.

Where appropriate, Guild workers and officers may be required to demonstrate competency to perform required tasks safely. In tasks with a high potential for injury, a separate documented assessment of a person's competency should be considered were reasonably practicable.

The Guild will implement a structured WHS training system, including:

- identification of training needs for each role
- induction training for all new workers
- refresher training at appropriate intervals
- verification of competency for high-risk tasks
- maintenance of training records

8. MANAGING INCIDENTS AND HAZARDS

All managers and workers including contractors should promptly report any hazard / injury / incident – further details can be found in PART B: GENERAL WHS INFORMATION.

Curtin University Support Services

Curtin University's Medical Centre is close to most of the main working areas of the Guild.

Curtin Medical Centre contact number is 9266 7345 (or contact by dialing 7345 on the internal phone line). This service is used for an injury requiring medical treatment by a medical practitioner. The cost of the initial treatment at the Medical Centre for a worker injured at work will be covered by the Guild.

In addition to this, all of Curtin University's Safer Community (Campus Security) personnel are First Aid trained and can provide assistance to all individuals on campus grounds at all hours. This team can be contacted by dialing 9266 4444 on mobile, or by dialing 4444 on the internal phone lines.

Psychosocial Hazards in the Workplace

The Guild recognises that psychosocial hazards can impact psychological and physical health and will manage these hazards in accordance with WHS legislative requirements.

Psychosocial hazards may include, but are not limited to:

- work-related stress
- high or low job demands

- poor support
- bullying, harassment, or inappropriate behaviour
- fatigue
- poor organisational change management

The Guild will:

- identify psychosocial hazards through consultation, reporting systems, monitoring, workload review processes, and worker feedback mechanisms
- assess risks associated with psychosocial hazards
- implement control measures to eliminate or minimise risks, so far as is reasonably practicable (e.g. workload management, clear role definition, support systems)
- review control measures to ensure effectiveness
- maintain confidentiality and privacy of sensitive information

Support services such as the Employee Assistance Program (EAP) may be made available to workers on a voluntary basis.

Find Employee Assistance Program procedure details here.

Injury Management and Return-to-work

Injury management and return to work programs are currently undertaken in conjunction with a medical practitioner, the relevant Manager and the Employee. In some cases, a return to work adviser or practitioner will be involved. Further detail is in the Guilds *Workers' Compensation, Injury Management and Disability Policy*.

9. WHS ISSUE RESOLUTION

Wherever possible, any WHS concerns should be resolved through consultation between workers, their representative(s) and/or their manager. If the concern cannot be resolved, then it can be referred to the Managing Director for resolution. Any issue remaining unresolved may be referred to the Guild Council.

Where the issue remains unresolved and the Guild has made efforts as per the requirements detailed in the WHS Regulations, then the issue is to be referred to the regulator for resolution (by an inspector) as per the WHS ACT.

10. AUTHORITATIVE SOURCES

- Work Health and Safety Act 2020 (WHS Act, Act)
- Work Health and Safety (General) Regulations 2022 (WHS Regulations)
- Approved Work Health and Safety Codes of Practice

PART B: GENERAL WHS INFORMATION

11. EMERGENCY PROCEDURES

An emergency evacuation plan, together with a list of emergency contacts, should be accessible in each building controlled by the Guild. The plan will align with Curtin University requirements (see *Emergency Management - Emergency Response by Tenants*).

All emergency plans and updates of emergency plans should be available in the Guild's Document Management System (DMS) and produced accordingly for venues and events.

The Guild should maintain arrangements for relevant portable fire equipment to be available in Guild buildings and checked on a 6 monthly basis by an approved provider. Please note that the checking of fixed fire and emergency equipment and equipment in non-Guild leased areas is organised by Curtin University.

The Guild should:

- ensure emergency roles and responsibilities (e.g. wardens) are defined and communicated
- consider the needs of all persons, including those with disabilities or requiring assistance
- provide training to relevant workers in emergency procedures

Please note that Curtin University conducts yearly evacuation drills to test emergency procedures / systems periodically.

12. HAZARD/INJURY/INCIDENT REPORTING

How to Report a Hazard or Injury or Incident:

All incidents, hazards and near misses are to be reported:

- by immediately advising your line manager
- completing and submitting a Hazard/Injury/Incident Report Form

In addition:

- for more serious/significant incidents, hazards and near misses, the line manager is to immediately advise the Portfolio Manager and the Managing Director
- for significant incidents and near misses, the Portfolio Manager is to lodge a report using the University's reporting system (currently RISE).

The *Curtin Incident and Hazard Reporting information and Quick User Guides are found* here

All incidents, near-misses, and unsafe conditions should be reported, investigated, and documented with corrective actions implemented, with corrective actions implemented where reasonably practicable and proportionate to the level of risk identified.

Incident and Hazard Report Form

The most current *Incident and Hazard Report Form* is found in the Guild's DMS, here and is made available to Guild Staff and Office Bearers within all Guild establishments.

Note that the Incident Report Form will be updated to an online form, the link will be provided to Staff and Office Bearers once available.

Investigation and Corrective Actions

Following a reported incident, hazard or near miss, incidents should be reviewed and investigated to a level proportionate to the actual or potential risk by the relevant manager or supervisor and documented in the second part of the *Incident and Hazard Report Form*. This investigation, in conjunction with the relevant Portfolio Manager, reviews the incident/hazard, determines any contributing factors and appropriate controls (measures) to provide a healthy and safe workplace.

Review of Reports

The completed *Incident and Hazard Report Form* will be signed off by the relevant Portfolio Manager and the Managing Director. The Health and Safety Committee will review all reported incidents, hazards and near misses. This will provide additional scrutiny to ensure as far as is practicable, the health and safety of all individuals. All incidents, hazards and near misses will be noted, and discussed as appropriate, by Guild Council

13. REPORTING OF NOTIFIABLE INCIDENTS

Any serious incidents are to be notified immediately to the Managing Director. After becoming aware that any such incident has occurred, it is the Managing Director's must ensure reporting of a 'notifiable incidents' to WorkSafe:

- for death, serious injury or illness, or a life-threatening dangerous incident – immediately by phone – WorkSafe 1800 678 198 (24 hours).
- for a non-life-threatening dangerous incident immediately notify WorkSafe online
- the site of the incident is not to be disturbed until an inspector arrives at the site or directs otherwise.

Definition of "notifiable incident": 'Notifiable incidents' include the following:

> the death of any person (including workers, contractors, visitors and members of the public) arising from work activities

> a serious injury or illness of a person

a serious injury or illness of a person requiring immediate treatment as an in-patient in a hospital or for a serious injury (e.g. amputation, serious head injury, serious eye injury, serious laceration, spinal injury, separation of skin from underlying tissue such as degloving or scalping, or loss of a

bodily function, serious burn) or medical treatment within 48 hours of exposure to a substance. It also includes where the person is, or is likely to be, unable to do their normal work for at least 10 consecutive days following the injury or illness.

> a dangerous incident

a dangerous incident that exposes a person to a serious risk to health or safety emanating from an immediate or imminent exposure, including:

- uncontrolled escape, spillage or leakage of a substance
- implosion, explosion or fire
- escape of gas or steam
- escape of a pressurised substance
- electric shock
- fall or release from height of any plant, substance or thing
- collapse, overturning, failure or malfunction of plant that is required to be authorised for use
- collapse or partial collapse of a structure
- inrush of water, mud or gas in any excavation, mine or tunnel
- interruption of the main system of ventilation in a mine
- any other incident prescribed by the regulations

14. FIRST AID

Definitions:

> **First aid** is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

> **First aid officer** is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

The Guild has in place the following first aid procedures:

- Take reasonably practicable steps to provide adequate coverage of First Aid trained staff across operations and events.
- The provision of first aid kits within the workplace.
- Annual checking and restocking of first aid kits by an external provider (kits are to be checked regularly by relevant management and/or outlet managers/supervisors for sporadic top ups).
- Clear signage indicating the location of the first aid kits (when not otherwise clear).
- The provision of a suitable first aid kit in all Guild vehicles driven off campus (noting this does not include Guild Electric Vehicles / Buggies).

It is the Safety Officer's responsibility to ensure that the contents of all first aid kits are maintained including having a maintenance schedule in place.

The Guild may, where deemed necessary, for certain areas, positions, coverage, knowledge, or personal development within the Guild, provide additional training such as Senior First Aid and Mental Health First Aid.

15. WHS TRAINING AND INDUCTION

Training

We are committed to providing appropriate training to ensure workers have the skills and knowledge necessary to fulfil their WHS obligations. WHS training is a fundamental requirement for us to achieve a safe workplace.

Training records should be maintained as evidence of training delivery and assessment of competence.

WHS Induction

All new managers and workers should be provided with and made aware of WHS information regarding the workplace as part of their overall induction and introduction to the Guild. The relevant Line Manager will induct new staff on the following on their first day in the workplace and expect staff to make themselves familiar with:

- Emergency Evacuation Procedures - including egress routes and muster points.
- Location of safety equipment.
- Advise who is the current Health and Safety Representative, Safety Officer and key positions and how to contact them.
- Provide the new worker with access to this WHS Management Plan and the WHS Policies and Procedures.

WHS Induction for Contractors

All contractors should be provided with a Safety Briefing prior to entering the Guild premises and commencing any works. The Guild's *Contractor Engagement Procedure* and *Maintenance Manual* is to be followed; this also refers to Curtin University Contractor Induction process and requirements

All contractors must:

- Be inducted under Curtin University's Safety System, or
- Complete and acknowledge the Curtin Campus Induction (form found here, directly link here)
- be registered as a Curtin University Associate through the Guild.

For the contractor's safety and the safety of others, it should be a condition of entry to complete one of the above to ensure required briefing information is read and understood.

General Safety Information

- All contractors are required to report to the main office or otherwise agreed location / method on arrival.
- All contractors should be provided with a Safety Briefing prior to any works commencing
- Observe any posted speed and parking restrictions.
- Obey all safety signs and barricades.
- Violent, threatening or other unacceptable behaviour is not tolerated.

- Smoking and illegal drugs are not permitted on Guild premises.
- Alcohol is not permitted in any unlicensed Guild premises unless in the performance of work duties.
- Weapons, including knives, are not permitted on Guild Premises
- Contractors intending to bring **dangerous goods and/or hazardous substances** onto the worksite must declare these prior to entering the site.
- All hazards, incidents and injuries **must** be reported to the Guild, and Curtin if required to do so. Injuries are to be recorded. First Aid treatment is available on site.

Emergency Procedures

- In a life threatening emergency **CALL 000** (on mobile) For Fire, Police and Ambulance. In all cases advise a Guild staff member.
    - *Dial 0 000 if using an internal phone*
- **Follow directions of Guild staff and Curtin's Safer Communities Team in the event of an evacuation**
    - Call 9266 4444 (on mobile) for Curtin's Safer Communities Team; or dial 4444 if using internal phone.

Evacuation Procedures

When the evacuation alarm sounds:

- Cease work immediately and turn off any running machinery and/or equipment.
- Evacuate the building and proceed to the assembly area identified on the site map.
- Remain in the assembly area until advised otherwise.

Contractor documentation

The contractor may be required to:

- produce a copy of their Safety Management Plan, including use of personal protective equipment and controls for site specific hazards, including signage and removal of job and personal rubbish
- produce Public Liability Insurance documentation before work is commenced
- complete a Prohibited Employment Declaration concerning tasks requiring specific training or licenses

Warden Training

The Curtin Student Guild will endeavour to have designated trained Warden(s) for each establishment to assist the Curtin University response team. A local register is maintained within the Guild's Health and Safety Portfolio.

Please note that, as per current tenancy requirements, Warden training is provided via Curtin University.

Food Hygiene Training

As per of the *Food Safety Act 2008 (WA)* and the more recent *Australia New Zealand Food Standards Code – Standard 3.2.2A* passed in December 2022. The Guild will be vigilant and pro-active in compliance. This includes Food Handlers and Food Safety Supervisor training requirements being met.

The Guild Food Safety Program can be found here.

Electric Vehicle Guidance

The Guild will ensure drivers will have a valid drivers' license and are provided on-campus specific training prior to driving an electrical vehicle on their own (note that buggies should be registered with a State Vehicle Licensing for use on campus as required).

The Guild's General Motor Vehicle Policy can be found here.

Other Training

Where deemed necessary for certain areas or positions within the Guild, additional training will be provided. This training may include, but is not limited to, Health and Safety Representative training, Mental Health First Aid and First Responder Training.

16. RISK MANAGEMENT AND THE RISK REGISTER

WHS risk management is a systematic process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for managers, workers, visitors and contractors at the Guild.

As required by the WHS Act, the Guild has adopted a risk management approach to underpin its WHS Management System. This approach involves all managers and workers in identifying hazards, assessing and prioritising risks, implementing control measures and reviewing how effective the control measures are.

All workers are responsible for assisting in managing the particular risk(s) associated with their specific work environment. Risk management strategies used by the Guild include:

- regular hazard inspections of the environment.
- a comprehensive risk register detailing all WHS risks associated with the operation and activities of the Guild.
- documented WHS policies and procedures.
- risk assessments of newly purchased equipment.
- risk assessments for any change to work processes.
- hazard, injury, incident reporting procedures.
- incident investigations.
- WHS job safety analysis for common Guild activities.

Definitions:

> **WHS Risk Control**: WHS risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property and the environment.

The Risk Management Process

The purpose of any WHS risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented to protect workers, contractors, and visitors from risks to their health, safety, and welfare.

Risk Assessments will be undertaken in accordance with the Guild's *Risk Management Procedure* and *Risk Management Plan.*

Outcomes of risk assessments will be documented, and the control measures reviewed at least annually or earlier should a task or activity be the subject of a WHS incident or a change of process or requirement. Current risk assessments support the Guild in eliminating or minimising the risk workers may be exposed to, so far as is reasonably practicable.

The WHS Risk Assessment Proforma and procedure for conducting an assessment is at ATTACHMENT 3.

Hierarchy of Control Measures

The Guild will apply the hierarchy of control measures in accordance with the WHS Regulations when managing risks, so far as is reasonably practicable. This requires risks to be eliminated where possible. Where elimination is not reasonably practicable, risks must be minimised using one or more of the following controls (in order of effectiveness):

- Elimination
- Substitution
- Isolation
- Engineering controls
- Administrative controls
- Personal Protective Equipment (PPE)

Administrative controls and PPE must only be used where higher-level controls are not reasonably practicable or as a supplementary measure.

Control measures will be reviewed and, if necessary, revised:

- when the control measure is not effective in controlling the risk
- before a change at the workplace that is likely to give rise to a new or different risk
- after a notifiable incident
- when new information about a hazard or risk becomes available
- following consultation with workers or Health and Safety Representative(s)

Risk Register

The risk assessment data collected from identifying, assessing, and controlling risks should be documented on a centralised risk register for the Guild. The risk register holds a list of key risks that need to be monitored and managed. The risk register captures all categories of workplace risk, including physical, environmental, chemical, biological, and psychosocial hazards.

The risk register is to be managed by the Managing Director who should be notified through the Guild's hazard reporting process if new hazards are identified if new hazards are identified by any worker, manager, HSR, or contractor, and the risk register updated accordingly.

The Managing Director is responsible for overseeing the Risk Register, and for ensuring that effective control measures are implemented and that risks are monitored and reviewed on a regular basis.

The risk register is a live document and is to be updated accordingly, this can be following any notifiable incident, near miss, significant operational change, or introduction of new plant, substances, or work processes.

The risk register should be accessible to all managers and HSRs. Workers may request access to risk register entries relevant to their work area through their manager or HSR.

Health and safety risks are incorporated into the Guild's centralised Risk Register.

Management of Change

All significant operational changes should be assessed for risks before implementation.

Safe Work Procedures

Documented procedures should exist for high-risk tasks, including step-by-step guidance and safety controls.

May also be referred to as Safe Work Methods or Safe Operating Procedures.

17. WORKPLACE HAZARD INSPECTIONS

The Guild is required by WHS legislation to be proactive in identifying hazards in the workplace which may affect the health and safety of its workers and eliminating or minimising the risks arising from those hazards.

To ensure a safe and healthy workplace, the Managing Director and/or nominated manager/s accompanied by Health and Safety Representatives (HSRs) should undertake WHS hazard inspections of the workplace:

- quarterly for the higher-risk environments, and
- every 6 months for lower-risk environment.

The Guild may choose to undertake more formal inspections than the minimum requirement, this will be presented in a form of a Workplace Inspection Schedule. In addition to these regular documented inspections, all line managers of more hostile environments should also conduct weekly hazard inspections of their work sites in conjunction.

The hazard inspection should be undertaken by following the principles of WHS risk management.

If any hazards are identified through the hazard inspection process, controls should be implemented to ensure that the risk to health and safety is eliminated or minimised.

All areas have a tailored workplace inspection template catered to the type of environment which is being inspected. All current and most up-to-date workplace check lists or templates are stored on the Guild's DMS or on the relevant Software /App.

An example of a workplace check list for the Curtin Student Guild's main office (building 106F) is situated in ATTACHMENT 4.

18. PURCHASING

Prior to purchasing any goods or services for the workplace, they should, where reasonably practicable, be assessed to determine if there are any associated health and safety hazards. This includes the purchase of equipment such as machinery, tools, furniture, chemicals, as well as contracted services such as maintenance.

19. WHS RECORD KEEPING

All WHS documentation including this plan will be retained in accordance with WHS legislative requirements, noting that some records (such as those relating to health monitoring and exposure to hazardous substances) should be kept for extended periods (e.g. from 5 years and up to 30 years).

At the end of the applicable retention period, records must be disposed of securely and in accordance with the Guild's records management policy and applicable legislation.

The Managing Director is responsible for ensuring WHS records are created, maintained, retained, and disposed of in accordance with this section and applicable legislative requirements. Day-to-day record keeping responsibilities may be delegated to relevant managers.

20. DOCUMENT CONTROL

This WHS Management Plan will be:

- reviewed at least every two years, or at intervals determined appropriate by the Guild having regard to operational and legislative requirements
- version controlled with clear issue dates and a version control table maintained recording the version number, date of issue, and approving authority
- approved by the Guild Council or delegated authority
- made readily accessible to all workers, volunteers, contractors, and HSRs

21. DOCUMENTS TO BE DISPLAYED

Each Guild premise should display and/or have immediate access to:

- Staff contacts page (including emergency contacts) (relevant information can be found in ATTACHMENT 1)

- Emergency Evacuation Plan (response requirements for the Guild can be found in ATTACHMENT 1)
- Emergency Flow Poster (outlining emergency and non-emergency contact details as well as key contacts and HSRs details)

Each of the following will be readily available to staff:

- Return to Work Policy
- Work Health and Safety Policy
- Accident/Incident Notification details
- Workers Compensation and Return to Work information.

22. IMPORTANT CONTACT NUMBERS

Please refer to ATTACHMENT 1.

PART C: SPECIFIC WHS REQUIREMENTS

23. ASBESTOS

Many of the premises to be occupied by occupied by the Guild were built before 31 December 2003 and there is a requirement for to comply with these Curtin's asbestos management plan (which can be found here) and Curtin's asbestos register. Do not repair or conduct work on any building without first checking the asbestos register.

Under the current Work Health and Safety legislation, workplaces must comply with the *Code of Practice – How to manage and control asbestos in the workplace* which specifies obligations in relation to asbestos containing materials.

24. INAPPROPRIATE BEHAVIOUR

All workers should conduct themselves with appropriate behaviour that is respectful and business-like, upholding and demonstrating the Curtin Student Guild's values and meeting the Guild's Code of Conduct, Policies and Procedures at all times. This is covered further in:

- Staff Behaviour, Performance and Development Policy
- Staff Behaviour and Performance Procedure

25. CONTRACTORS

The Guild is committed to ensuring that all workers under its control, including contractors and sub-contractors have a safe and healthy environment, as far as is practicable, in which to perform their duties.

Contractors are likely to be workers employed by the Guild to undertake a specific task; the delivery/pickup of goods, tradespeople undertaking repair or maintenance work within the Guild workplace. To achieve this objective, it is recognised that contractors may need to be:

- suitably experienced to perform the tasks.
- in possession of necessary licenses, permits, registrations and insurance required to perform the works safely and in compliance with appropriate regulations.
- notified of any potential hazards associated with the location or use of the area where the works are to be carried out.
- made aware of Guild Emergency Procedures.
- if reasonable, and if the work will involve high risk tasks, have completed the required WHS Induction for Contractors (WHS Induction for Contractors).

All contractors are to abide by the Guild's and Curtin University's WHS requirements which will be advised to them before engagement.

26. DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

Hazardous substances are chemicals, organic matter and other substances which pose a health risk when people are exposed to them. These may include glues, paints, solvents, corrosives, adhesives, thinners, cleaning solutions, chemicals, flammable and Dangerous Goods. Dangerous goods are hazardous substances that are also explosive or flammable in nature with storage required that is fit for purpose.

All workers should have access to information about the chemicals in the event of a spillage or exposure, even where Guild workers would not normally use the chemicals directly.

Quantities of hazardous substances stored for use shall be kept to a minimum and Dangerous Goods should be stored in a fireproof cabinet.

A hazardous substances register will be used to record any substances purchased or used by the Guild (see ATTACHMENT 5) and Safety Data Sheets (SDS) will be maintained. This will be reviewed on a regular basis.

The Guild should undertake Hazardous Substances/Dangerous Good audits. It is also anticipated audits of Hazardous Substances/Dangerous Good may also be undertaken by Curtin University on a yearly basis to update their system (currently ChemAlert) for chemicals stored on University grounds.

27. ELECTRICAL SAFETY

Failure to maintain electrical equipment in a safe condition, or to use equipment in accordance with manufacturer's instructions and legislative requirements can result in injury or death to workers or other parties.

All electrical equipment should be protected from damage, used safely, and checked regularly. Electrical risks should be managed in accordance with applicable WHS legislation, Curtin University requirements, and AS/NZS 3760:2022. These requirements include combinations of testing and recording and connection to safety switches.

Electrical equipment is inspected and tested to identify damage, wear and detect electrical faults; this is to be done by an individual who is competent in performing the task. A competent person is someone who has acquired the knowledge and skills, through formal training, qualification or experience, to carry out electrical equipment inspections and testing. Inspection and testing frequencies shall be determined in accordance with AS/NZS 3760:2022, Curtin's Electrical Safety Procedure and the level of risk associated with the environment and equipment type, with the result that electrical checks occur:

- once a year for equipment that is high use or high risk and is open to damage, flexing of cords, etc.
- at intervals appropriate to the risk and environment, including longer intervals where permitted for equipment used in non-hostile office environments.

In non-hostile office environments, all workers shall undertake a visual and physical inspection of electrical appliances prior to use to ensure equipment is in good working order. The inspection shall include, as applicable:

- checking for obvious damage, defects or modifications to the equipment and accessories;
- checking flexible cords are effectively anchored and are free from cuts, abrasions, twists or other damage that could expose the inner core;
- checking that insulation tape has not been used as a repair to flexible cords;
- checking extension cords and power boards (EPODs) for damage and ensuring maximum load warnings are intact and legible;
- checking operating controls, covers, guards and ventilation openings are secure, functional and unobstructed;
- checking insulated plug pins and cord extension socket shrouds, where fitted, for damage;
- checking the current rating of plugs is appropriate for the connected equipment; and
- ensuring appropriate cable management is in place to minimise electrical and trip hazards.

Workers should visually inspect electrical equipment, leads and plugs prior to use. Any damaged or defective equipment must not be used and must be reported immediately.

Equipment that fails inspection or is suspected of being unsafe shall be removed from service, isolated where practicable, and clearly identified as out of service pending assessment, repair or disposal.

All electrical equipment and cords are tagged when the electrical check indicates the unit is to standard, and when not to standard the unit is removed from use, isolated where practicable, and clearly identified as out of service. The appropriate Manager is to either:

- Have the item repaired by a competent person, or
- dispose of the item and replace where needed.

Repairs shall only be undertaken by an appropriately authorised, competent person or agent.

All newly installed electrical points are checked and confirmed safe to be used prior to any use. Curtin University is responsible for the upkeep of all existing building electrical wall sockets; this is arranged as per Curtin University's convenience or requested by an appropriate manager of the Guild. Any faults found on electrical wall sockets must be reported to Curtin University Properties Department and marked appropriately; ensuring no staff member uses the socket until cleared to do so.

Only authorised persons may undertake electrical work on fixed electrical installations.

Compliance with Curtin's Electrical Safety Procedure should be maintained through all operations on campus. This includes safe use of electrical equipment.

Unsafe Equipment

Equipment that may be unsafe should be withdrawn immediately from service and have a label attached warning against further use. Arrangements should be made, as soon as possible, for such equipment to be disposed, destroyed, or repaired by an authorised repair agent or competent person.

28. FALLS FROM HEIGHT

There is a risk of serious injury from falling when working above ground height. No worker will work at height without ensuring that ladders, steps and handrails are secure or fall prevention/arrest harnesses are in place.

The Guild will ensure that workers working at height are made aware of the hazards and are appropriately instructed in safe work methods.

Contractors will ensure that they:

- Observe and apply risk management and mitigations when working at heights
- Use the required personal protective equipment (PPE) where indicated
- Comply with Curtin University Working and Heights requirements and acquire relevant permits when working on campus

29. HAZARDOUS MANUAL HANDLING

Hazardous manual tasks are any task that requires workers to push, pull, lift, carry, move, hold or lower any object. Hazardous manual tasks may involve repetitive or sustained force, repetitive movement, sustained or awkward postures, or exposure to vibration.

The types of injuries related to hazardous manual tasks include musculoskeletal disorders, including injuries to muscles, joints, tendons, ligaments, bones and nerves.

Hazardous manual task risks are managed at the Guild to prevent or minimise the risk of injuries caused by hazardous manual tasks. The process involves conducting a risk assessment on hazardous manual tasks carried out in the workplace, working out how to address any problems, choosing and implementing appropriate control measures, and following up to check that the solutions work.

Where reasonably practicable, the Guild will eliminate hazardous manual task risks or minimise risks through the use of appropriate controls such as mechanical aids, safe systems of work, task design, and staff training.

Examples of hazardous manual task activities in the Guild environment include:

- lifting and moving equipment or supplies
- coffee making
- moving furniture

Preventing hazardous manual task injuries

To prevent hazardous manual task injuries, the Guild should:

- decide what changes can be made to eliminate or reduce the risks of injury. If possible, select permanent changes (such as workplace layout, tools and equipment)
- avoid double handling of items
- provide mechanical aids (trolleys, keg lifters etc)

- redesign tasks where reasonably practicable (such as rotating workers)
- identify changes that are possible immediately, and those that may take time to implement
- document your risk control decisions for each task assessed, and set timelines for changes
- trial the changes in consultation with workers before making them permanent
- provide information, instruction and training where new equipment, tasks or processes are introduced.

When loading/unloading vehicles

When loading/unloading vehicles, the Guild should:

- use lift equipment wherever practicable.
- use safe manual task techniques that minimise awkward postures, high force, and risk of musculoskeletal injury
- maintain control of loads throughout lifting and lowering activities.
- where possible, store frequently used items at a suitable height (between waist and shoulder height, which reduces the need for forward bending when lifting).
- whenever possible, use trolleys for moving larger and heavy items.
- ensure workers are provided with appropriate instruction and supervision regarding hazardous manual tasks.

Note: please also refer to 35. VEHICLES for Load Restraint in Vehicles.

30. PLANT AND EQUIPMENT

The definition of plant includes machinery, equipment, appliances, tools (powered and non-powered), and other items used for work activities.

Risk Management

A risk management process is a systematic method for making plant as safe as possible and can also be incorporated into other workplace risk management systems. This risk management approach should be undertaken before the selection, purchase, installation, use, modification, relocation, or disposal of plant, and where new risk information becomes available.

Maintenance and Repair

Plant must be maintained and cleaned following the procedures recommended by the designer or manufacturer or by a competent person. Only a competent person may inspect and repair damaged plant. Plant should be maintained in a safe condition in accordance with manufacturer requirements or competent person guidance. Inspection and repair should be undertaken by competent or authorised persons.

Unsafe and/or malfunctioning plant and equipment can be identified by any manager, worker or contractor by a number of methods such as:

- equipment inspections.
- verbal reporting of equipment malfunction to the appropriate manager

- hazard and incident reporting.

Once identified, the unsafe or malfunctioning plant/equipment should be reported to the appropriate manager in order for repair to be organised. Plant/equipment which has been identified as unsafe should be disconnected from the power supply and/or isolated from energy sources where applicable, clearly labelled as unsafe, and taken out of service. If possible, the plant/equipment should be moved to a location where it is not accessible.

Record Keeping

Records of inspection, testing and monitoring are required to be maintained by the Guild. As a minimum, records should include details of inspections, maintenance, repair, calibration and alteration of plant. Records of inspection, maintenance, testing, repair and modification of plant should be retained to demonstrate ongoing safety management.

31. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) may be required to protect workers during general, specific and hazardous tasks, where higher-order controls are not reasonably practicable or as a supplementary control measure. Commonly used PPE can include:

- foot protection (safety shoes and shoes with high grip).
- outdoor body protection (sunscreen, long sleeves, sunglasses, wide brimmed hats).
- kitchen (cut resistant gloves).

PPE should be selected, maintained, stored and replaced as appropriate to the task and hazard.

32. SLIPS, TRIPS AND FALLS

Slips, trips and falls are one of the major types of accidents in workplaces and may be due to poor housekeeping practices such as water or oil spilt. Material placed untidily or using walkways for storage can also be a cause of these types of incidents. When assessing the potential for slips, trips and falls, make sure you look at out of sight areas such as storage rooms, stairways and workshops.

Prevention

Reduce the risk of injury by following these guidelines:

- avoid walking on slippery floors.
- keep floors free of water and grease.
- clean floors regularly.
- post warning signs around spills or wet floors.
- install non-slip tiling or other non-slip floor products.
- use rubber mats in areas where the floors are constantly wet.
- use non-slip footwear.
- clean up spills immediately.
- install adhesive strips and slip resistant paint to improve slip resistance.
- use floor cleaning products to remove oil and grease.

- agree on written standards with contract cleaners to ensure that any cleaning agents leave the floor in a non-slip condition.
- use storage areas for equipment and be alert to the dangers of leaving boxes, rubbish, bags and furniture in walkways, entrances and exits.
- Do not carry large or awkward items up or down stairs.

33. DRUGS AND ALCOHOL

The Guild maintains the right to refuse work to any worker or contractor who, in the opinion of management, is in an unfit state to perform their work in a safe manner.

Refer to Alcohol and Drugs Policy.

Smoking is not permitted on Curtin University campuses as per the Curtin University Land and Traffic By-Laws.

34. UV RADIATION

Ultraviolet radiation (UV) exposure can cause sunburn, skin and eye damage and skin cancer. Workers undertaking outdoor tasks or exposed to solar UV radiation should use appropriate sun protection measures including UV protective clothing, hats, UV protective eyewear, and SPF 50+ where reasonably practicable.

Where practicable, exposure to UV radiation should also be minimised through appropriate scheduling of outdoor work and use of shaded areas.

The Guild should provide appropriate sunblock.

35. VEHICLES

Licences

Guild managers and workers who are required to drive a vehicle on work related purposes must hold a current valid driver's licence of the appropriate class and notify the appropriate manager or authorised representative if the licence is suspended or revoked. A copy of the current driver's licence should be provided to the Guild or their delegate where required for operational, insurance or compliance purposes.

The Guild may be required to check the validity and currency of a driver's licence for insurance purposes.

Workers operating vehicles for work purposes are required to comply with applicable road laws and operate vehicles in a safe manner.

Refer to the Guild's General Motor Vehicle Policy for more details.

Curtin University may enforce additional requirements when driving a vehicle on campus grounds.

Mobile Phones

The use of a hand-held mobile telephone while driving is a safety risk and is against the law. Guild managers and workers are not to use a hand-held mobile telephone while driving a motor vehicle or other motorised equipment at a Guild workplace. Mobile devices should only be used in accordance with applicable road laws and safe driving practices.

Seat Belts

It is a legal and Guild requirement that seat belts are worn at all times in a moving vehicle. The driver is responsible for ensuring that all passengers wear a seat belt when the vehicle is in motion on a public road or at a workplace.

Alcohol and Drugs

Guild managers and workers must not drive a personal or Guild vehicle on work related business while impaired by alcohol, drugs, or any substance that may affect their ability to operate a vehicle safely.

Smoking

Smoking and vaping by either drivers or passengers are prohibited in Guild vehicles.

Load Restraint in Vehicles

Loads transported by vehicle should be secured and restrained, so far as is reasonably practicable, to prevent movement or instability during transport, loading, and unloading activities. Appropriate load restraint methods and equipment should be used in accordance with safe work practices and operational requirements.

PART D: REVISION HISTROY

Revision Ref. No.	Approved/ Amended/ Rescinded	Date	Committee / Board	Resolution Number	Document Reference
New (1)	Approved	09/11/2017	Guild Council		
2	Amended	23/11/2020	Guild Council		
3	Amended	21/05/2024	Guild Council		
4	Amended		Guild Council		

PART E: ATTACHMENTS

ATTACHMENT 1. CONTACT LIST

Guild Staff Contact List can be found in the Guild's Document Management System (DMS). Current document can be found here.

Curtin Emergency Response handbook (includes emergency services contact details can be found here).

Emergency response for the Guild on campus can be found under Emergency response by tenants.

Emergency Evacuation Diagrams can be found in the Guild's DMS, Emergency Evacuation Diagrams.

ATTACHMENT 2. WHS TRAINING

The Guild has various training registers to record work health and safety (WHS) training undertaken by Guild managers and workers, as required by the WHS Act.

Training can take place through on-the-job instruction, online, or by an external provider.

WHS training provides Guild workers with the information and skills they need to perform their duties in a safe manner and while minimising health and safety risks.

The Guild recognises that WHS training may be required when:

- a new person starts work (including induction and on the job training)
- new machinery/equipment or hazardous chemicals, products or other things are introduced to the workplace
- a worker's job system, process, or equipment changes
- there are new work health and safety regulations that affect the Guild's industry there has been an incident /near miss or injury at work.

Additionally, the Guild may use this register as part of regular overall reviews of the WHS management system to determine whether:

- there has been any improvement in Guild health and safety performance
- the feedback from people who have been trained
- further information and/or training needed
- whether the most suitable training method was used
- workers are performing the work as they have been trained
- improvements that can be made.

Training records should be monitored so that refresher training can be given when needed.

ATTACHMENT 3. WHS RISK ASSESSMENT PROFORMA / TEMPLATE

Activity / Task / Location:	Date:
Developed by:	Approved By:

This Health and Safety Risk Assessment is pre-populated as guidance material. Please ensure that this is completed and specific to your event.

Hazard Identification		Risk Assessment			Control	Residual Risk Assessment				
Activity	**Potential Hazards**	**Consequence**	**Likelihood**	**Risk Score**	**Risk Control Measures** **1. Eliminate,** eg: eliminate task, remove hazard **2. Substitute** eg: replace with less hazardous process, material **3. Isolate** eg: enclosures, restricted access; **4. Engineering** eg: guarding, separation, redesign; **5. Administrative** eg: Safe Work Procedure, training; **6. Personal Protective Equipment (PPE)** eg: gloves, goggles	**Consequence**	**Likelihood**	**Risk Score**	**Who is responsible to implement the changes**	**Date Finalised**

ATTACHMENT 4. WHS HAZARD INSPECTION CHECKLIST (Building 106F Sample)

WORKPLACE INSPECTION CHECKLIST

Building and Room Number:
Build 106F (Curtin Student Guild main office)

Assessors:
.....

Date:
...../...../.....

Area Manager /Supervisor: ……..

Criteria		Yes	No	N/A	Comments/ Action Required	Action Assigned to:	Action Due Date:	Action Status:
FIRE SAFETY								
1	Is there an Evacuation Diagram visible in the area?							
2	Are all fire exit routes:							
	i) clearly signposted?							
	ii) clear of obstructions?							
	iii) not locked/or easy access to a key?							
3	Are green emergency exit signs in place?							
4	Are smoke/thermal detectors present?							
5	Is the access to all fire fighting equipment clear?							

6	Have fire extinguishers/blankets/hose reels been tested and tagged by the external maintenance contractor within the last 6 months?							
7	Are Personal Emergency Evacuation Plans (PEEPS) available where required?							
8	Are smoke/thermal detectors present?							
9	Are sources of ignition/heat being controlled?							
10	Are flammable materials/fuel sources being managed safely?							
11	Are fire doors in good condition i.e. self closers working, not propped open, smoke seals fitted, no gaps etc?							
ELECTRICAL SAFETY								
1	Has all equipment been tested and tagged according to Curtin Electrical Policy							
2	Are all electrical cords and power boards							
	i) in good condition?							
	ii) of appropriate length?							
	iii) safely positioned?							
3	Are there sufficient power sockets for equipment location and usage?							
4	Are power boards used, not adaptors?							
5	Are extension leads used only for temporary power supply?							
1	Are electrical outlet covers are in place?							

2	Has all high risk electrical equipment been tested and tagged and low risk electrical equipment passed a visual inspection in line with the Curtin Electrical Policy?							
3	Are tags (out of service/danger) used on faulty equipment and available to Staff?							
FURNITURE/EQUIPMENT								
1	Is office furniture and equipment in good condition and suitable for use?							
HOUSEKEEPING								
1	Is the workplace maintained in a clean and safe condition?							
2	Is area lighting steady? (i.e. no flickering light)							
3	Is the floor surface even and in good repair?							
4	Is the floor free of unnecessary obstructions and trip hazards?							
5	Is there sufficient storage space available?							
6	Does ventilation appear adequate for the work being undertaken?							
7	Is the ambient temperature suitable for the work being undertaken?							
HAZARDOUS MANUAL HANDLING								
1	Are trolleys available and used to transport heavy/large items?							
2	Is there sufficient space to perform all manual handling tasks?							

3	Is equipment/stock in regular use stored between mid thigh and shoulder height?							
4	Are repetitive operations minimized, risk assessed and appropriate actions implemented?							
5	Are stepladders and manual handling equipment provided and kept in a safe condition?							
ENVIRONMENT								
1	Is there a cleaning schedule in place for all areas of the facility?							
2	Does the lighting appear adequate for the tasks performed?							
3	Are all light fittings and switches in good repair?							
4	Is area lighting steady? (i.e. no flickering light)							
5	Is glare & reflection controlled to an acceptable level for computer user/s?							
6	Are there sufficient and appropriate containers for waste disposal?							
7	Are waste bins routinely emptied?							

ATTACHMENT 5. EXAMPLE HAZARDOUS SUBSTANCES REGISTER

Product Name (Brand and name in full)	Application	Quantity	Product Labelled	SDS	Classified as Hazardous in the SDS	
			☐ Yes ☐No	☐ Yes ☐No	☐ Yes ☐No	If yes, The risks and control measures associated with the use of the precautions for its use are outlined in the instructions of us
			☐ Yes ☐No	☐ Yes ☐No	☐ Yes ☐No	
			☐ Yes ☐No	☐ Yes ☐No	☐ Yes ☐No	
			☐ Yes ☐No	☐ Yes ☐No	☐ Yes ☐No	
			☐ Yes ☐No	☐ Yes ☐No	☐ Yes ☐No	
			☐ Yes ☐No	☐ Yes ☐No	☐ Yes ☐No	
			☐ Yes ☐No	☐ Yes ☐No	☐ Yes ☐No	
			☐ Yes ☐No	☐ Yes ☐No	☐ Yes ☐No	
			☐ Yes ☐No	☐ Yes ☐No	☐ Yes ☐No	
			☐ Yes ☐No	☐ Yes ☐No	☐ Yes ☐No	
			☐ Yes ☐No	☐ Yes ☐No	☐ Yes ☐No	
			☐ Yes ☐No	☐ Yes ☐No	☐ Yes ☐No	
			☐ Yes ☐No	☐ Yes ☐No	☐ Yes ☐No	

ATTACHMENT 6. FORMS, REPORTS & REGISTERS

Please note that access to documents within the DMS is governed by individual permissions and group access settings. As a result, not all documents are accessible to all users. Operational permissions and group access allocations are assigned and maintained by each department based on the requirements of specific roles and operational needs.

Item	Location Stored	How to Find	Notes
Risk Register	MFiles (DMS)	Search "Guild Risk Register"	Forms part of Risk Management police/procedure
Contractor List *(Including Preferred and Curtin Registered)*	MFiles (DMS)	Search "Equipment Repair and Suppliers"	Majority sits with Commercial department
Emergency Management Plan	MFiles (DMS)	Search for document collection "Emergency Management Plan"	
Evacuation Diagrams	MFiles (DMS)	Search for document collection "Emergency Evacuation Diagrams"	These are drawn up and created by Curtin (landlord)
Fire Equipment	MFiles (DMS)	Search "Fire Equipment", excel register with newest service date	Updated every 6 months upon service
First Aid Kits	MFiles (DMS)	Search "First Aid Kit", excel register with newest service date	Updated every 6 months upon service
Fire Block Plans	MFiles (DMS)	Search for document collection "Fire Block Plans" to find individual buildings plans	These are drawn up and created by Curtin (landlord)
Food Safety Compliance	Food Safe Pro	Accessible via program	Food Safey Program can be found in MFiles (DMS)
Incident and Hazard Reports	MFiles (DMS)	Search for document collection "H&S Incident and Hazard Reports" to find individual reports	
Safety Data Sheet (SDS)	MFiles (DMS)	Search for document collection "Safety Data Sheet" to find individual SDSs.	Note that individual outlets/areas hold a printed version accessible to staff
Safe Work / Operating Procedures	MFiles (DMS)	Search for document collection "Safe Work Procedures and Safe Operating Procedures" to find individual guiding documents.	Note that individual outlets/areas may hold printed versions accessible to staff, particularly for high risk tasks
Training Register *(Employee and Office Bearer)*	MFiles (DMS), MYOB and/or within Microsoft Suite	Search for the document collection titled "Training (Guild)" and refer to the attached document	Note individual departments may hold their own registers for operational, compliance and event purposes.

		collections for each training type. *Please note that some training registers may be maintained within MYOB and the Microsoft Suite for operational purposes.*	MFiles is the primary storage source of personnel files and training records.
Workplace Inspections	MFiles (DMS)	Search for document collection “Guild Workplace Inspections YYYY”	

Student Guild of Curtin University

Representation Board – Meeting #08

To be held at 5 30 PM on Thursday 10th of August 2026

In Council Chambers 410.208

AGENDA

Open 5:34pm

1. **Acknowledgement of the Traditional Owners**

The Curtin Student Guild pays 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; Ebony Whitney, Dylan Storer, Tom Harrowing, Hadiya Naeemi, Sarah Abed, Astor Luk, Akshya Anil Sheeba, Tahsin Ibn Anowar, Connie Butcher, Zobia Larayb (online)
   - 2.2. Others Present; Andrew Cameron, Noor Fellah
   - 2.3. Apologies and Leave of Absence; Mia Antenucci, Morgan Mills, Max Zhang
   - 2.4. Absent; Bonnie Walley

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

Tom Harrowing is involved in RAFFWU campaigns, no longer a member

4. **Minutes of the Previous**

5.
   - 5.1. Previous Meeting Minutes

Motion: That the Representation Board approves the minutes of the previous meeting, held on the 16/07/2026 and 13/08/2026 as a true and accurate record of the proceedings at those meetings.

- Change to Max to LOA for August
- Amend attendance to July

Moved: Connie Butcher

Seconded: Tom Harrowing

Motion carried

6. **Matters Arising from the Minutes.**

7. **Public Question Time**

8. **Reports**

8.1. President – Submitted

- Take as read, happy to take questions. No questions asked.
- No major updates since last meeting.

8.2. Vice President – Education – Submitted

- Anti-racism issues at meeting, had a meeting with Morgan and Tahsin
- Lots going out about universal submission time
- Submitted to the inquiry regarding AI and Data centers

8.3. Vice President – Sustainability & Welfare – Submitted

- No questions for this report

8.4. Faculty of Science & Engineering Representative – Submitted

- Take as read.
- Had meeting with WiSTEM manager Stella, and she would like to work with Guild closer next year, particularly with equity reps to promote the space and the WiSTEM events.
- Going further with the lab coat campaign, buying more with SciEng faculty and laptops have all been given out.
- Happy to take questions, nothing asked

8.5. Faculty of Health Sciences Representative – Submitted

- Take report as read, happy to take questions, none asked.

8.6. Faculty of Business & Law Representative – Submitted

- Have been getting traction with period dispenser at Murray st, getting another one for 78 Murray st, waiting on delivery
- With the equity space, waiting on the invoice to be sent to the Law school, unable to have movement in those spaces
- Completed 15 unit outline reviews, lot of problems surrounding 11:59PM submission times, issues with accepting/leniency to do with extensions
- Lots of abrasive language used in them, off putting to students wants to fix tone
- Inconsistent splitting up of assessments, 7-8 a semester, unreasonable workload
- Raised these things with FBL, seem to be changing on some but the things to do with language they are not responsive or interested in changing this. Talk with Fac reps about how to approach this
- First draft of paper, waiting to hear back from Law students before sending it off.
- VPSW and FBL rep have been working on safety and security, successful got a commitment to more security at Murray st, there will be a 3rd guard there to ensure

24/7 secured campus. Already seen students feeling safer.

- Still having meetings separate to FBL with Make Renting Fair Alliance and people in that space and still involved in the housing campaign stuff.
- Hadiya says its good students are feeling safer given trimester 3 just started

8.7. Faculty of Humanities Representative – Submitted

- School of Education has been much better, they have new head of school, seems like placement crisis more generally has been incredibly limited, new head of school says to expect next sem to be much smoother,
- Ready to address treatment of international student discrimination, linguistic racism etc. Free's up time to focus on other schools.
- Focus on school of design and environment
- Zobia asks how did your Grill the Guild go, Tom says last minute chaos and all volunteers did not show up but ended up going very well and all got sorted, Engineers Australia right next to him so he was very busy.

8.8. Student Assist – Submitted

- Happy to take report as read, just back from leave
- Super proud of student assist team with their progress on project team, this is usually slower due to limited staff and caseloads, but very proud
- Hadiya said she saw the poster of student assist on level 4, happy to see more student assist. Andrew says no students have taken advantage of that service yet; it is a trial and you can expect these things. With more advertising hoping for more traction, as well as end of semester ending soon, more pressure may lead students to reaching out. Students may also prefer the confidentiality of the offices; the library may be too much of an open space. Will review library program after.
- Kalgoorlie and graduate research school assist pathways to be explored soon.

8.9. International Students Committee President – Submitted

- Talks to distressing Nepal flooding, spoke to Nepalese students to see if anyone from Curtin community has been directly affected, thankfully has not had anyone reach out. Will keep checking in on this
- Has been working with Perth Multicultural Club, they reached out to see if they can give healthcare advice, Tahsin has been liaising how to promote that and expand this to students.
- Working on WA Photocard ID, mainly to address how international students have to carry their passports around everywhere they go, the risks of losing it/damaging it. Will be making a video to further promote the campaign.

- Had a group of Japanese students on exchange at Curtin. Had the opportunity to meet them, tell them about the Guild, it was great to meet them and get to know them.
- Hadiya says she has seen the Nepal support from the Guild, and asked about the ID initiative, how it works. Tahsin says there is WA photo ID, students can go to DoT, provide their identity documents and can receive an ID card similar to a WA license to have an easier form of ID.

8.10. Postgraduate Students Committee President – Submitted

- Happy to take as read, happy to take questions
- Hadiya and PSC attended LSEC

8.11. Queer Officer – Submitted

- Happy to take as read.
- Have put 3 new period product dispensers around campus, some fell but have been fixed.
- Recently presented at the Queer forum, all Queer organisations in Perth
- Astor and Bruce from WAC did a presentation on the HIV testing machines on campus, this is planning to be brought to WASM
- Upcoming Pridefest, planning underway, asked for a lot, but it is looking possible.

8.12. Women's Officer – Submitted

- Had the event with UnionsWA, went really well. Good education, valuable stats learned and shared.
- Met with Teach for Australia, they help students in Master of Teaching with one-on-one mentoring to help them establish a place in the workforce
- Continued planning with Women in Business and events team, event coming early October
- Reiterating what Astor said about the period product machines, addressed stock shortages, said that google form has been filled out once a week rather than every few days. Due to it being double the quantity provided
- Collaborating with university to do an event on advocacy
- Ebony asked where the dispenser in 204 is located.
  Astor answered that it is on the ground floor near the gender-neutral bathroom.
- Hadiya asked whether it is directly near the gender-neutral bathroom.
  It was noted that staff move the dispenser to the women's room when students are not present.
- Ebony asked what is being done about the dispenser being moved.
  Astor responded that they would have the collective look into the issue, noting that VPSW has investigated it multiple times.

- Ebony suggested whether the smaller dispenser could be placed near the Guild, while the larger dispenser remains on a stand elsewhere.
  Sarah explained that students take stock from the smaller dispenser more quickly.
  Astor noted that the larger dispenser allows students to take one product at a time, which provides better access.
- Hadiya suggested that everyone could meet with VPSW to continue the discussion.
  Everyone agreed.
- Dylan asked whether permission had been obtained from Properties to place the dispensers.
  Sarah confirmed that permission had been granted and that the current locations are approved.
- Dylan raised concerns that students are not taking advantage of the service and stated that a need is a need. He suggested placing a dispenser in the Guild to provide the best possible access to students and offered to work with Vernon and staff upstairs to ensure it is regularly stocked.
- Astor asked whether period products could be included as a donateable item for Food for Fines.
  Zobia reiterated Dylan's comments and supported Astor's suggestion.
- Sarah agreed and acknowledged that people experience period poverty.
- Hadiya suggested keeping an immediate supply of period products available in the Guild or at reception.
  The group agreed that the discussion would be taken offline.

8.13. Accessibility Officer – Submitted

- No questions.

8.14. Ethnocultural Officer – Not Submitted

8.15. First Nations Officer – Not Submitted

Motion: That the Representation Board notes the reports.

Moved: Tom Harrowing
Seconded: Sarah Abed

Motion carried

9. Items for Discussion and Resolution

9.1. Inclusive Anti-Racism Definitions at Curtin University

Motion: That the Representation Board:

1. **Supports** that the Guild must advocate to Curtin University for the adoption of comprehensive definitions of racism as it implements its legislative obligations, including the explicit recognition and definition of anti-Palestinian racism alongside antisemitism, Islamophobia and racism against Aboriginal and Torres Strait Islander peoples. The Guild must **be** meaningfully involved in the creation, consultation, review and finalisation of these definitions, ensuring students and affected communities have a meaningful role in decisions that directly affect them.

2. **Supports** that the Guild must advocate for an antisemitism definition that meaningfully protects Jewish students from antisemitism while ensuring that anti-Zionism, criticism of the State of Israel, and legitimate advocacy for Palestinian rights are not in themselves treated as antisemitic.

Moved: Hadiya Naeemi
Seconded: Sarah Abed

- Hadiya says the reason her, Sarah and Morgan have submitted this is because there is a lot happening surrounding this within the university and wanted to reiterate the importance of students always having a voice and the Guild taking a stance.

Motion carried.

9.2. Condemn Femicide and Gender Based Violence in Australia

Motion: That the Representation Board:

Formally **condemns** the ongoing epidemic of femicide and gender-based violence in Australia as a national crisis and a structural failure of public safety.

Moved: Sarah Abed
Seconded: Hadiya Naeemi

Motion carried.

9.3. Solidarity with RAFFWU

Motion: That the Representation Board:

1. **Condemns** the Victorian Carroll Labor government's Associations Incorporation Reform Amendment Bill 2026 which effectively prohibits workers from organising with the Retail and Fast Food Workers Union (RAFFWU)

2. **Affirms** the right of workers to organise in trade unions and collectively bargain for workplace conditions

3. **Endorses** actions in solidarity with RAFFWU's right to organise

Moved: Tom Harrowing
Seconded: Hadiya Naeemi

- RAFFWU exists in opposition to the SDA and has been bargaining in support of employees since 2017
- This bill will essentially ban RAFFWU from advocating for the workforce

- Says that it is incredibly important we support this motion, especially because students are often retail and fast-food workers.

Motion carried.

10. General Business

- Ebony asks if all the motions have action items; Hadiya says they do and read some out.

11. Meeting Evaluation

Astor reads out the meeting evaluation, good use of time and stayed on topic.

12. Next Meeting

Notice of the next ordinary meeting of the Representation Board will held on the 8th of October at 5:30PM in Council Chambers 410.208

Meeting closed at 6:23pm

Student Guild of Curtin University

57th GC Executive Committee

Meeting #14

To be held at 11 00 on Tuesday the 11th of August 2026

Location: Online/ Presidents Office

Meeting opened at 11:04AM

Minute

1. Acknowledgement of the Traditional Owners

   "The Curtin Student Guild 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. 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; Noor Fellah, Tahni Rowe, Morgan Mills, Hadiya Naeemi, Dylan Storer
   b. Others Present;
   c. Apologies and Leave of Absence;
   d. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

4. Other items

EC#39/26

Motion: That the Guild Executive Committee approves the minutes of the meeting held July 28th 2026 as a true and accurate report of the proceedings of the meeting.

Moved: Noor Fellah
Seconded: Hadiya Naeemi

5. Significant Items

5.1 Guild Executive Verbal Reports

I. Secretary
- NUS Affiliation due soon
- Acting ethno rep found

II. President
- Regulations were wet signed recently

- University meetings about the merger are ongoing

III. Vice President – Education.

- AI Hackathon – did a presentation on the Guild
- Hidden Cost campaign ongoing, waiting for Tanya to order the coats

IV. Vice President – Activities

- Had PJ party the other week, about 70% of the attendance she hoped for
    - Good engagement throughout the night though
- Love Sex and Consent coming up
    - Ivon and Sara have a plan for the week
    - Movie every night in the theatre
    - Condom and lollipop fairies are back, no class interruptions this year
    - List of workshops attending; sex safety, sexologist session for LGBTQIA+ and neurodiverse, STI testing
    - Can get a token if you engage in LS&C for a waffle or pizza on the Friday
    - Friday is also Wear it Purple day
- Ball is at 170/250 tickets sold, fairy confident we will sell out
    - Uber voucher as a giveaway
- Club Awards
    - Going for a site tour, to showcase a cool location like we did last year
    - Bec is keen to open the JC Gallery to us to host the awards
    - Doing a review of the club awards process
    - New club award for clubs that do charity, community activities or something that gives back and goes above the Curtin community
    - “Mills prize”

V. Vice President – Sustainability and Welfare

- Ethnocultural officer
    - Interviewed two people last week, thinks we should go with Faris, he is a cool guy, seems dedicated.
- Ordered more period product stuff, new machines for Guild and Library that hold double the amount of products than before. Three smallers ones now available to spread to other locations.
    - Hadiya asks if one could be in 204 Engineering, there is a unisex toilet that
- Twin Dolphin hall – there is a student who is having accessibility issues, back and forth with the uni hasn’t gone anywhere so she has come to us
    - e.g doors closing too fast, not able to go through with wheelchair
    - Push/pull doors too heavy to open
    - Window doesn’t have way to open without force, not accessible
    - PEEP – Personal emergency evac plan doesn’t include people in wheelchairs, they get left at the bottom in drills/emergencies without fires
- Click and collect pantry/meals starting this week as a month-long trial, after a month MD will hire to pack someone pending on success of trial
- Divestment campaign, emailed Anushka to see where to
- DIBC - Linda doesn’t know what’s going on but will follow up as it's not her portfolio.

- Have the furniture Wishlist for equity spaces, will do IKEA invoice
- Morgan will email Dean to fix it but asks what the next steps are? Dylan said to go to ombudsman or human rights commission

6. General Business

- Temporary Coordination of Guild Communications Discussion

- The Executive discussed the Temporary Coordination of Guild Communications arrangements and sought clarification on their scope and implementation.

- It was clarified that, under the current arrangements, the President has approval authority over Guild representative communications and publications. Representatives are required to submit proposed content through the new process before proceeding.

- When asked whether this effectively meant content could not proceed without the President's approval, the President confirmed that this was the case, noting that the existing By-Laws provide the President with responsibility for approving Guild publications.

- Concerns were raised regarding the extent of this authority and the lack of clarity around approval timeframes, urgent or spontaneous content, rejected requests, and whether there is an appeal or escalation process.

- Concerns were also raised that relevant representatives and line managers have not always been consulted on communications directly relating to their portfolios, including recent reproductive health and period product communications.

- It was advised that a Teams-based process would be introduced for representatives to submit content requests. Requests would be checked daily and then coordinated with the Student Engagement/Communications team. A central dashboard would also provide greater visibility of planned communications.

- Amending the temporary arrangements was proposed to provide greater clarity and safeguards. The President advised that he was not supportive of amending the memorandum at this stage and preferred to trial the new process. Updating the broader Media Policy and developing clearer procedural guidance were discussed as alternatives.

- The matter is to be reviewed following implementation of the new process.

Actions**:**

- Communications submission process to be circulated.
- Teams-based content request system to be implemented and checked daily.
- Further guidance to be developed around the process, including urgent/ad hoc content.

- Consideration to be given to updating the Guild Media Policy.
- Temporary arrangements to be reviewed after an initial implementation period

7. Next Meeting

The next meeting of the Executive Committee will be held on Tuesday, 11th August 2026, at 10:00am in the President's Office.

Meeting closed at 11:53AM

Student Guild of Curtin University

57th GC Executive Committee

Meeting #15

To be held at 11 00 on Tuesday the 08th of September 2026

Location: Online/ Presidents Office

Meeting opened at 10:20am

MINUTES

1. Acknowledgement of the Traditional Owners

   "The Curtin Student Guild 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. 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; Noor Fellah, Hadiya Naeemi, Morgan Mills, Tahni Rowe (online)
   b. Others Present;
   c. Apologies and Leave of Absence; Dylan Storer
   d. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

Travel motion for all of exec.

4. Other items

EC#41/26

Motion: That the Guild Executive Committee approves the minutes of the meeting held August 11th 2026 as a true and accurate report of the proceedings of the meeting.

Moved: Morgan Mills
Seconded: Noor Fellah

Carried

EC#42/26

Motion: That the Guild Executive Committee approves the new club application for Curtin Food Science Club.

Moved: Noor Fellah
Seconded: Tahni Rowe

Motion carried

EC#43/26

Motion: That the Guild Executive Committee approves the new club application for Curtin Social Club.

Moved: Noor Fellah
Seconded: Tahni Rowe

- The name is too vague, name doesn't reflect the objectives of the club.
- The objectives themselves were vague as well.

Motion failed

EC#44/26

Motion: That the Guild Executive Committee approves the new club application for Firm Foundation on Christ at Curtin.

Moved: Noor Fellah
Seconded: Tahni Rowe

- Non-denominational Christian club for international students, they have distinguished themselves enough from other Christian based clubs on campus.

Motion carried

EC#45/26

Motion: That the Guild Executive Committee approves the travel to the NUS Diversity Conference 2026 for

- Astor Luk
- Sarah Abed
- Mia Antennucci
- Tahsin Ibn Anowar
- Noor Fellah
- Hadiya Naeemi
- Dylan Storer

- Tahni Rowe
- Ammie Turner

Moved: Noor Fellah
Seconded: Morgan Mills

Motion carried

5. Significant Items

5.1 Guild Executive Verbal Reports

I. Secretary

- New governance
- Induction day planning
- Submitted to senate inquiry on data and ai

II. President

III. Vice President – Education.

- Universal submission time survey is out, reel to be posted after
- Lab coats for hidden costs are here, because of elections the announcement will be postponed
- NSSS working on it with VPSW, Queer and Womens
- Students as partners is underway again, Hadiya doing catchup with new management.
- Submitted to senate inquiry on data and ai
- Excellence in Teaching awards coming up, winner to be picked soon

IV. Vice President – Activities

- Love, sex and consent, went well overall, well attended.
- Tahni notes when an event or workshop is free, attendance is typically lower.
- Had kickoff meeting for the rest of the events of the year
- EOS event is House party – boiler room edition, run by EMAS and CASA, this will be in the Tav
    - Plan is to run it a little bit later, 7-11pm
    - Pending MD approval, there will be free busses to the city
    - $5 for non Curtin students, free for students
- Stress less coming up 26th October to 6th November
- Astor has kickoff for pride, 21st Oct, will be a stall/workshop
    - Carnival themed
    - Drag bingo in the Tav
- 14th Oct Sarahs womens event X women in business
- Sarah X Zobia doing Cancer Councils girls night in. Potentially can do an outdoor cinema. Point is to raise money for cancel council
- Emailed stadium about Tahsin doing a soccer tournament, hoping to hear back soon
- Ball is this Friday
- Policy review for clubs is underway, added access matrix, widening what you can be banned from.
- Club awards coming up, Morgan will be judging

V. Vice President – Sustainability and Welfare

- Light fixed at 15 min parking, emailed Caroline
- Met with student from Twin Dolphin for ongoing
- R U OK day coming up

- Tahni asks what is happening with period product dispensers, Morgan said they came in, were mounted, fell off, were fixed over the weekend. Ongoing.
- Astor did a presentation on HIV, the one in Kalg is up and running

6. General Business

- Higher Education Reform
    - Hadiya and Morgan to meet Simren about the definitions group today.
    - Going to ask who is involved?, what's the plan?, what is the working group?

7. Next Meeting

The next meeting of the Executive Committee will be held on Tuesday, 15th September 2026, at 10:00am in the President's Office.

Meeting closed at 11:14am