



Student Guild of Curtin University

54th Guild Council – Meeting #6

To be held at 5.30PM on Thursday 25th of May 2023

In Council Chambers 100.301

AGENDA

1. Acknowledgement of the Traditional Owners

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

2. Attendance

- 2.1. Members Present;
- 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 meeting held on the 27/04/2023, as a true and accurate record of proceedings at that meeting.

Moved: Jasmyne Tweed (Secretary)

Seconded:

5. Reports

- 5.1. President – Not Submitted
- 5.2. Vice President – Education – Submitted
- 5.3. Vice President – Activities – Submitted
- 5.4. Secretary – Submitted
- 5.5. Managing Director – Submitted

Motion: That the Guild Council approves the reports.

Moved: Jasmyne Tweed (Secretary)

Seconded:

Motion: That the Guild Council

5.6. KPI Review

Motion: That the Guild Council notes the Key Performance Indicators mid-year reviews.

Moved: Jasmyne Tweed (Secretary)

Seconded:

6. Business on Notice

Motion: That items **6.5, 6.6, 6.8** be passed en bloc without discussion.

Moved: Jasmyne Tweed (Secretary)

Seconded: Dylan Botica (President)

6.1. Safety Report

Motion: That the Guild Council notes the Safety Report.

Moved: Jasmyne Tweed (Secretary)

Seconded:

6.2. Remuneration Tribunal Special Inquiry

Motion: That the Guild Council request a special inquiry by the Remuneration Tribunal into the effects of the remunerations of officers established, disestablished or who's roles are impacted by the *Amending Regulations No. 1-2023* and any intended changes to the *Guild By-Laws*.

Moved: Jasmyne Tweed (Secretary)

Seconded: Dylan Botica (President)

6.3. Amending Delegation 8.12/0

Motion: That Guild Council amend the delegation 8.12/0 from the Activities Committee to the Guild Executive Committee.

Moved: Jasmyne Tweed (Secretary)

Seconded:

6.4. Amending Delegation 10.3/0

Motion: That the Guild Council amend the delegation of 10.3/0 from the Activities Committee to the Guild Executive Committee.

Moved: Jasmyne Tweed (Secretary)

Seconded:

6.5. Budget Policy and Expenditure and Assets Policy

Motion: That the Guild Council approves:

- The revised Budget Policy
- The revised Expenditure and Assets Policy

Moved: Dylan Botica (President)
Seconded: Jasmyne Tweed (Secretary)

6.6. Risk Management Policy

Motion: That the Guild Council approves the continuation of the existing Risk Management Policy with the next review to be conducted in two years-time.

Moved: Dylan Botica (President)
Seconded: Jasmyne Tweed (Secretary)

6.7. Election Handbook

Action: That the Guild Council provides feedback on the election handbook.

6.8. Risk Management Plan

Motion: That the Guild Council notes the updated Risk Management Plan.

Moved: Dylan Botica (President)
Seconded: Jasmyne Tweed (Secretary)

7. Minutes of Committees Reporting to the Guild Council
 - 7.1. Representation Board – Meeting held on 20/04/23
 - 7.2. Executive Committee – Meetings held on 28/04/23, 08/05/23.
 - 7.3. Finance and Risk Committee – Meeting held on 15/03/23
 - 7.4. Legal Committee – Nil

Motion: That the Guild Council notes the minutes of the boards and committees en bloc.

Moved: Jasmyne Tweed (Secretary)
Seconded:

8. General Business

9. Meeting Evaluation

Action: For Hannah Northey to provide the meeting evaluation.

10. Next Meeting

The next ordinary meeting of the Guild Council is Thursday, 22nd of June at 5:30PM to be held at Council Chambers. Documents and motions are to be submitted no later than 4:30PM on Thursday 15th of June to secretary@guild.curtin.edu.au

Membership Category & Name of Member

<p>(a) President; Dylan Botica</p>	<p>1.12.2022 – 30.11.2023</p> <p><i>Previously as Chair of Representation Board 1.12.2020 – 30.11.2021 Guild Councillor 1.12.2018 – 30.11.2022 Secretary 1.12.2021 – 20.06.2022</i></p>
<p>(b) Secretary; Jasmyne Tweed <i>Elected as Secretary, 1.12.2022 – 30.11.2023. Pursuant to Regulation 29(4) of the Student Guild (Guild Council) Regulations 2018.</i></p>	<p>ex-officio</p> <p><i>Previously as Chair of Representation Board 1.12.2021 – 30.11.2022</i></p>
<p>(c) Vice President - Education; Veronika Gobba</p>	<p>1.12.2022 – 30.11.2023</p>
<p>(d) Vice President - Activities; Athina Hilman</p>	<p>1.12.2022 – 30.11.2023</p>
<p>(e) Chair of Representation Board; Hannah Northey <i>Elected as Chair of Representation Board, 1.12.2020 – 30.11.2021. Pursuant to Regulation 4(2)(f) and 18 of the Student Guild (Guild Council) Regulations 2018.</i></p>	<p>ex-officio</p>
<p>(f) Chair of Guild Council; Adam Reader</p>	<p>1.12.2022 – 30.11.2023</p>
<p>(g) Deputy Chair of Guild Council; Aleena Shaji</p>	<p>1.12.2022 – 30.11.2023</p>
<p>(h) Guild Councillors</p> <p>Rey Nairn</p>	<p>1.12.2022 – 30.11.2024</p>
<p>Max Zhang</p>	<p>1.12.2022 – 30.11.2024</p>
<p>Vishaal Ananth</p>	<p>1.12.2022 – 30.11.2024</p>
<p>Jasmyne Tweed</p>	<p>1.12.2022 – 30.11.2024 <i>also as Secretary</i></p>
<p>Tahni Rowe</p>	<p>1.12.2022 – 30.11.2024</p>
<p>Aleena Shaji</p>	<p>1.12.2022 – 30.11.2024 <i>also as Deputy Chair</i></p>
<p>(i) Guild Councillors (term ending November 2023)</p> <p>Jacque Bicanic</p>	<p>1.12.2022 – 30.11.2023</p>
<p>Yie Xin Cheong</p>	<p>1.12.2021 – 30.11.2023</p>

	<i>Previously as Chair of Guild Council 1.12.2021 – 30.11.2022</i>
Athina Hilman	1.12.2021 – 30.11.2023
Adam Reader	1.12.2021 – 30.11.2023 <i>also as Chair</i>
Cassidy Pemberton	1.12.2021 – 30.11.2023
Hameed Mohammad	1.12.2021 – 30.11.2023 <i>Previously as Deputy Chair of Guild Council 1.12.2021 – 30.11.2022 Vice President - Education 31.08.2022 – 30.11.2022</i>

Standing Invite Category & Name of Invite

(a) Immediate Past President; Theodora Rohl	28.07.2022 – <i>incertus</i>
(b) Manager Director; David Luketina	ex-officio
(c) Minute Secretary Maryanne Shaddick	ex-officio



Student Guild of Curtin University

54th Guild Council – Meeting #5

5.30PM on Thursday 27th of April 2023

In Council Chambers 100.301

Minutes

1. Acknowledgement of the Traditional Owners

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

2. Attendance

- 2.1. Members Present; Dylan Botica, Jasmyne Tweed, Veronika Gobba, Athina Hilman, Aleena Shaji, Hannah Northey, Max Zhang, Jacquie Bicanic, Cassidy Pemberton, Rey Nairn 5.32pm, Hameed Mohammad 5.39pm
- 2.2. Others Present; David Luketina (Managing Director), Mitchell Craig
- 2.3. Apologies and Leave of Absence; Tahni Rowe, Adam Reader
- 2.4. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting and Circular Resolutions. None

4.1. Previous Meeting Minutes

Motion: That the Guild Council approves the minutes of the previous meeting held on the 23/04/23 and 05/04/23, as a true and accurate record of proceedings at that meeting.

Moved: Jasmyne Tweed (Secretary)

Seconded: Hannah Northey

Carried

4.2. Circular Resolution – National Union of Students KPIs 2023

RESOLVED GC CR#1/23

Motion: That the Guild Council approves the 2023 National Union of Students Key Performance Indicators and initial affiliation as recommended by the Representation.

Moved: Hannah Northey (Chair of Representation Board)

Seconded: Jasmyne Tweed (Secretary)

Carried by absolute majority

5. Reports

- 5.1. President – Submitted. As tabled. Jacquie Bicanic asked about an update to the tuition free review. Dylan Botica said that he would meet with the VC in the next week. Cassidy Pemberton asked about Dylan Botica's visit to Parliament. Dylan said the visit was mainly focussed on the university review.

- 5.2. Vice President – Education – Submitted. As tabled. No questions
- 5.3. Vice President – Activities – Verbal Report. Athina Hilman reports on Grill the Guild and the ISC Migration workshop which had just under 100 people, No questions. Cassidy Pemberton asked about the IGA application for an alcohol shop. It was noted that this would be discussed in general business.
- 5.4. Secretary – Submitted.
- 5.5. Managing Director – Submitted. Jacquie Bicanic asked about the rental appraisal of Guild cafes. David Luketina said there would be a market appraisal.

Motion: That the Guild Council approves the reports.

Moved:Cassidy

Seconded:Jacquie

Carried

6. Business on Notice

6.1. Safety Report

Motion: That the Guild Council notes the Safety Report.

Cassidy Pemberton asked about the club event in which a student was killed in a car accident.

Moved: Jasmyne Tweed (Secretary)

Seconded Max Zhang

Carried

6.2. Annual Report

Motion: That the Guild

Council:

- a) Approves the 2022 Annual Report.
- b) Recommend to the Annual General Meeting that it note the 2022 Annual Report.
- c) Recommend to the University Council that it notes the 2022 Annual Report.

Moved: Jasmyne Tweed

Seconded: Hameed Mohammad

Carried

Mitch Craig asked why Guild Councillors were not acknowledged in the report. Discussion about whether they should be included. It was decided to list the Guild Councillors names in the annual report.

6.3. Annual Election – Postal Voting

Motion: That the Guild Council requests the Returning Officer authorize the use of electronic systems or facilities to conduct postal voting at the Annual General Elections subject to the intent of the Student Guild (Election and Referenda) Regulations 2018 with regard to postal voting being met and any risk to vote integrity being low.

Moved: : Jasmyne Tweed (Secretary)

Seconded: Aleena Shaji

Carried

Jasmyne Tweed said this would increase participation. Postal voting had a low participation rate. David Luketina said that testing was with commercial third party software.

7. Minutes of Committees Reporting to the Guild Council
 - 7.1. Representation Board – Meeting held on 16/03/23
 - 7.2. Executive Committee – Meeting held on 24/03/23,09/04/23.
 - 7.3. Legal Committee – Meeting held on 31/02/23, 27/03/23, 31/03/23.

Motion: That the Guild Council notes the minutes of the boards and committees en bloc.

Moved: Jasmyne Tweed (Secretary)

Seconded: Hannah Northey

Carried

8. General Business

The liquor licensing application by IGA was discussed. Dylan Botica gave an overview of the application and the Guild's objection on the grounds of student welfare. He said that the university regarded the risk was same as the Tavern operations. However the Guild felt that the Tavern opening hours were restricted and service was controlled. Cassidy Pemberton wondered if the university would promote the liquor store as they had promoted IGA. There was discussion about the responsible service of alcohol. Hameed Mohammad noted that many students were underage - specifically in student housing. Jacquie Bicanic asked whether there would be increased security. There was discussion about whether other universities had an on site liquor store. Dylan Botica said that he would circulate the objection document.

Rey Nairn asked about accessible printing guidelines in relation to the annual report. They said the annual report did not meet the guidelines. Dylan Botica said that an alternative could be produced.

9. Meeting Evaluation

Aleena Shaji said items relating to students on the agenda, committee papers had the right information, information circulated in a timely manner, suggestions for improvement would be circulate earlier.

Meeting closed 6.02pm.

10. Next Meeting

The next ordinary meeting of the Guild Council is Thursday, 25th of May at 5:30PM to be held at Council Chambers. Documents and motions are to be submitted no later than 4:30PM on Thursday the 18th of May to secretary@guild.curtin.edu.au

Vice President – Education

Representation Board Report – 21/04/2023 – 18/05/2023

Veronika Gobba – She/Her

Meetings

Date	Meetings	Comments
21/4/23	VPE x QO Check-in	
24/4/23	FBL Student Discipline Panel	
	Student Assist Video Filming	
	VPE – FBL Rep Check-in	
	MD & Exec Risk Review	
27/4/23	VPE x Health Sci Rep Check-in	
	Higher Ed	
28/4/23	VPE x QO Check-in	
	VPE x HUM Rep Check-in	
	First Nations Collective First Meeting	
	Exec Committee	
1/5/23	VPE x PSC Pres Check-in	
2/5/23	Courses Committee	
4/5/23	Higher Ed	
	Grok Interview – Paid WIL	
5/5/23	VPE x QO Check-in	
	Meeting with NUS WA branch Education VP	Topics surrounded were Voice to Parliament, Climate action & WA universities review.
	VPE x VPA x ISC Pres Check-in	
8/5/23	LSEC	Noted that Curtin Counselling has hired 1 extra counsellor and has requested extra funding to accommodate students' un-met needs for counselling.
10/5/23	Guild AGM	
	SAP Lead Meeting	

11/5/23	Meeting with CORB & LITEC	Meeting with Julie Brunner to discuss the feasibility of having required textbook information released earlier than the unit outline & having wider availability of required readings though the library.
	Exec Committee	
	Higher Ed	
12/5/23	VPE x QO Check-in	
17/5/23	Respect at Curtin Specialist Advisory Committee	
18/5/23	Higher Ed	
	Representation Board	

Projects

1. Student Partnership Agreement

First stage of consultation is complete, in the process of second stage consultation.

2. Unit Outline Review

The decision was made to review 2022 outlines instead of 2023 due to the industrial action this year. Sampling of the outlines has been done. Further consultation with some Guild staff and double-checking if there are any updates in Curtin's ASPM since the last review is still required. Once that is complete the faculty reps and I can move onto the actual review process.

**KEY PERFORMANCE INDICATORS
REVIEW**

INDICATOR	DELIVERABLES	STATUS
<p>Campaign for practicals and work-integrated learning to be paid, with better support and working conditions.</p>	<p>Ensured this issue was clearly outlined and advocated for in both submissions to universities accords.</p> <p>Have advocated for this issue through ABC radio and Grok interviews.</p> <p>Paid WIL support established in the NUS platform.</p>	Ongoing
<p>Establish mandatory Turnitin draft submission portals for all relevant assignments.</p>	<p>Have had discussions with the Academic registrar about the potential to mandate draft submission portals, or alternatively, allowing multiple resubmissions which could also act as a draft submission portal. Academic registrar has been reluctant to act on these ideas due to 'academic integrity and generative AI concerns'.</p>	Ongoing
<p>Consult with students on the sustainability initiatives they want to see at Curtin and advocate for popular initiatives.</p> <ul style="list-style-type: none"> ○ Advocacy for popular initiatives. 	<p>Stalled for semester two.</p>	Stalled
<p>Regularly communicate with other campus' Guilds to collaborate on state/national education campaigns.</p>	<p>Kept in contact with other Guilds through</p> <ul style="list-style-type: none"> - NUS WA exec 	Ongoing

	<ul style="list-style-type: none"> - Communications with NUS WA branch VPE - Contact with NUS education officer (never got a response when first reached out but there is a national education officers meeting soon established by the NUS ed officer about industrial action in universities). 	
Create a guide for students that outlines how to better manage your degree—which includes information on incidental fees students should expect.	<p>Research and planning has been initiated. No drafts or final products have been created or distributed.</p> <p>After meeting with ISC President, it has become clear that a guide for international students in multiple languages would be a priority at this time.</p>	Stalled
Run an initiative to get students enrolled to vote in conjunction with raising awareness about the proposal for a referendum for a First Nations Voice to Parliament.	<p>Planning has been undertaken, it is most likely the initiative will take place early semester two.</p>	Stalled
<p>Effectively manage the faculty and equity reps to be a thriving team.</p> <ul style="list-style-type: none"> o Provide support for their campaigns and initiatives. o Proactively communicate about education issues arising relevant to their area. o Maintain reasonably frequent contact with them. 	<p>Faculty and Equity reps have been regularly met with or communicated with.</p> <p>More formal, scheduled check-ins have been established with 6/10 reps.</p> <p>2 larger campaign proposals from reps have been taken to executive committee for advocacy and approval</p> <p>Where relevant, equity reps have been reached out about external opportunities that have come through me which are within their portfolio. e.g. Alerted First Nations Officer of an inquiry into the Aboriginal and Torres Strait Islander Voice Referendum and</p>	Ongoing

	worked collaboratively to make a submission for such inquiry.	
<p>Guild First Year Representatives:</p> <ul style="list-style-type: none"> ○ Encourage and facilitate strong engagement and participation within the First Year Representatives. ○ Ensure First Year Representatives are being supported in an equitable manner. 	<p>Created a presentation for the first meetings of 1st year reps on how to be effective reps and get involved.</p> <p>Established an informal communication platform to encourage more interaction between reps.</p> <p>Notified certain reps of Guild and Curtin opportunities relevant to their areas of interest.</p>	Ongoing

Date	Context	Comments
27/04	Migration Session	Just under 100 international students attended the migration session
1/05	Pop up Thrift Market set up	Helped sort out donated goods in The Retreat ready for Thrift market
1/05	Interview with GROK regarding Pop up Thrift Market	
2/05	QD Makerspace Event	Held a pronoun badge making event at Makerspace for QD
2/05-5/05	Donated and reset goods at Pop up Thrift Market	
2/05	Above and Beyond Working Group	Working group to better facilitate the offerings for student experience. Came up with a central calendar for all events so that we don't double book
3/05	SDP Appeal with Jasmyne	
3/05	Meeting with Shelley	First meeting with Shelley where we went through TidyHQ
8/05	Meeting with Beata from Curtin Connect	Met Beata with Bharaath to discuss how Curtin Connect can work with ISC to help International Students. Next semester, ISC and Guild will facilitate a session for Café Connect
9/05	Attended Café Connect	Bhaarath and I attended Café Connect to talk to other international students and network, we were able to recruit a student for ISC.
10/05	AGM	Presented an overview of last year's Clubs and Events
10/05	Students as Partners Meeting	Discussed how to involve students during the renewal of Students as Partners.
11/05	Ask a Rep – Health Sciences	Organising marketing and materials for Hiba to pop up in the Japanese garden.
12/05	QD Chillout event	Set up event, purchased food and organised marketing with student engagement. Had over 30 people come and go during the whole session
12/05	Merch meeting with Aimee	Met with Aimee to discuss merchandise competition. Decided to put a pause on the merch printing, as Aimee is leaving in another week.

16/05	Meeting with Jess for Events	Set a date for Pasar Malam to take place during usual EoSB date Booked in another thrift market for sem 2
17/05	Meeting with Orientation team for OWeek	Theme for OWeek is enchanted forest, met with Orientation team to discuss International OWeek BBQ with ISC
17/05	Let's Get Physical Event for Health Science	Set up event, purchased food and organised marketing with student engagement. 7 people attended, so will need to revise event and research why the low turnaround (15 registered)
17/05	Finance and Risk meeting	Contributed on discussion regarding Guild outlets and spending review
17/05	IDAHOBIT pop up stand at the library	Set up event, purchased food and ensured there was marketing to promote IDAHOBIT. Originally this was going to be an event where people could present their PowerPoint (i.e. power point party) but this was cancelled due to low registration
18/05/	Grill the Guild – SciEng	Unfortunately I was sick, but jasmine helped coordinate. 150 sausages were gone in 20mins.

Past Events:

Pop up Thrift Market : This was extremely popular and on day one, we already had a line up outside. We managed to raise \$3023 which was an impressive feat. Funds were donated to Freedom Centre Perth to support LGBTQIA+ youths with any issues and to provide a safe space for them. The turnout was unexpected and the goods were nearly depleted on the first day, so we will need to revise how to do this for second semester.

QD Makerspace Event – We are trying to form a relationship with Makerspace so that we can use their machines and products (which means we get to save expenses on our end). This was our first event with them where the Queer community can come down and make their pronoun badges. We had just over 20 people attend.

AGM – What an AGM that was – we met quorum and had a lively discussion about Gluten Free, and the freedom for whatever religion/political group to operate at Curtin. Well done to everyone involved for getting people to attend.

Ask A Rep – This was a good initiative led by Hiba, hopeful that next semester we can get the other faculties doing the same thing.

QD Chillout Event – Good turnout for queers and allies!

Let's Get Physical – I was very excited for this event but we did get low numbers. There are a few factors why I think the event had low numbers (short turnaround for marketing, too close to EoS). The event was meant to

be quite small due to risk assessment (too many people could cause injury) and we did cap it at 15-20 people. 15 registered but only 7 attended.

IDAHOBIT – Imari handed out pamphlets and skittles to everyone, and we had a whiteboard where people could put a post it up with encouraging messages to the queer community. This was a really great initiative, as the Post-Its are displayed in the QD Common Room

Grill the Guild – I think next semester, I will push to get 200 serves per grill the guild.

Upcoming Events

NRW - All of 23rd-26th, there will be events running as part of National Reconciliation Week. The university is running this with help from the Guild.

A Wanju Boorloo event will occur on the 23rd

Acknowledgement to Country workshop and Lunch is held on 24th

Wagga Warniny – Blanket Exercise is held on 25th

Sorry Day held on 26th

Migration Event – We have our 2nd last migration event which will hopefully be as popular as the first session. ISC will be there to help facilitate

International Student Community Event – I have reached out to clubs to be part of this event and so far we will have 5 clubs. ISC will also be there, Bhaarith and myself will come and give a speech on the day.

End of Semester Bash – Rave Cave feat Game Zone, Very excited for this one and hopefully we get a big turnout.

Stress Less Initiatives – We will be holding Brinners and also food drops throughout study week and exam week. I wanted to get a reptile petting zoo but unfortunately they are not able to come this may.

Bigger University Projects

Talent for Tomorrow – This is going full steam ahead as they have received good expressions of interest. The prize money is 10k so that's probably why. I am also going to be judging the heats and will try hard to channel my inner Simon Cowell

Guild Poster Frames in South – Still discussing with properties on the areas where Guild could possibly put frames down south so we can promote events like we do in the Guild precinct. The proposal is with the properties team for discussion

Alumni Meetings – Have begun discussions with Alumni and engagement team from all schools (except FBL). My aim is to get a network off alumni to help clubs with projects and or give back to the Guild.

Adobe Challenge – Adobe team from Melbourne will be coming to Curtin in August. Originally the idea is to have humanities students sign up, but I have talked them into including clubs in the pitch. The idea is for clubs to participate in Adobe workshops to help promote their clubs through one on one sessions where they can better learn Adobe suite.

Externals – I’m trying to meet with external businesses such as Study Perth to see what we can do in terms of collaborating for events. This is a way to reduce the event spend for Guild. Study Perth has agreed to meet end of June.

Notes

I’m really excited for second semester. Have already begun planning events and after exams, I will come together with the reps and see what events they can hold for second semester.

Photos of Events



Key Performance Indicators

AVP – Athina Hilman

1. Establish connection with Curtin’s Alumni and Engagement team
2. Collaborate with Curtin alongside their “Above and Beyond” program to create at least one large event before the end of 2023
3. Create an Equity Wellbeing Festival in conjunction with the equity reps
4. Reduce overhead costs associated with internal printing by using a trade printer under GMART’s business trading name.
5. Submit a proposal for Guild poster frames south of campus
6. Explore the option of official email accounts for Clubs through Gmail Non For Profit (i.e. info@curtinillustrationclub.com.au)
7. Re-evaluate the delivery of Clubs Carnival to boost attendance
8. Explore sponsorship opportunities for the Guild events
9. Schedule an activity or event every tuition week during semester 2 (with the exception of election weeks)
10. Collating direct feedback from students through Guild events such as Grill the Guild, Brinner etc.

Secretary Report

May Guild Council 2023

1. Meeting Log

Date	Meeting	Notes
24/04/23	Completing risk review	
27/04/23	Higher Education	
	Guild Council	
01/05/23	Rep By-Laws Review	
	Guild Curtin Colombo Branch overview	
02/05/23	Membership Advisory Committee	
03/05/23	Student Discipline Appeals Board	
04/05/23	Higher Education	
08/05/23	AGM Test	
	Club renewals	
09/05/23	Curtin Colombo MOU Brainstorm	
10/05/23	Guild AGM	
11/05/23	Executive Committee	
	Higher Education	
17/05/23	Finance and risk	
18/05/23	Higher Education	
	Representation Board	

2. Overview

2.2. Guild AGM

The 2023 Guild annual general meeting was a success with approx. 140 students attending the meeting and quorum being reached for the first time in years. It was great being able to get the reports and statements approved, and have students directly ask Exec questions. The motions submitted this year triggered discussion amongst students which is always positive.

2.3. Regulations

The Guild Regulations were submitted to the University Secretariat and passed on to Curtin legal committee. The Guild legal committee are finalising the By-Laws and will be discussing the changes to societies with the clubs staff in June. I met with the reps to go over any suggested changes for the duties and responsibilities of the offices in the By-Laws.

2.4. Curtin Colombo

Curtin legal has still not responded to our inquiries about the Guild Curtin Colombo branch so we have decided to continue ahead. Myself and David have started working on everything that the Guild would like to achieve through the branch and translating those goals into what could be included in a memorandum of understanding.

2.5. Membership Advisory Committee

Myself and the membership advisory committee have been working together to discuss the ways the Guild could enhance the member experience and maximise the benefits the Guild provides members. Final recommendations will be provided to the President before June.

**KEY PERFORMANCE INDICATORS
REVIEW**

INDICATOR	DELIVERABLES	STATUS
Complete and authorise payments on time.	<p>Ensure that payroll documents are submitted to finance prior to the final deadline.</p> <p>Authorise and sign payroll documents every second Tuesday prior to 3pm.</p> <p>Sign reimbursement forms in a timely manner and ensure they are assigned to finance.</p> <p>Authorise and sign creditor payments weekly before the deadline. Raise any concern to finance as soon as possible.</p>	Ongoing
Create budget for representatives and assist with spending.	<p>Create budgets for representative to ensure they have the funding necessary to fulfil their duties whilst setting reasonable limits.</p> <p>Quarterly check-ins with finance to go over allocations.</p> <p>Work with the VPA to budget for events and track any spending.</p>	Ongoing
Ensure action is taken on all resolutions.	<p>Ensure that all resolutions are recorded efficiently and in a timely manner.</p> <p>Ensure chairs are prepared and have been briefed on meetings each month</p> <p>Ensure that all committee meetings that I am responsible for having the</p>	Ongoing

	agendas and minutes distributed appropriately	
Endeavor to start updating and reviewing policy and procedure	<p>Start the process of updating the policy and procedure that is due for review.</p> <p>Consult with relevant Reps and Staff.</p> <p>Ensure that all changes to policy and procedure are reviewed and approved by the correct delegations.</p>	Ongoing
Make significant progress in updating the Regulations and By-Laws.	<p>Work with the Managing Director and Legal Committee in updating the Guild Regulations.</p> <p>Communicate changes to the relevant bodies.</p>	Ongoing
Improve completion of Curtin Extra Program	<p>Create a way for representative to finish the modules and logging of timesheets to ensure they receive the Curtin Extra that they have earned.</p> <p>Continue to broaden the Curtin Extra programs offered to Representatives.</p>	Stalled

Managing Director's Report

Guild Council 2023

25 May 2023

KEY DEVELOPMENTS

Guild WASM Premises

The WASM Kalgoorlie leases have expired and we provided proposed lease documents to Curtin in February 2022. The lease is still with Curtin to progress.

Refurbishment Update

The status of active projects is:

- The Retreat (the meeting room between the 106 courtyards) – the first step to improve the meeting area is to modify the alarm system – we are currently awaiting quotes.
- A maintenance request was sent to Curtin to fix/replace the 106B (ClubHQ) air-conditioning unit in March. We are awaiting a response to our request for an update.

Agora Courtyard Redevelopment (Curtin Common)

Part of the redevelopment is a Clubs Hub. Data/information is currently being collected to justify the need for a Club's Hub.

Commercial Sustainability

The financial section further below **shows** that overall sales in our outlets are below budget. Whilst financially manageable this year and even the next, it is a situation that we need to address to ensure that we are financially sustainable and meeting the needs of students now and into the future.

We have a marketing strategy that was established a few years ago which was developed with a broad range of input/analysis including data from focus groups and surveys, competitor analysis, desired market positioning, analysis of sales trends, market segmentation etc. The next step will be to review the strategy given the number of changes that have occurred since then (eg an IGA and new outlets at The Exchange, hybrid learning, cost of living pressures etc) and to check how we are tracking/executing against that strategy.

Annual Elections

Election polling is from Monday 18 to Thursday 21 September.

Testing of polling software (including for postal voting) has been successfully completed.

The next step is review and updating of the election manual. There is a separate paper seeking feedback on this.

PERFORMANCE – STUDENT ASSIST

Case statistics for Student Assist are as follows:

	Feb	Mar	Apr
Academic sessions	236	193	220
Financial Counselling sessions	45	58	21
LifeHacks	156	153	140

Academic sessions in the month of March were mainly in relation to complaints, various appeals, and academic misconducts.

Financial sessions were mainly focused on supporting students struggling with fees and cost of living while on Centrelink payments.

Welfare

Student Assist provided emergency relief to 4 students. Breakdown below:

- Foodbank/Food vouchers – 2 students
- Child Care Grants – 1 student
- Hardship Grants – 1 student

18 Loan Laptops were loaned out.

PERFORMANCE – STUDENT ENGAGEMENT

Facebook and Instagram 30-day performance to 18 May 2023:

- Reach 40k
- Engagement 7k
- Followers 34k (+330 new followers)

Top content for reach

- You're doing just great sweetie – Student Assist (FB 10k) (Insta post 8k)
- HECS indexation (insta post 8k)
- G Mart hoodie comp (insta 6.4k)
- EOSB Rave Cave (Insta reel 6k)
- T minus EOSB Rave cave (insta reel 4.3k)

Top content for engagement

- HECS indexation - Insta post 600 likes, 300 shares
- You're doing just great sweetie Student Assist (insta post) – 940 likes, 300 shares
- EOSB Rave Cave (Insta reel) 300 likes, 270 shares
- T minus EOSB Rave cave (insta reel) 150 likes, 40 shares
- Leave them 2 minute noodles at home Grill the Guild (insta post) 383 likes, 162 shares

AGM

- AGM 5 reasons to go - FB post 4.5k reach
- AGM is today insta reel - 3.8k
- Attn Guild members FB post - 3k reach

Other Events

- Let's Get Physical (insta post) 4k reach, 320 likes, 42 shares
- Ask a Health Science Rep (inst reel) 3.3k reach 135 likes, 33 shares
- Queer department chill session (insta post) 3.2 reach 113 likes, 44 shares
- Thrift Market 2 x insta posts 10k combined reach, 600 likes, 105 shares

Commercial

7x Food FB and Insta posts engagement combined reach 20.6k 820 likes, shares

Tik Tok 30-day performance to 18 May 2023:

320 followers and 4078 likes.

Video performance:

- Lolly Wall G Mart 2800 views
- Thrift market 2.2k views
- ChatGPT 2.9 views

EDM (Electronic Direct mail) 30-day performance to 18 May 2023

- Open rate 51%
- Click thru rate 3.2%

Website 30-day performance to 18 May 2023:

17k users (+3.5%) and sessions 24k (-1%). Top page views:

- Home 4.4k
- Login 2.3k
- Discounts 1.1k
- Clubs 2.4k
- Shop 2.1
- Academic advice 3.8k
- Eats 1.7k

Grok stats

April 3600 views/2614 visitors. May 2000 views /1500 visitors

Posts published 2022: 61, Likes 86

Posts published 2023: 34

Associate Members as at 20 April 2023

Associate Members 2022: 1019

Associate Members 2023: 1170

Ordinary Student members registered online as at 20 April 2023

17,600

PERFORMANCE – STUDENT EXPERIENCE

Events

April Guild Events: 6
April Club Events: 185

Notes

April has been a fairly quiet month for events due to the Easter Public Holidays and Tuition Free Week.

The first Drag Bingo (presented by the Queer Department) was held in the Tav and drew a significant crowd. With 50-60 attendees participating, this was a lively and fun event which seemed to engage students outside of those currently already involved in the Queer Department.

Both Grill the Guild's were held at B106, promoting Faculty of Business & Law and Faculty of Health Sciences. The offering has been increased due to high demand.

Clubs & Societies

Forms and resources are being updated to align with clubs being able to access Resource Booker directly to enable them to book spaces on campus. This will be rolled out to clubs within the next couple of weeks.

Function Pack uptake has increased, especially for Tavern offering in the past month. The refreshed packs are proving a hit.

Finalising renewals is a priority in the coming month.

- Currently active on TidyHQ project (commenced renewal): **99**
- Currently registered/renewed clubs: **89**
- New clubs in 2023: **16**

Club Support:

- Club Support 1-on-1 scheduled Meetings booked via Calendly: 5
- Club Event Workshop/brainstorm session: 4x groups

Club Event Snapshot in April:

- Curtin Esports – Girls Games retreat
- Curtin Writers Clubs – writing workshop for the clubs annual publication
- Curtin good Deeds Society – Yoga
- Curtin Divers Clubs – Easter Egg Hunt Dive
- Curtin Mechanical Society – F1 Watch Party
- Curtin Hindu Club – Harmony in Colours (colour festival)
- Electronic Music Appreciation Society – DJ Lessons
- Curtin Japanese Club - Language Exchange
- Curtin Association of Medical Students - Mental Health Workshop

- Curtin Be With Buddha Society - Dharma Fellowship
- Curtin Robotics Club - Beginners Hackathon
- Curtin Student Law Society – Self Defence Workshop
- Curtin Chinese Students and Scholars Association - Fun Sport
- Curtin Women in Business - Beyond the Firm Panel Night
- Nursing Paramedicine and Oral Health Curtin - Orasoptic x NPO Dental Loupes Demo Session
- Curtin Engineers Club - EA LinkedIn and Resume Workshop
- Korean Cultural Club - Futsal Tournament

PERFORMANCE – COMMERCIAL SERVICES

Tavern

EOS Rave Cave is on track for next week Friday 26th May. The internal Tav will be transformed into a Gaming Zone with the inclusion of Dance Machine, Guitar Hero, Stand Up and Table Top arcade games. The undercover courtyard will host your party vibe with DJ's, bar inclusive of drink promotions and photo booth.

Café News

The current focus is on communicating gluten free offerings in outlets to our coeliac customers. This will include staff education.

Kirribilli Catering

Promotion of online ordering will take place in June and July including targeting local business pages on FB offering catering pick up options. The promotion will include a native ingredient themed morning tea give away.

Other Commercial News

Emma from Hays Recruitment has been appointed as an administrative temp in Commercial services. We are hopeful to have Emma complete out the academic year. Unfortunately, it's a one in one out for Commercial with Aimee departing her role as G-Mart and Tav Team Leader Friday 19/05. Responsibilities across these areas will be shared until a G-Mart Team Leader can be sourced.

FINANCIAL

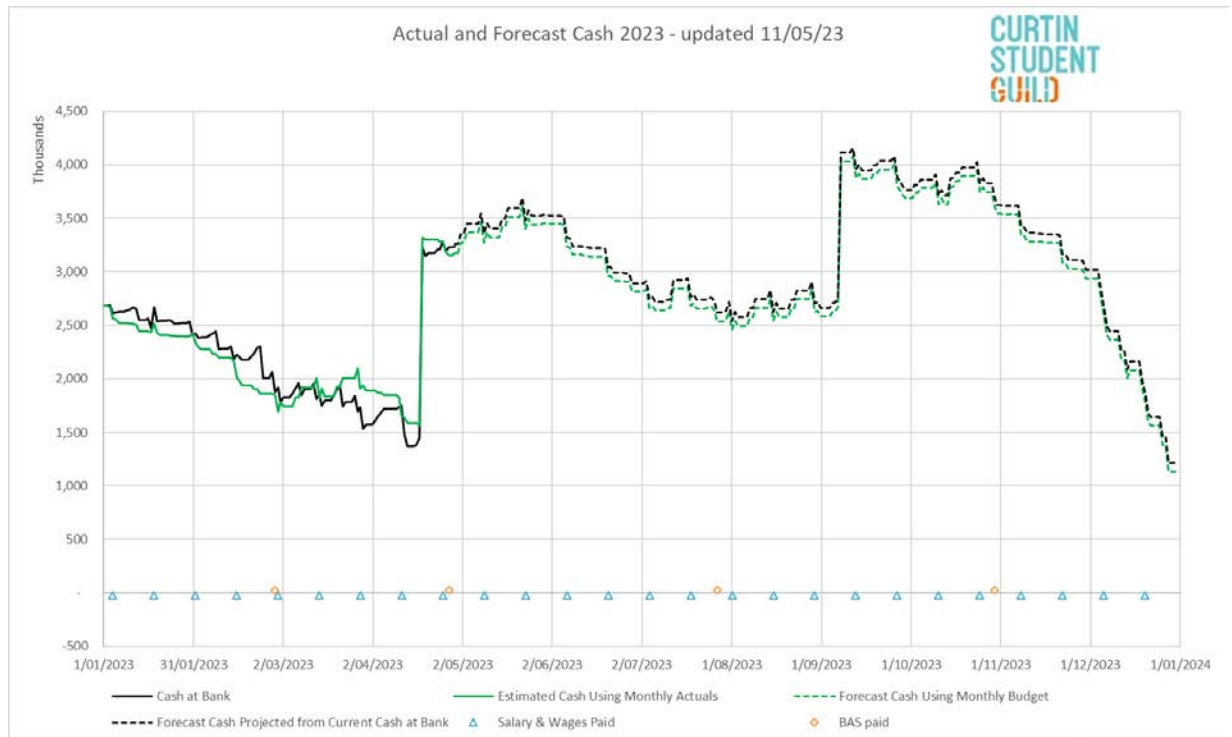
Due to the closure of Angazi Café, the 2023 Budget has been amended and a reforecast budget has been presented for suggested adoption, at the May Finance & Risk committee meeting. Other changes to the original budget include an additional \$100k of SSAF, as well as some trading changes at G-Mart, GC Library, Kirribilli Catering and Concept Coffee Co.

The April financials are still showing the original budget.

Cash Flow

The 2023 Forecast Cash Flow Graph below includes the following assumptions:

- Actuals are reflected for January to April;
- Budget figures are used for May to December 2023
- Capital Budget figures are estimated based on current understanding of timeline for projects.



Please Note, the Capital Saver Account, which currently has a balance of \$998k remains untouched and is not included in the Cash Flow Graph. The Capital Saver account is made up of the funds that the Guild set aside after receiving an exemption and refund of payroll tax in 2018 to be used for refurbishments and provisions.

Statement of Financial Position

Notable changes Month to Date (MTD) and/or Year to Date (YTD) in 2023:

- Cash at the end of April 2023 is \$4.3M.
- Net assets at the end of April are a healthy \$4.1M, demonstrating that the Guild is solvent.


Statement of Financial Performance

Notable variances MTD and/or YTD in 2023:

- Net sales in April were lower than budgeted by \$220k. A breakdown of sales per outlet is shown below. As mentioned above, a reforecast budget will provide a better comparison for sales from may onwards.

	YTD			April		
	Actual	Budget	Variance	Actual	Budget	Variance
Angazi Café	0	312,499	(312,499)	0	82,565	(82,565)
Concept Coffee Co.	310,449	197,902	112,547	69,712	45,854	23,858
GC Basement	454,400	371,603	82,797	109,844	101,145	8,700
GC Central	165,856	200,149	(34,293)	46,895	63,397	(16,502)
GC Library	280,672	489,514	(208,843)	103,904	236,840	(132,936)
G-Mart	508,671	447,798	60,873	86,956	76,955	10,001
Kirribilli Catering	115,938	165,172	(49,234)	7,515	8,898	(1,383)
Mallokup	154,014	171,799	(17,785)	34,894	38,529	(3,634)
The Lab	38,352	96,153	(57,801)	7,550	33,035	(25,485)
The Tav	218,752	175,487	43,266	50,829	51,684	(854)
Total	2,247,104	2,628,075	(380,971)	518,100	738,900	(220,801)
Food prepared at the Central Kitchen and provided to outlets	289,101	455,175	(166,074)	55,639	91,793	(36,154)

- Wages were underbudget in April by \$61k. \$26k of this was from Angazi. An additional \$15k of this saving was from the non-commercial area.
- Other revenue is close to budget in April and YTD.
- Other expenses YTD were under budget by \$58k, with \$32k of this coming from Angazi. Other items are likely timing differences only.
- SSAF has been allocated in 2023 against all projects except the Outlet Refurbishment project, which explains the difference to budget of 'SSAF Funding Capex' of \$96k YTD. This SSAF project will be changed to align better with the Guild's intentions for 2023 to enable it to be acquitted effectively.
- The Guild's YTD Net Loss for 2023 is \$256k compared to a budgeted loss for the same period of time of \$54k.

Curtin Student Guild		
Financial Position		
As of April 30, 2023		
Assets		
Current Assets		
Cash		4,292,166
Account Receivable		59,533
Inventory		335,002
Other		119,001
Total Current Assets		4,805,702
Non Current Assets		
Property, Plant and Equipment		1,834,731
Right-of-use Assets		534,873
Total Assets		7,175,307
Liabilities		
Current Liabilities		
Creditors & Borrowings		763,629
Lease Liability		184,032
SSAF Liability		820,648
Accrued Wages and Salaries Payable		174,464
Provisions		627,232
Total Current Liabilities		2,570,005
Non-Current Liabs		
Other Long-term Liabs		481,566
Total Liabilities		3,051,571
Net Assets		4,123,736
Guild Equity		
Equity		(255,949)
Retained Earnings		4,379,685
Total Equity		4,123,736

Curtin Student Guild									
Statement of Financial Performance - Summary									
Month:	April	Year:		2023	Period:		04-2023		
	YTD			Month			2023 Budget		
	Actual	Budget	Variance	Actual	Budget	Variance			
Sales Total	2,372,182	2,826,129	(453,947)	550,191	799,167	(248,976)	9,009,817		
Discounts Total	(125,078) 5%	(198,054) 7%	72,975	(32,091) 6%	(60,267) 8%	28,176	(648,519)		
Net Sales	2,247,104	2,628,075	(380,971)	518,100	738,900	(220,801)	8,361,298		
Cost of Sales Total	1,009,449 45%	1,016,471 39%	(7,022)	222,741 43%	284,422 38%	(61,681)	3,202,440		
Gross Profit	1,237,655	1,611,604	(373,949)	295,358	454,478	(159,120)	5,158,858		
Wages Total	1,815,254 81%	2,076,663 79%	(261,409)	453,209 87%	514,292 70%	(61,084)	6,621,819		
Other Revenue Total	98,357	96,724	1,633	21,250	18,593	2,657	348,938		
Administrative Expenses	164,959	173,998	(9,038)	27,400	27,304	96	422,589		
Consumables	75,017	73,860	1,157	12,209	19,621	(7,412)	230,824		
Equipment Repairs & Maint	34,931	29,371	5,560	1,734	7,544	(5,810)	94,640		
Events	97,857	111,515	(13,658)	5,709	9,496	(3,787)	376,942		
Finance Costs	21,682	27,983	(6,301)	11,470	11,715	(245)	92,940		
General Expenses	37,234	61,406	(24,172)	3,480	12,486	(9,006)	199,994		
Grants	22,772	33,700	(10,928)	15,090	22,175	(7,085)	129,455		
Occupancy Expenses	166,003	162,427	3,575	47,691	42,543	5,147	501,513		
Promotional Expenses	35,435	32,029	3,406	1,828	7,706	(5,878)	73,294		
Travel & Conferences	1,920	9,528	(7,608)	0	1,207	(1,207)	40,255		
Other Expenses Total	657,811	715,818	(58,007)	126,611	161,797	(35,186)	2,162,445		
Net Profit/(Loss) before ADSG	(1,137,052)	(1,084,152)	(52,900)	(263,211)	(203,018)	(60,193)	(3,276,468)		
SSAF & Grant Total	1,113,834	1,240,105	(126,271)	255,958	310,026	(54,068)	3,720,315		
Net Profit/(Loss) before A&D	(23,219)	155,953	(179,172)	(7,253)	107,008	(114,261)	443,847		
Amortisation & Depn Total	165,446	121,154	44,292	45,253	30,274	14,980	360,517		
Underlying Net Profit/(Loss)	(188,665)	34,799	(223,464)	(52,506)	76,735	(129,240)	83,330		
Depreciation Right of use Asset	67,284	81,980	(14,696)	16,749	20,495	(3,746)	245,940		
Net Profit/(Loss)	(255,949)	(47,181)	(208,768)	(69,254)	56,240	(125,494)	(162,610)		

Capital Expenditure

Curtin Student Guild Capital Expenditure to April 2023			
Description of Capital Works	Department Total	Spent to Date	Remaining Budget
Contingency	50,000		
Undercounter Dishwasher, Concept		4,999	
4 PC's & Monitors		6,318	
Exhaust Fans & ducts, Tavern		12,560	
Replacement Pizza oven, Tavern		28,300	
	50,000	52,177	- 2,177
Corporate Services			
Myob Advanced - Finance, Finance & Timesheeting package (approved in 2022 capital budget)	-	57,418	- 57,418
Commercial Services			
Café Basement refresh	150,000	25,920	124,080
Café Library - redirecting traffic & facelift (whilst Building is closed)	550,000	443,337	106,663
Café Central Major Renovation	1,000,000	8,370	991,630
The Retreat	25,000	-	25,000
	1,725,000	477,627	1,247,373
			-
Total 2023 Capital Expenditure	1,775,000	587,222	1,187,778
Funding Streams			
Funding from 2022 SSAF brought forward	185,769	185,769	-
Funding from 2023 SSAF	288,817	-	288,817
Guild Funded projects	1,486,183	587,222	898,961
	1,775,000	587,222	1,187,778
			-

Summary

Key points are:

- Lease extensions WASM – still waiting on Curtin.
- Annual elections are on track. Review of election manual is next.
- Grill the Guilds are well patronised.
- More clubs than last year and clubs are active.
- Collecting data to justify a Clubs Hub
- On track for EOS Bash on Friday 26th May.
- April 2023 financial performance for our outlets was worse than budget as is YTD. Our marketing strategy will be reviewed as part of addressing this.

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54th Guild Council - 6 / GC

GUILD COUNCIL – 25/05/23

SAFETY REPORT

Submitted: David Luketina (Managing director)
Moved: Jasmyne Tweed (Secretary)
Seconded:

Preamble:

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

Motion:

That the Guild Council notes the Safety Report.

Safety Performance:

- Safety inspections conducted on time (as % of planned inspections): 100% for April
- Workers compensation claims (as hours of paid compensation over the past 12 months): 0 Hours

Incidents and Hazards to note

Items of concern to follow up on as a result of the Workplace Inspections:

- B104 Guild Cafe Central has report some equipment needing to be repaired or items replaced, this has already been directed to appropriate contractors.
- B105 Library Café reported the need for anti fatigue mats at the till areas for staff as well as a separate smaller first aid kit for the coffee kiosk for ease of weekend service.

Guild injuries, near misses or hazards reported: Nil

General Safety Update for the Month:

Building 204 (which includes Guild Café – Basement) had a planned fire drill on 1 May 2023, the café warden team evacuated the café quickly and efficiently.

The Health and Safety Committee Constitution is in the process of review and update.

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54th Guild Council - 6 / GC

GUILD COUNCIL – 25/05/23

REMUNERATION TRIBUNAL SPECIAL INQUIRY

Submitted: Jasmyne Tweed (Secretary)
Moved: Jasmyne Tweed (Secretary)
Seconded: Dylan Botica (President)

Preamble:

In accordance with regulation 18(2) of the *Student Guild (Tribunal) Regulations 2018*, upon the creation of the new Vice President – Sustainability and Welfare role and other changes, a special inquiry may be undertaken by the Remuneration Tribunal to determine the remuneration of the newly established role and how that will effect the remuneration of other remuneration officers.

Motion:

That the Guild Council:

Request a special inquiry by the Remuneration Tribunal into the effects of the remuneration of officers established, disestablished or who's roles are impacted by the *Amending Regulations No.1-2023* and any intended changes to the *Guild By-Laws*.

Actions:

Actions recommended as part of this item include:

1. That the Chair of the Remuneration Tribunal commences a special inquiry to run concurrently with the annual inquiry.

Background:

At Aprils special Guild Council meeting the amendments to the *Student Guild (Guild Council) Regulations 2018* were approved, including establishing the role of Vice President – Sustainability and Welfare. In accordance regulation 18(2) of the *Student Guild (Tribunal) Regulations 2018*, a special inquiry may be undertaken by the Remuneration Tribunal when a new position has been created and when a resolution of the Guild Council is passed by a special majority requesting the inquiry.

Upon the initiation of an inquiry the Chair of the Remuneration Tribunal shall give notice to the members of the Guild Council, Representation Board, all Officers, the Managing Director and the Vice Chancellor of the inquiry and advise them that they have (14) days to provide a submission to the Remuneration Tribunal in relation to the inquiry of the remuneration of the Vice President – Sustainability and Welfare role.

Once the draft determination in relation to the remuneration of the Vice President – Sustainability and Welfare is complete, the Chair of the Remuneration Tribunal shall provide the draft determination to

the Guild Council, Representation Board, all Officers, the Managing Director and the Vice Chancellor and advise them that they have fourteen (14) days to provide an objection to the Remuneration Tribunal relating to its draft determination.

Attachment/s:

Attachment A [Student Guild \(Tribunal\) Regulations 2018](#)

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54th Guild Council - 6 / GC

GUILD COUNCIL – 25/05/23
AMENDING DELEGATION 8.12/0

Submitted: Jasmyne Tweed (Secretary)
Moved: Jasmyne Tweed (Secretary)
Seconded:

Preamble:

The Activities Committee was disestablished by the 53rd Guild Council so it essential that delegation 8.12/0 be redelegated to the Executive Committee. Delegation 8.12/0 is the power to approve policy in the areas of activities and events.

Motion:

That the Guild Council:

Amend the delegation of 8.12/0 from the Activities Committee to the Guild Executive Committee.

Background:

Current Delegation:

8.12/0	Policy	Statute No. 4- Student Guild – Section 11(1)	Power to approve policy.	Activities Committee	In the areas of activities and events.
--------	--------	----------------------------------------------------	-----------------------------	-------------------------	----------------------------------------------

Proposed Delegation:

8.12/0	Policy	Statute No. 4- Student Guild – Section 11(1)	Power to approve policy.	Executive Committee	In the areas of activities and events.
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The Executive Committee has already been delegated the power to approve policy in the areas of human resources, membership, student societies, health and safety, governance and information technology. Upon the disestablishments of the Activities Committee, it is most logical that the power to approve policy in the areas of activities and events is relegated to the Executive Committee.

Attachment/s:

Attachment A [Register of Delegations](#)

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54th Guild Council - 6 / GC

GUILD COUNCIL – 25/05/23
AMENDING DELEGATION 10.3/0

Submitted: Jasmyne Tweed (Secretary)
Moved: Jasmyne Tweed (Secretary)
Seconded:

Preamble:

The Activities Committee was disestablished by the 53rd Guild Council so it essential that delegation 10.3/0 be redelegated to the Executive Committee. Delegation 10.3/0 is the power to approve expenditure and business cases for medium and greater sized events.

Motion:

That the Guild Council:

Amend the delegation of 10.3/0 from the Activities Committee to the Guild Executive Committee.

Background:

Current Delegation:

10.3/0	Financial	Statute No. 4- Student Guild – Section 11(1)	The power to approve expenditure and business cases for medium and greater sized events	Activities Committee	Medium sized event shall mean an event with expenditure of \$20,000 or greater or an expected attendance of 500 persons or greater. Expenditure must be within budget.
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Proposed Delegation:

10.3/0	Financial	Statute No. 4- Student Guild – Section 11(1)	The power to approve expenditure and business cases for medium and greater sized events	Executive Committee	Medium sized event shall mean an event with expenditure of \$20,000 or greater or an expected attendance of 500 persons or greater. Expenditure must be within budget.
--------	-----------	----------------------------------------------------	-----------------------------------------------------------------------------------------------------------	------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The Activities Committee was rescinded by resolution GC#67/22 and it is essential that delegation 10.3/0 be redelegated. The Executive Committee already have delegate power to approve unbudgeted emergency expenditure. This delegation would allow the Executive Committee to approve medium sized events and the expenditure must be within budget. The Vice President – Activities is a member of the Executive Committee and is the Officer responsible for events on campus and would be able to appropriately advise the committee when this power should be utilised. The function and general conditions of the delegation would not change through this amendment.

Attachment/s:

Attachment A [Register of Resolutions](#)

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54th Guild Council - 6 / GC

GUILD COUNCIL – 25/05/23

Budget Policy and Expenditure and Assets Policy

Submitted: David Luketina (Managing director)
Moved: Dylan Botica (President)
Seconded: Jasmyne Tweed (Secretary)

Motion:

That the Guild Council approves:

- The revised Budget Policy
- The revised Expenditure and Assets Policy

Background:

The following two policies contain the guidelines within which the guild operates financially. These policies are reviewed on a yearly basis to ensure their continued appropriateness. The changes this year are minor and are noted in the attached policies. They are also summarised below:

- Budget Policy – Updated approval details from last year's Guild Council.
- Expenditure and Assets Policy – Changed 'Finance Committee' to Finance and Risk Committee' in the Flow chart. Also in the flow chart, approval of expenditure within budget that is between \$150k and \$250k, previously just required the Managing Director approval. The Portfolio Manager has been added. Also, approval details from last year's Guild Council have been added.

The Finance and Risk Committee recommended at its meeting of 17 May 2023 that Guild Council approves:

- The revised Budget Policy
- The revised Expenditure and Assets Policy

Attachment/s:

Attachment A – Budget Policy

Attachment B – Expenditure and Assets Policy

Budgeting Policy

Category: Finance

1. PURPOSE

To ensure that the Curtin Student Guild's yearly Operating and Capital Budgets facilitate the operations of the organisation and work effectively towards organisational objectives that are sustainable in the long term.

2. POLICY STATEMENT

General principles regarding budgeting are:

- Apart from permitted emergency expenditure, all expenditure must be within approved budgets and align with the objectives, outcomes and intent of the budget;
- Budgets can only be approved and varied in accordance with this policy;
- This policy will provide protection against the misuse of guild assets by ensuring spending aligns with Guild objectives.

3. BUDGETS

3.1. Establishing the Budget

The Curtin Student Guild's operating and capital budgets must be approved prior to the commencement of each calendar year. All expected expenses are to be accounted for by item, area and timing. The specific timeline is:

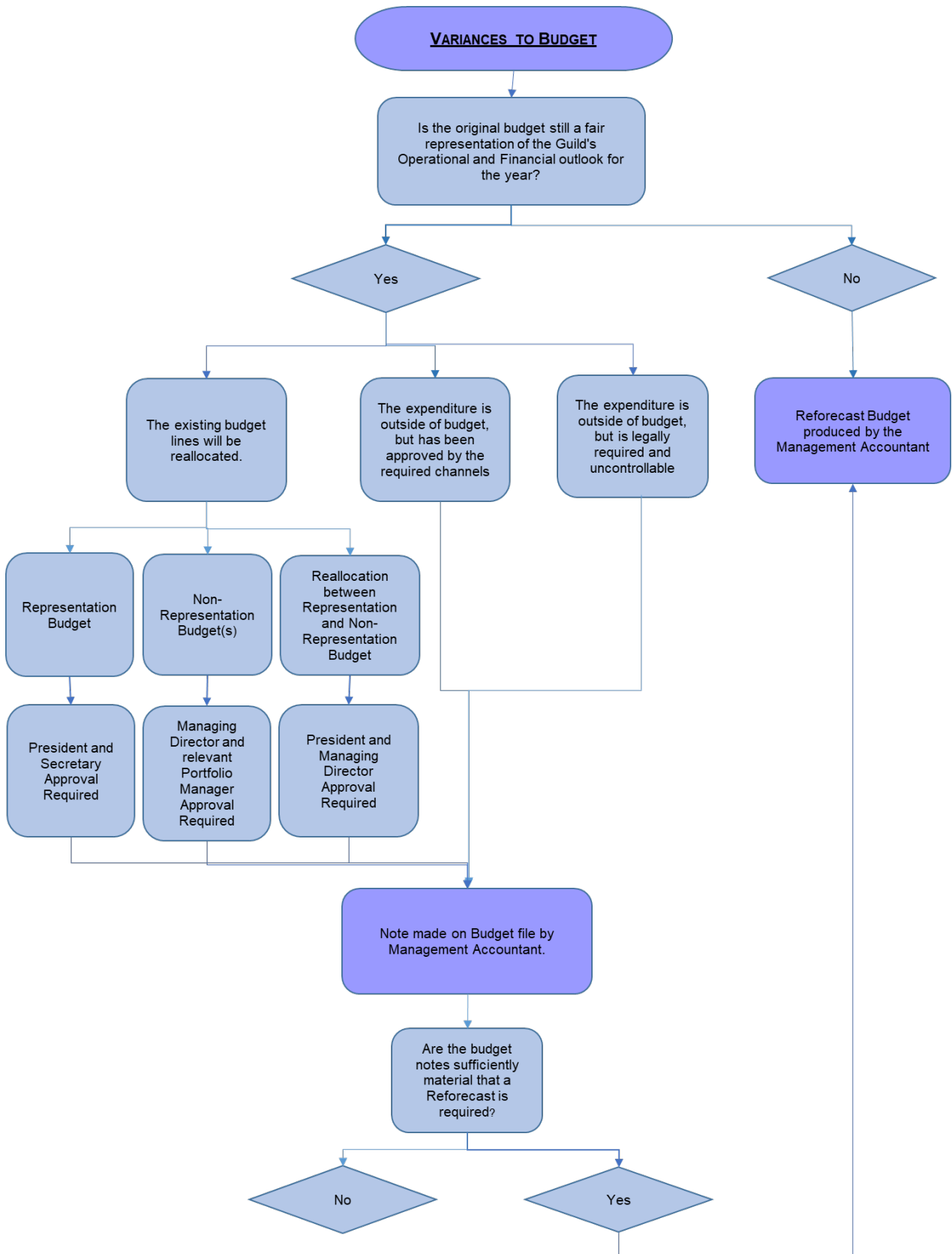
- 1) At its July meeting the Finance and Risk Committee will, on the recommendation of the Managing Director determine a proposed basis for preparing the budget, outlining the key assumptions and targets to be followed.
- 2) The Managing Director and Management Accountant will present the first draft of the budget to the Finance and Risk Committee at its September meeting.
- 3) Following feedback from Committee Members, Officers of the Guild (via the President) and Portfolio Managers (via the Managing Director), the second draft of the budget will be presented to the November Finance and Risk Committee meeting. The Finance and Risk Committee will recommend the budget to Guild Council for approval.
- 4) The Budget will be approved by the outgoing Guild Council at its November meeting.

3.2. Variances to Budget

Variances to budget can be handled in the following ways:

- Reallocation - a reallocation amongst existing budget items to meet the original objectives and outcomes of the budget ie no overall increase. This will result in a budget note, defined below.
- Reforecast - an increase or decrease in the overall budget due to significant budget notes.
- Budget Note - in the case of approved emergency expenditure, reallocation, or unbudgeted legally required expenditure outside the budget, the Management Accountant will make a note that ensures any variance to budget has been addressed in a transparent manner.

The amendment process is summarised in the following diagram:



4. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE MONITORING

The below positions must ensure the correct processes are undertaken throughout the budgeting process.

- Managing Director

- Portfolio Managers (budgeting within their portfolio)
- Guild Executive (budgeting within Student Representation)

5. SCOPE OF POLICY

This policy applies to all employees, officer bearers of the Curtin Student Guild.

6. DEFINITIONS

Budget

A plan for future Revenue and Expenditure that covers both Operational and Capital spending.

Employee

Anyone employed by the Curtin Student Guild.

Guild Council

Guild Council has the same meaning as it does in the *Statute No.4-Student Guild*

Executives / Guild Executives

Executives/Guild Executives has the same meaning as Executive Officer in the *Student Guild (Guild Council) Regulations*.

Managing Director

The most senior position employed by the Curtin Student Guild, who is responsible for the operational management of the Curtin Student Guild.

Office Bearer

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

Portfolio Manager

Employee of the Curtin Student Guild who is the Manager of a Portfolio.

7. SUPPORTING POLICIES AND PROCEDURES

Finance Payments and Invoicing Procedure
Expenditure and Use of Assets Policy

8. RELATED DOCUMENTS/LINKS

Policy Manager	Managing Director
Contact	Management Accountant 9266 2462
Approval Authority	Guild Council
Next Review	May 2023 2024

REVISION HISTORY

Revision Ref. No.	Approved/ Amended/ Rescinded	Date	Committee/Board	Resolution Number	Document Reference
New			Guild Council		
1	Amended	28/5/20	Guild Council	20-2020	
2	Amended	24/06/21	Guild Council	26-2021	
3	Amended	May 2022	Guild Council	50-2022	

Expenditure and Use of Assets Policy

Category: Finance
Information Technology
Facilities

1. PURPOSE

To ensure the Curtin Student Guild's assets and resources are to be used to facilitate the operations of the organisation and to effectively work towards organisational objectives.

2. POLICY STATEMENT

General principles regarding expenditure and assets are:

- This Policy is subject to Delegations made by Guild Council and where any inconsistency arises the Delegations shall take precedence
- All proposed expenditure must be authorised by approved persons before expenditure occurs;
- Assets are not available for personal use except where and as expressly permitted in this or other Guild policies.
- All assets over the value of \$2,000 must be recorded in the Guild asset register and may only be disposed of as per this policy.
- This policy will provide protection against misuse of Guild assets.
- Proper commercial principles will be used when acquiring and disposing of assets.

3. EXPENDITURE

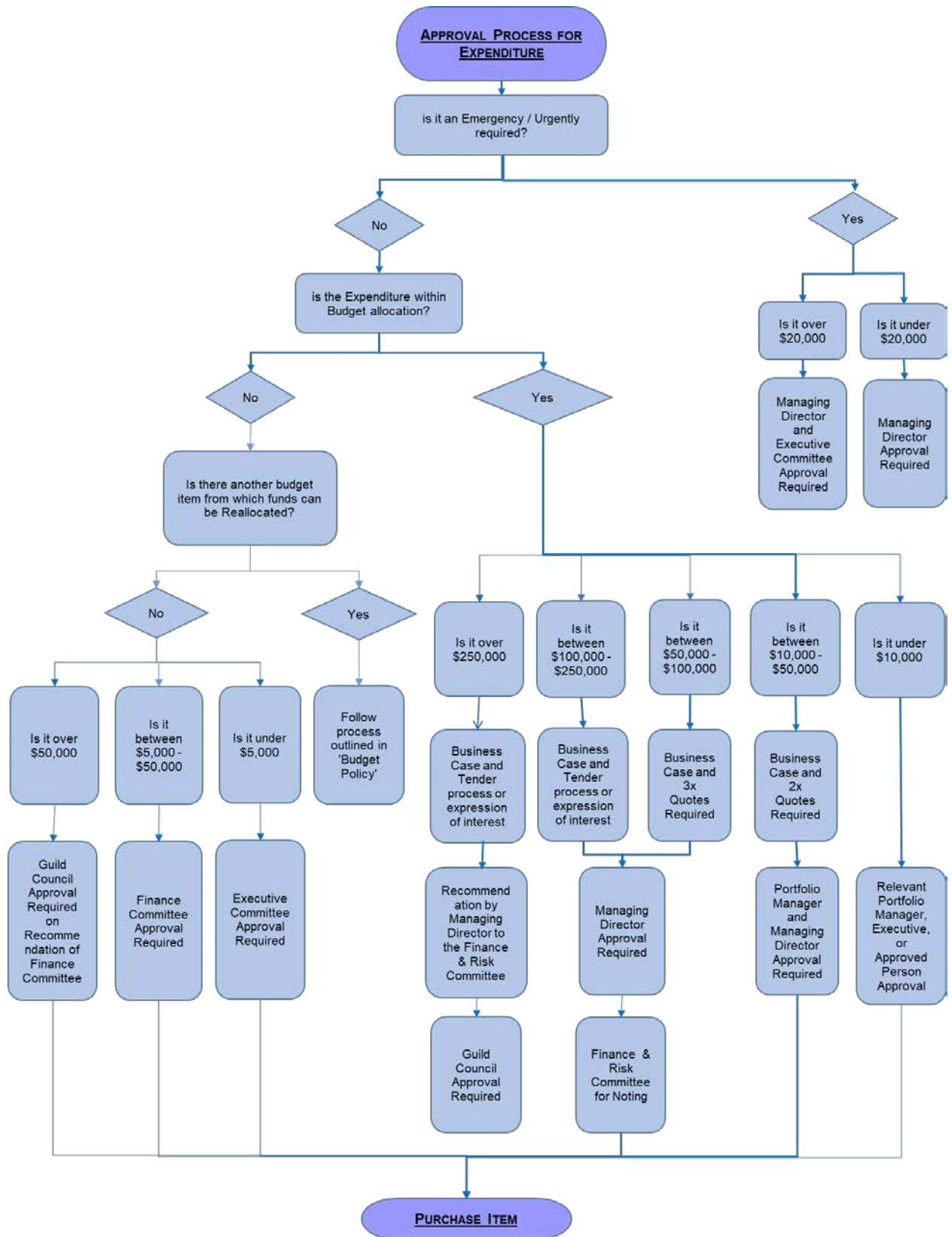
3.1. Approval to Spend

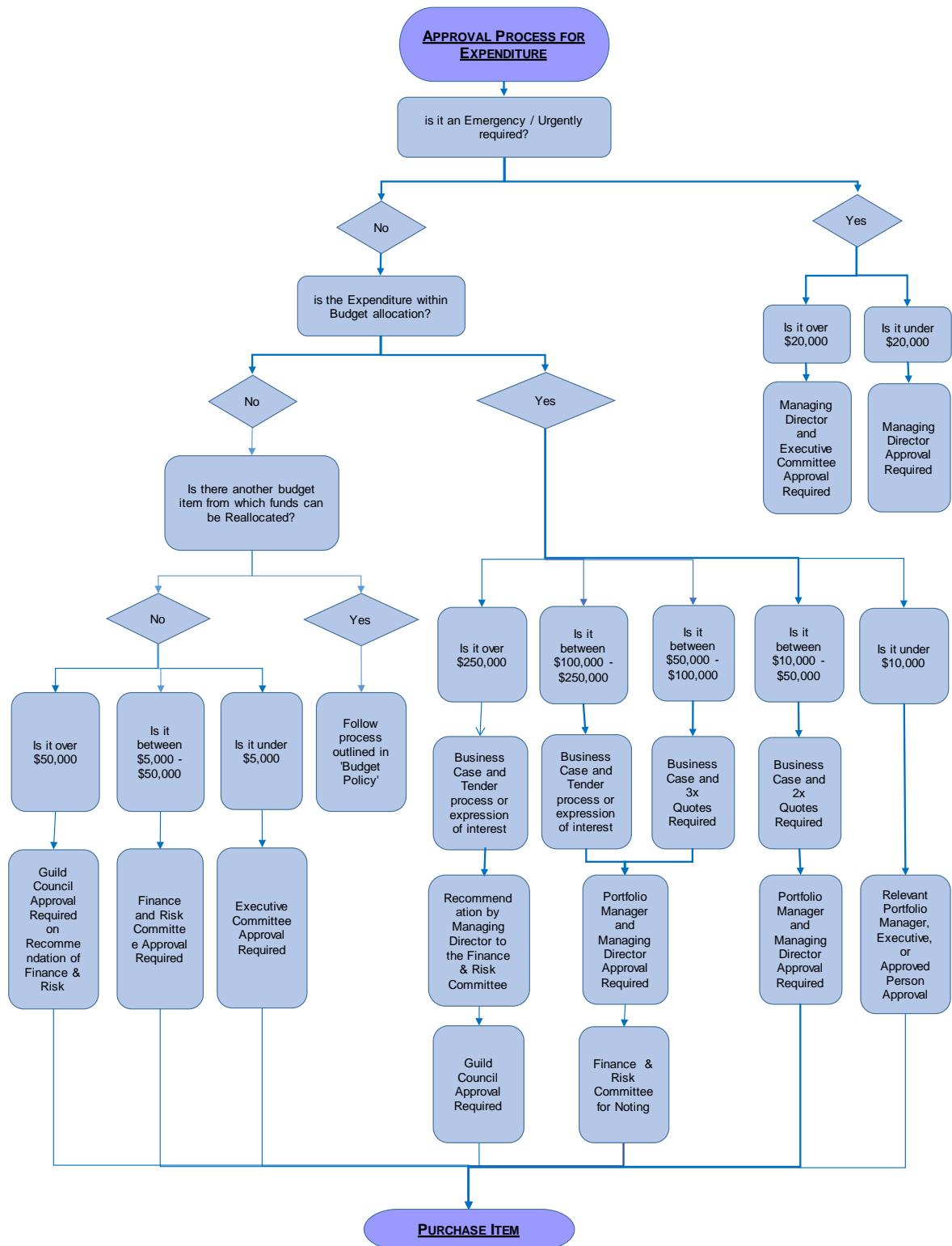
Expenditure must:

- Apart from permitted emergency expenditure, be within the approved budget and align with the objectives, outcomes and intent of the budget.
- Only occur after being authorised by approved persons.
- Comply with the Code of Conduct and be consistent with the Values of the Guild
- Comply with Section [34.2](#) below when a Corporate Credit Card is used.

Emergency expenditure is expenditure that is urgently required due to unforeseen circumstances or emergencies, and is vital for the continuity of business operations.

The approvals required and process to expend funds is summarised in the following diagram:





No Officers of the Guild have the authority to approve expenditure other than those specified in the preceding diagram. Other Officers of the Guild must seek the approval of the Secretary for any expenditure within the budget, or in the Secretary's absence another Executive Officer or Managing Director.

The President may authorise an employee as Approved Person on the recommendation of the Managing Director who must specify in writing:

1. The person and/or role
2. The operational need for the Approved Person

3. The approval limit (not to exceed \$10,000)
4. The nature of the items that can be approved

The Management Accountant will keep a record of all Approved Persons.

The procurement process will be as per the preceding diagram with the goal being to acquire products and services at the best competitive pricing, while considering quality, delivery and service. Exemptions from obtaining two quotations include:

1. Expenditure is under an existing arrangement or agreement (e.g. an existing supplier of produce for the main kitchen)
2. There is genuine urgency for the goods or services without which there would be significant operational issues. In this instance the Managing Director must approve (or the President or Secretary for expenses under the Representation budget)
3. The service is unique and/or cannot be provided by another supplier (for example, a performer for an event or only one supplier is reasonably available). In this instance the Managing Director must approve (or the President or Secretary for expenses under the Representation budget)

3.2. Corporate Credit Card

Curtin Student Guild Corporate Credit Cards are only to be used for organisational purposes for items that are purchased on behalf of the Curtin Student Guild, where there is allocated approved budget or funding. Approval from the Portfolio Manager (or their delegate) or Managing Director is required for every credit card purchase. Each purchase is to be acquitted and receipts (tax invoices) are to be kept.

See *Curtin Student Guild Corporate Credit Card Guidelines* and *Finance Payments and Invoicing Procedure* for requirements regarding the request and use of Corporate Credit Cards.

3.3. Purchases from within the Guild

Where the Guild, through its operations, is able to supply a good or service to another Department, then that good or service shall be purchased from the Guild and not from an external source. An exemption to this may be granted by the Guild President, Secretary or Managing Director.

3.4. Debt Write-Off

The following levels for debt write-offs apply:

- Up to the value of \$10,000 must be approved by the Managing Director.
- Over \$10,000 up to the value of \$50,000 with the recommendation of the Managing Director, must be approved by the Finance and Risk Committee.
- Over \$50,000 must be approved by Guild Council.

4. ASSETS

4.1. Asset Register

All assets over the value of \$2000 are to be registered in an asset register maintained by the Finance and Technical Services portfolios.

4.2. Computers/smart devices

Employment positions determine whether an employee has access to a Guild computer, laptop or smart device. Guild computers are only to be used for work-related purposes. Further information is in the *Mobile Phone and Personal Device Policy*.

4.3. Depreciation of Assets

Depreciation is allocating the cost of an asset over its estimated useful life. The Guild's fixed assets are depreciated on a straight line basis using the following rates.

<u>Class of Fixed Asset</u>	<u>Depreciation Rate</u>
Furniture, Fittings & Equipment	10%-50%
Motor Vehicles	25%
Building & Improvements	Rate required based on Lease Terms

4.4. Disposal of Assets

Assets must be removed from the asset register when they are obsolete, unserviceable, traded-in, sold, missing or disposed of by other means. Consideration must first be given to whether the asset being retired can be utilised by other areas of the organisation.

The *Asset Disposal Form* is to be filled in when the asset is disposed.

5. PERMITTED USE OF EQUIPMENT

Equipment can be defined as anything that is the property of the Curtin Student Guild. This consists of, but is not limited to, furniture, appliances and sound systems as well as specifically built or manufactured equipment. All of the Curtin Student Guild's equipment is to be utilised for purposes of the organisation and its operations.

Where equipment is requested for use outside of organisational operations, approval is required from the corresponding Portfolio Manager or the Managing Director. Other than where already allowed by other policies or guidelines, approval may only be granted:

For an employee if:

- The employee is a regular employee (over 750 hours per year);
- The equipment is valued at less than \$1000;
- The equipment is not likely to be damaged; and
- The employee signs an *Equipment Borrowing Form* which authorises the Guild to deduct the cost of any loss or damage from the employee's salary/wage.

For an organisation if:

- There is a benefit to the Guild in loaning the equipment (e.g. building a mutually beneficial relationship);
- The equipment is not likely to be damaged; and
- The organisation signs an *Equipment Borrowing Form* agreeing to a bond and/or cost of damage (the bond and/or cost of damage is to be proportionate to the risk and/or cost of the equipment).

6. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE MONITORING

The below positions must ensure the correct processes are undertaken when dealing with assets and resources of the Curtin Student Guild.

- Managing Director;
- Portfolio Manager (when dealing with assets and expenditure within their portfolio);
- Finance Area
- Technical Services Area (when dealing with computers, laptops, software, organisational servers and so forth)
- The elected Guild Council and Guild Executive are required where deemed necessary for approval purposes.

7. SCOPE OF POLICY

This policy applies to all employees and officer bearers of Curtin Student Guild.

8. DEFINITIONS

Approved Person

An employee and/or employee role approved by the President on the recommendation of the Managing Director to authorise expenditure.

Employee

Anyone employed by the Curtin Student Guild.

Finance Area

The Finance Portfolio of the Curtin Student Guild, responsible for the finances, accounts and administration of the Guild.

Guild Council

Guild Council has the same meaning as it does in the *Statute No.4-Student Guild*

Executives / Guild Executives

Executives/Guild Executives has the same meaning as Executive Officer in the *Student Guild (Guild Council) Regulations*.

Managing Director

The most senior position employed by the Curtin Student Guild, who is responsible for the operational management of the Curtin Student Guild.

Office Bearer

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

Portfolio Manager

Employee of the Curtin Student Guild who is the Manager of a Portfolio.

Technical Services Area

The Technical Services Portfolio of the Curtin Student Guild, responsible for the information technology of the Guild.

9. SUPPORTING POLICIES & PROCEDURES

Finance Payments and Invoicing Procedure
Budget Policy

10. RELATED DOCUMENTS/LINKS

Corporate Credit Card Guidelines
Equipment Borrowing Form
Asset Disposal Form
Mobile Phone and Personal Device Policy

Policy Manager	Managing Director
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Contact	Management Accountant 9266 2462
Approval Authority	Guild Council
Next Review	May 2023 ⁴

REVISION HISTORY

Revision Ref. No.	Approved/ Amended/ Rescinded	Date	Committee/Board	Resolution Number	Document Reference
New	Approved	21/11/2015	Guild Council		
1	Amended	15/02/2018	Guild Council	24/2018	
2	Amended	28/05/20	Guild Council	19-2020	
3	Approved	24/06/21	Guild Council	26-2021	
4	Approved	May 2022	Guild Council	50-2022	

CONFIDENTIALITY

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54th Guild Council - 6 / GC

GUILD COUNCIL – 25/05/23

Risk Management Policy

Submitted: David Luketina (Managing director)
Moved: Dylan Botica (President)
Seconded: Jasmyne Tweed (Secretary)

Motion:

That the Guild Council approves the continuation of the existing Risk Management Policy with the next review to be conducted in two years-time.

Background:

The Guilds Risk Management Policy is reviewed annually.

At its meeting of 17 May 2023, the Finance and Risk Committee noted that no changes were required to the Risk Management Policy and recommended that Guild Council approve the continuation of the policy.

Given that the Risk Management Policy is now relatively 'stable', it is recommended that the policy now be reviewed every two years.

Attachment/s:

Attachment A – Risk Management Policy

Risk Management Policy

Category: Governance

1. PURPOSE

To support the Guild to achieve its strategic and operational objectives by:

- assisting commercial areas make prudent risk-based decisions;
- enabling high performance across Guild services and activities within an agreed risk appetite;
- promoting risk aware behaviours and continuous disclosure;
- supporting a healthy, safe and environmentally sustainable University community;
- enabling timely resumption of key services in the event of a major disruption; and
- providing assurance to students, staff, regulators, the University and other stakeholders that the Guild has a systematic pro-active approach to risk as part of overall Guild governance.

2. POLICY STATEMENT

2.1. Risk Appetite

All activities involve risk because outcomes are uncertain. The Guild will manage and accept certain levels of risk by adopting an agreed risk appetite which will guide decision making throughout the organisation. Specifically:

- a) The Guild has a low appetite for adverse health and safety impacts and expects no lost time injuries to staff nor injuries of other than a minor nature to others.
- b) The Guild has a low appetite for actions and activities that adversely impact:
 - i student autonomy,
 - ii the reputation and relevance of the Guild,
 - iii the long term financial sustainability of the Guild,
 - iv the student experience (as measured by student satisfaction).
- c) The Guild strives to be innovative and agile in providing services and benefits to members, however, the Guild is not willing to budget for a loss. Specifically:
 - i. the Guild will target a positive or zero underlying profit when budgeting unless there are specific reasons to not do so which are approved by Guild Council.
 - ii. if budgeting for an underlying loss, ensure that there is positive operating cash flow.
 - iii. If it is not possible to budget for a positive operating cash flow, Guild Council will require the CEO and Managing Director to provide a financial plan to return the Guild to financial sustainability.

2.2. Behaviours

The following behaviours will be evident:

- a) The Guild will ensure that risk aware behaviours and risk processes are integrated into business activities
- b) Decision making will reflect the degree of risk
- c) Managers will monitor risk and communicate significant risks to the relevant Guild Committee

2.3. Risk Management Standards

The Guild's Risk Management Framework will consist of:

- This policy
- The Risk Management Procedure (and the Risk Reference Tables therein)
- Risk Management Plan

and will be broadly consistent with the risk management approach of:

- Curtin University, and
- AS/NZS ISO 31000:2009, Risk Management – Principles and Guidelines

3. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE MONITORING

3.1. Council

Council's role is to:

- a) Set and review the Guild's risk appetite;
- b) Promote risk aware behaviours;
- c) Monitor and action significant issues/opportunities, including those on the effectiveness of the risk management framework.

3.2. Finance and Risk Committee

The Guild's Finance and Risk Committee's role is to:

- a) Examine and consider the appropriateness of the Guild's risk management. This will include providing an objective and robust view to Council on the effectiveness of the risk management framework.
- b) Recommend the annual Risk Management Plan to the Guild Council.
- c) Receive reports on the implementation and management of the Risk Management Plan by:
 - i Monitoring and actioning risk reports.
 - ii Reporting significant issues/opportunities arising from those reports to Council.
- d) To determine any aspects of the Guild that should be audited or reviewed and the means by which the audit or review will be conducted

3.3. Managing Director and Staff

The role of the Managing Director and Guild Administration is to:

- a) Ensure that the Guild's operations are within the risk appetite.
- b) Provide continuous disclosure to Council and Finance and Risk Committee of risks approaching or exceeding the risk appetite.

- c) Promote risk aware behaviour.

The role of staff is take all reasonable steps to ensure that operations are within the risk appetite.

4. SCOPE OF POLICY

This policy applies to all employees of the Curtin Student Guild, Council members, Finance and Risk Committee Members, and all persons participating in Guild business or activities.

5. DEFINITIONS

Governance

The system by which an organisation is controlled and operates, and the mechanisms by which it, and its people, are held to account.

Guild Council

The elected individuals who comprise the Curtin Student Guild Council; all members are elected by Curtin University Students on a yearly basis.

Managing Director

The most senior position employed by the Curtin Student Guild, who is responsible for the operational management of the Curtin Student Guild.

Risk

The effect of uncertainty on objectives. It is measured in terms of consequence and likelihood.

Risk appetite

Amount and type of risk an organisation is prepared to pursue or retain to achieve its objectives. The Guild's risk appetite is detailed in the Risk Reference Tables within the Risk Management Procedure.

Risk aware

Decisions are made in a disciplined way, considering risk and reward on an informed basis.

Risk management

Coordinated activities to direct and control an organisation with regards to risk.

Risk management framework

The set of components (which include the policy and procedures) that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the Guild.

Risk tolerance

The specific maximum risk that an organisation is willing to take regarding each relevant risk.

6. SUPPORTING PROCEDURES

Risk Management Procedure

7. RELATED DOCUMENTS/LINKS/FORMS

Register of Delegations

Guild Finance and Risk Committee Constitution

Guild Risk Management Plan

AS/NZS ISO 31000:2018, Risk Management –Guidelines

Policy Manager	Managing Director
Contact	Managing Director Tel: 9266 3088
Approval Authority	Curtin Student Guild Council
Next Review Date	31 May 2025

REVISION HISTORY

Revision Ref. No.	Approved/ Amended/ Rescinded	Date	Committee/Board	Resolution Number
New	Approved	12/2/2018	Executive	#7/2018
Rev 1	Approved	30/5/2019	Guild Council	#18/2019
Rev 2	Approved	28/5/2020	Guild Council	#16/2020
Rev 3	Approved	24/6/2021	Guild Council	#26/2021
Rev 4	Approved	26/5/2022	Guild Council	#49/2022

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54th Guild Council - 6 / GC

GUILD COUNCIL – 25/05/23

Election Handbook

Submitted: David Luketina (Managing director)

Action

That the Guild Council provides feedback on the election handbook.

Background:

Much of the detail of how the annual election is conducted is contained in the election handbook. Items covered include:

- Structure of the Guild
- Responsibilities of and eligibility for the position
- Election schedule
- Nominations process (individual and group)
- Returning Officer details
- Postal voting
- Approval process for election material (included banned campaigning material)
- Permitted cost of election materials
- How to campaign
- Campaigning restrictions
- Polling details
- Electoral offences, expected conduct and complaints

Feedback is sought on the above prior to the election handbook being updated.

Attachment/s:

Attachment A – 2022 Election Manual

CURTIN STUDENT GUILD

THE GUILD ELECTION HANDBOOK

A guide to the 2022 Annual Guild Elections

Produced by
Curtin Student Guild

Version 2022.v1

INTRODUCTION

This handbook has been produced by the Curtin Student Guild for the benefit of all potential candidates in the Guild elections. If you intend to participate as a candidate in the elections, it is essential that you become fully acquainted with its contents.

PLEASE PAY PARTICULAR ATTENTION TO THE RELEVANT CLOSURE DATES AND PROCEDURES FOR NOMINATION AND POLICY STATEMENT SUBMISSIONS FOR PUBLICATION.

PLEASE NOTE ALSO THE PROCEDURE FOR APPROVAL OF ELECTION MATERIAL AND THE LIMITS ON HOW MUCH YOU CAN SPEND ON ELECTION MATERIAL. IT MUST BE STRICTLY ADHERED TO.

The *Student Guild (Election and Referenda) Regulations 2018* are the legislative basis for the elections and are available from the website: www.guild.curtin.edu.au/governance. In the event of a discrepancy between this handbook and any relevant Regulations, the Regulations will prevail.

WHY SHOULD YOU GET INVOLVED?

University is a place where we come to study, socialise and develop life skills. Some of the most interesting, memorable and rewarding experiences you encounter are gained through interaction with your peers. Here at the Curtin Student Guild, students have obtained a lifetime of rewards by being a part of a dynamic group of people.

By becoming a part of the Guild, you learn about the wider university community, get your voice heard by the Government, represent your fellow students on University boards and committees, and are part of a successful representative union. You will get to know politics, learn about marketing and public relations, and get insight into how the University is managed. Most important of all, the Guild is a place where you can really make a difference. At one time or another, the University may have done something that has really annoyed you. The Guild is a place where you can stop complaining and start doing something about it.

WHAT DOES THE GUILD DO?

The Guild represents all students at Curtin University.

Through ownership of the campus food outlets and catering, the Tavern, G-Mart, vending machines, and the funds from SSAF, the Guild has been able to develop a stable funding base to support representation.

But what does representation mean?

Guild Representatives sit on many boards and committees within the University. The Guild runs educational campaigns regularly. It also has six departments which focus on special interest groups with specific needs – the Women's, Queer, International (ISC), Postgraduate (PSC), First Nations and Accessibility Departments.

The Guild is the peak representative body of students at Curtin University and is driven by the Guild Council.

STRUCTURE

The structure of the Guild Council and Representation Board is as below:

The Guild Council:

1. President
 2. Vice President - Education
 3. Vice President - Activities
 4. Twelve (12) Guild Councillors (at least six (6) of whom must identify as women)
- } ***Elected via
Annual
Elections***
5. Chair of the Representation Board
 6. The Immediate Past President (non-voting invitee)
 7. Managing Director (non-voting invitee)
 8. Minute Secretary (non-voting invitee and minute taker)

Six (6) Guild Councillors (of whom at least three (3) must identify as women), will be elected each year for a two-year term to promote continuity and experience within the Guild Council.

The Secretary and the Chair of Guild Council will be elected from among the twelve (12) Guild Councillors each year.

The Chair of the Representation Board is elected by and from the Representation Board.

The Representation Board:

1. President
 2. Vice President - Education
 3. Faculty of Business and Law Representative
 4. Faculty of Science and Engineering Representative
 5. Faculty of Health Science Representative
 6. Faculty of Humanities Representative
 7. International Student Committee President
 8. Postgraduate Students Committee President
 9. Queer Officer
 10. Women's Officer
 11. Indigenous / First Nations Officer
 12. Accessibility Officer
 13. Six (6) Ordinary Representation Board Members
- } ***Elected via
Annual
Elections***
14. Minute Secretary (non-voting invitee and minute taker)
 15. Vice President - Activities (non-voting invitee)
 16. Secretary (non-voting invitee)
 17. Manager, Student Assist (non-voting invitee)

The six (6) Ordinary Representation Board Members (of whom at least three (3) must identify as women), will be elected each year for a one-year term.

The Representation Board will elect one of its voting members to be the Chair of the Board who also becomes a member of Guild Council.

RESPONSIBILITIES OF AND ELIGIBILITY FOR THE POSITION

If elected, you are expected to represent all Guild Members and the wider student community for one year (two years for Guild councillors) starting 1 December 2022. They entrust you to look after their interests, financial and otherwise, and expect you to actively participate in the Guild Council and/or the Representation Board on their behalf.

The Student Guild Rules made by the University Council outline the fiduciary duties of all Guild Officers:

- (1) Each Officer-
 - (a) must at all times act honestly in the performance of the functions of the Officer, whether within or outside the State;
 - (b) must at all times exercise the degree of care and diligence in the performance of the functions of the Officer, whether within or outside the State, that a reasonable person in that position would reasonably be expected to exercise;
 - (c) must at all times act in the best interests of the Guild and give precedence to the interests of the Guild over the interests of any person appointing or electing the Officer;
 - (d) must not, whether within or outside the State, make improper use of information acquired by virtue of the position of the Officer to gain, directly or indirectly, an advantage for any person or to cause detriment to the Guild; and
 - (e) must not, whether within or outside the State, make improper use of the position of the Officer to gain, directly or indirectly, an advantage for any person or to cause detriment to the Guild.
- (2) Nothing in subrule (1) affects-
 - (a) any other duty the Officer may have under any other law; or
 - (b) the operation of any other law in relation to such a duty.

The Guild Statute Book outlines the general responsibilities of each individual officer; it is a binding requirement that you follow these rules, regulations and by laws.

In addition to the positions outlined earlier in this document, the National Union of Students (NUS) delegate positions will be available for appointment through the Annual General Elections.

Note that for the voluntary position of Guild Councillor, if you are elected, you will have to attend Guild Council Meetings (typically monthly), and other regular University Boards and Committees. Here you will be required to make decisions that can be significant and binding as well as trivial and mundane. There are similar expectations of Representation Board members with respect to Representation Board and University Boards and Committees.

Before the meeting you should read the documentation (the agenda). It is expected you will contribute intelligently to the discussion in accordance with the rules of Guild Council or Representation Board as relevant. Being a member of the Guild Council or Representation Board, it is expected you will also generally help out around the Guild, making yourself available to the Executive (comprised of President, Vice-Presidents, Secretary, and Chair of

Representation Board), help out (and have fun) at Guild events, and most importantly make yourself available to the general student body you represent.

Special Requirements...

To nominate for some of the office bearer positions, there are some extra requirements that you must meet (see Part 3 and Schedule B of the of the *Student Guild (Guild Council) Regulations 2018*). These are as follows:

President - A candidate for President shall not hold a visa that limits the amount of work in which a person may be engaged to less than 75 hours a fortnight.

Vice President Education - A candidate for Vice President - Education shall not hold a visa that limits the amount of work in which a person may be engaged to less than 75 hours a fortnight

Vice President – Activities - A candidate for Vice President - Activities shall not hold a visa that limits the amount of work in which a person may be engaged to less than 75 hours a fortnight

Faculty Representative - A candidate for Faculty Representative must be currently enrolled within an undergraduate course in the Faculty they seek to represent.

International Students Committee President - A candidate for International Students Committee President must be an international student.

Postgraduate Students Committee President - A candidate for Postgraduate Students Committee President must be a postgraduate student.

Queer Officer - A candidate for Queer Officer must be queer.

Women’s Officer - A candidate for Women’s Officer must identify as a woman.

Accessibility Officer - A candidate for Accessibility Officer must be disabled.

First Nations Officer - A Candidate for First Nations Officer must be Indigenous (Australian Aboriginal or Torres Strait Islander). The person holding Office may also propose an alternative title to better reflect their identity.

There are also eligibility requirements that apply to all Guild office bearer positions...

A candidate shall be eligible to be an Officer if they:

- (a) hold the general qualifications listed in Schedule B(1) of the *Student Guild (Guild Council) Regulations 2018*, namely:
 - i. be an enrolled student at least seven (7) days prior to the opening of nominations;
 - ii. be a Guild Member at least seven (7) days prior to the opening of nominations;
 - iii. study at Curtin University at a Curtin University campus in Western Australia or otherwise reside in the State of Western Australia;
 - iv. where a candidate for Guild Council, be eighteen (18) years of age or older, as at the date the candidate commences as an Officer; and
 - v. is enrolled in an award course at Curtin University.

- (b) do not hold any of the general disqualifications specified in Schedule B(2) of the *Student Guild (Guild Council) Regulations 2018*, specifically a candidate shall be ineligible to be an officer if they meet any of the following (at the commencement of or during their term);
 - i. is currently or have within the last five (5) years been a staff member of the Guild (casual staff and officers of the Guild are not ‘a staff member’);
 - ii. is a staff member of the University (casual staff of the University are not ‘a staff member’);
 - iii. is an undischarged bankrupt, or a debtor against whose estate there is a subsisting receiving order in bankruptcy;

- iv. is incarcerated;
- v. has been convicted on indictment of an offence for which the indictable penalty was or included imprisonment for life or imprisonment for more than five (5) years;
- vi. is disqualified under any provision of the Guild Statute Book;
- vii. is disqualified due to any requirement of a visa they may hold;
- viii. is an editor of the Guild publication "GROK";
- ix. is disqualified due to any act, statute, regulation, rule or by-law in force in the State of Western Australia over the Guild;
- x. have served for more than five (5) years as an officer or where their term of office would cumulatively exceed five (5) years' service as an officer and this includes acting in an officer position;
- xi. have been elected or appointed to the same officer position more than once;
- xii. have held an officer position or acted in an officer position for more than six (6) months and have been re-elected or re-appointed to the same officer position more than once; and
- xiii. have been appointed as Chair of the Remuneration Tribunal (a current officer shall not be disqualified from their current position but may not stand for re-election or be re-appointed in the next term of office).

NUS...

Curtin is affiliated to the National Union of Students (<http://nus.asn.au>) and is therefore entitled to elect delegates to the National conference. At present **Curtin is eligible to send seven (7) delegates**. Delegates are elected in much the same way as Guild Councillors. Any enrolled student can nominate for these positions, even if they have nominated for another position.

Anyone who is elected as a NUS delegate is expected to attend the National conferences. The National conference is usually held in Victoria and goes on for about four days in early December. The Guild pays reasonable costs for transport, accommodation and registration (and, subject to available funding, food and incidentals) for elected delegates for the duration of the National conference.

At the conferences, delegates from all member campuses in the country gather to determine policy, finances and the office bearers for the following year.

ELECTION SCHEDULE

Key dates for the election are:

Action	Date (in 2022)
Opening of Nominations & Notification to NUS	10am Monday 15 August
Close of Nominations and Group Registrations	12 noon Thursday 1 September
Ballot Draw	1 pm Thursday 1 September
Candidate/Campaigner Briefing	2 pm Thursday 1 September
Deadline to add candidates to a Group	12 noon Thursday 8 September
Commencement of Campaigning	12.01am Monday 12 September
Deadline for Postal Vote Applications	Noon Tuesday 13 September
Deadline for sending Postal Vote election packet	5pm Tuesday 13 September
Close of application for printed election materials to be approved	5pm Wednesday 14 September (May be accepted later but entirely at RO's discretion depending on other commitments.)
Opening of Polls	10am Monday 19 September
Close of Polls and acceptance of Postal Votes	4pm Thursday 22 September
Counting	6pm (or sooner if the Returning Officer is ready) on Thursday 23 September till late
Declaration of Poll & Report to NUS	By 4pm Thursday 6 October
RO's Report to Guild Council Due	By 5pm Thursday 1 December

The Candidate/Campaigner Briefing will provide a lot of useful information and is well worth attending.

NOMINATIONS

All enrolled students who meet the eligibility requirements may nominate. **To nominate, pick up a nomination form from the Guild Reception (Building 106F) or the Guild Website <https://guild.curtin.edu.au/elections/> and fill in all of the information.** There are two nomination forms: one for NUS Delegates and one for all Guild Office bearer roles.

If you are unsure if you would like to nominate, or would like to discuss the elections, you are able to make an appointment to speak with The Returning Officer Ms Kelly Dansie by calling **0433 056 950** or emailing **CurtinGuild2022@outlook.com**. The Returning Officer is independent from the Guild so you can be assured that your conversation will be confidential.

Your nomination must be witnessed by either a member of Guild Staff authorised by the Managing Director (at Guild Reception, Building 106F), the Returning Officer or a Justice of the Peace, who has seen your student card and witnessed you signing the form. For those enrolled at satellite/regional campuses your nomination must be witnessed by either a staff member at the satellite campus or a Justice of the Peace who has seen your student card and watched you sign the form.

It is also important that you pay the nomination deposit. In order for a candidate's nomination to be valid, **a \$10 deposit (preferably EFTPOS) must be paid with the nomination form** for which you will receive a receipt. The maximum amount payable by a candidate shall be \$10 no matter how many positions they nominate for. No nomination deposit is required for NUS nominations. Nomination deposits will be refunded to those candidates who are successful in becoming elected.

When you have done this put your nomination form in an envelope and into the nomination box in the Guild Reception (Building 106F) or, for those on satellite/regional campuses, email a scanned copy to the Returning Officer (CurtinGuild2022@outlook.com) from your Curtin student email account. You also have the opportunity to provide a policy statement of up to 500 words (rich text format or Word format) on a portable digital storage device (in the envelope) or emailed to the Returning Officer (CurtinGuild2022@outlook.com) from your Curtin student email account. You may also include a recent digital head and shoulder photo (in jpeg format and no larger than 1MB in file size). Note that:

- a) The policy statement must include the candidate's name and position(s) nominated for and **must be confined to information about the candidate and statements of the candidate's policies and beliefs.**
- b) Candidate photographs should reflect an accurate appearance of the candidate without any background/or extra information visible on the photo.

Number of positions that you can nominate for...

A person may nominate only for one (1) position that is a member of Guild Council and one (1) position that is a member of the Representation Board.

Example: A person who is eligible could nominate to be a Guild Councillor and the Faculty of Business and Law Representative. However, a person could not nominate to be President and Faculty of Business and Law Representative as the President is also a member of the Representation Board.

Example: A person who is eligible could nominate to be a Guild Councillor, the Faculty of Business and Law Representative and a NUS Delegate.

Example: A person cannot nominate to be Vice President – Activities and a member of the Representation Board.

You may nominate for more than one position on the same nomination form. However, note that each nomination form must be signed by two Guild members (nominators) who shall:

- (a) be represented by the position that they are nominating a candidate for;

Example: A person cannot nominate a candidate for Women's Officer unless they identify as a woman. A Health Sciences student cannot nominate a Humanities Representative.

- (b) be Guild Members; and
- (c) support the nomination of only one (1) candidate per position.

Example: A person cannot nominate two persons to be President.

To meet these requirements may mean that you need to have more than one nomination form if nominating for multiple positions.

Affirmative Action...

Of the six (6) Guild Councillors to be elected at least three (3) must identify as women, and of the six (6) Ordinary Representation Board Members to be elected at least three (3) must identify as women.

If you identify as a female and are nominating for a position(s) reserved for women you must select this option on the nomination form.

Nomination forms and all supplementary information are due by 12:00 noon, Thursday 1 September 2022

GROUP REGISTRATION FORM

This will allow you and your friends to run as a group. You may wish to run in a group to pool campaign expenditure/allowances and campaigners if there are people with similar policies to you.

The following is a guide on how to fill out the form:

If a group is continuing...

If you are continuing as a group from 2021 you can retain your group name and colour as long as the Group Agents from 2021, or a majority of the candidates on that group from 2021, consent to the continuation of the Group. The last page of the Group registration form must be completed for a group to continue.

Name of Group

Make sure that you print clearly and in block letters so that the Returning Officer knows the name you are after. Remember, have a back-up name in case someone else registers the name before you. A Group name may not be accepted by the Returning Officer if it:

- (a) comprises either more than seven (7) words or thirty-five (35) characters;
- (b) is obscene or in poor taste in the opinion of the Returning Officer;
- (c) could be confused with another Group;
- (d) comprises or contains the words "independent" or "Guild" or "NUS" or an abbreviation of those words; or
- (e) is misleading.

Claim to reserve the following colour...

Fill out this section to reserve your colour. This colour is what you use on all your campaign material (i.e. you must print on this coloured paper). The colour is decided by draw if more than one team wants the same colour. No candidate or ticket will be allowed to choose the same colour, regardless of the shade. If group A chooses blue, no other candidate/group may choose blue. White is reserved for the Returning Officer and the colours you may choose from are as follows:

Blue
Pink
Green
Gold/Orange
Yellow
Lilac
Sand



The above colours are indicative and colours are subject to availability from the suppliers.

Group Agents

You must authorise both a primary group agent and a secondary group agent. The secondary group agent will be contacted in the event that the Returning Officer is unsuccessful in contacting the primary group agent. Group Agents are able to act on behalf of the group in working with the Returning Officer, they must be Candidates in your Group.

Group Members

In this section each Candidate in your group must write their names and sign, this is the list of people within your group. A Candidate cannot be in more than one group. The order on the list does not matter as positions on the ballot paper are chosen randomly.

Group Registrations close at 12:00 noon, Thursday 1 September 2022 (the same time as nominations). Candidates may be added to a Group after Thursday 1 September provided that the candidate has met registration requirements and the relevant form is provided to the returning officer by 12:00 noon, Thursday 8 September 2022.

THE RETURNING OFFICER

The Returning Officer is responsible for the entire conduct of the elections. They been appointed by the Vice Chancellor to ensure that the Guild Elections are fair and free. Any questions should go through the Returning Officer Ms Kelly Dansie by calling **0433 056 950** or emailing **CurtinGuild2022@outlook.com**.

SATELLITE CAMPUSES

Unbeknown to many, Curtin University does not exist solely on the Bentley campus. We have many regional/satellite campuses in WA including the City and Kalgoorlie. Students at these campuses may still run as candidates, and they may vote via postal votes.

POSTAL VOTES

To cater for part-time students, regional students, those who are ill and so on, the Guild enables these people to vote even though they cannot attend voting booths. All candidates'

policy statements will be available to view on the Guild's website so postal voters know who they are voting for.

An application for postal vote form must be completed and received by the Returning Officer no later than **12:00 noon, Tuesday 13 September 2022** in order to be eligible for a postal vote. Application forms for a postal vote are available from Guild Reception (Building 106F) or on the Guild website.

Each Group and each independent candidate may also lodge a Postal Vote Flyer (one double-sided A4 page) for inclusion in postal vote packages. The flyer must include contact details of the Group or candidate. Flyers must first be approved as election material by the RO (See "Approval Process" below) and will be included in packages only if available to the RO at the time that package is sent.

APPROVAL PROCESS FOR ELECTION MATERIAL

1. Material for approval must be attached to a completed election material approval form and emailed to the Returning Officer at **CurtinGuild2022@outlook.com**. The Returning Officer will review the material and provided the material complies with the requirements of the regulations you will receive a signed approval via email. In addition, the returning officer will forward a signed approval to the Manager, Student Engagement via studentengagement@guild.curtin.edu.au. **NOTE: Hard-copy election material will be printed at low resolution. Photos and graphics files should be limited to 1MB per file and a total of 5MB maximum per submission or risk being rejected. Larger files will not improve the quality of the printing.**
2. Once approved, you may produce the quantity of the material applied for (quantities must comply with the minimum order quantities below). Remember! **Do not produce material before approval is received as the authorisation may be withheld for a number of reasons.**
3. You can print your printed material at G-Mart. The G-Mart staff will provide you with the appropriately coloured and sized paper when you show them your RO approved election material approval form. While the Returning Officer and the Guild will make all reasonable efforts, **it is the responsibility of the candidates to allow sufficient time for approval of material. Applications for printed election materials must be received by the Returning Officer no later than 5pm on Wednesday 14th of September. Late applications for printed materials will be accepted at the RO's sole discretion depending on other commitments at that time. Acceptance of late applications is not guaranteed.**
4. All material produced shall be costed in accordance with the Guild Election Regulations. Each candidate/group shall have a separate section in the election file and the total running cost to each campaign will be recorded. Material will not be approved over the expenditure limit of \$50.00 per candidate if in a group or \$200.00 if running independently except that candidates for Queer Officer or First Nations Officer may not exceed an expenditure limit of \$50.00.
5. Authorised material may only be circulated to the student body in the approved manner.
6. Electronic media may only be used after approval (e.g. you must be approved to use a specific Facebook page but the content itself does not need to be approved). However, the Returning Officer may subsequently:
 - a. Direct that electronic media content is removed and/or corrected.
 - b. Direct a candidate/group to provide content for approval prior to posting on electronic media.
7. **Candidates are responsible for the content in campaign material.**

ITEM	APPROVAL NEEDED
T-shirts (including reused shirts from previous years)	Content must be authorised by RO
A3 black and white on tint*	Content must be authorised by RO
A4 black and white on tint*	Content must be authorised by RO
A5 black and white on tint*	Content must be authorised by RO
DL black and white on tint*	Content must be authorised by RO
Banners	Content must be authorised by RO. Only One per Group/Candidate
Social Media	Authorisation required to use but not for content. Only One per Group/ Independent Candidate for each social media product (eg Instagram, Tik Tok, Facebook etc)
Web sites	Authorisation required to use but not for content. Only One per Group/ Independent Candidate
Stickers	BANNED
E-mails	BANNED
Chalking	BANNED
SMS (Text Messages)	BANNED
Paid Internet Advertising (e.g. Sponsored Facebook Posts)	BANNED
Other sized posters (other than listed)	BANNED
Other forms of Social Media (other than listed)	BANNED

* tint refers to coloured paper

Candidates shall not directly influence/request others to digitally post material that would aid their election to office.

NOTE TO CANDIDATES

The above methods have proven to be the most effective way of operating the approval system. Objections to campaign material must be made directly to the Returning Officer.

COSTINGS

The Guild does not fund candidates; it funds the cost of running the election. Candidates must fund their own campaigns and are costed on what they have spent on their election campaign. The Guild limits the amount candidates can spend on campaigns in order to ensure equity.

The reason for costing candidates and setting a spending limit is to limit the amount of election material on campus and also to provide some sort of a level playing field for all candidates. According to regulations, apart from candidates for Queer Officer and First Nations Officer, each candidate not in a group can spend **no more than \$200.00** on election material (**for the Queer Officer and First Nations Officer it is \$50.00**), and each group **no more than \$2000.00** for each group, however unlike independent candidates, each candidate in a group only adds \$50.00 to the total allowance. For example, a group with 10 students will have an allowance of $10 \times \$50 = \500.00 . The following is a list of commonly used election

material as approved by the Managing Director of the Guild and adopted by the Returning Officer. It is worth noting that the ‘costing’ may not necessarily reflect the actual monetary cost of producing an item – even if you can get material for free from a friend or previous years, it still must be costed and authorised.

ITEM	COST
T-shirts (including reused shirts from previous years)	\$15ea (Actual cost may be higher, but only \$15 will be deducted from allowable spend)
A3 black and white on tint*	30c single-sided, 60c double-sided
A4 black and white on tint*	15c single-sided, 30c double-sided
Banner	\$50 regardless of the cost of the banner
Social Media	\$20 for each platform
Web site	\$20
Stickers	BANNED
E-mails	BANNED
Chalking	BANNED
SMS (Text Messages)	BANNED
Social Media Messages	BANNED
Paid Internet Advertising (e.g. Sponsored Facebook Posts)	BANNED
Other sized posters (other than listed)	BANNED
Other forms of Social Media (other than listed)	BANNED

Other sizes such as A5 and DL can be made by cutting up printed A3 or A4 sheets.

Other campaigning techniques may be considered and costed by the Returning Officer on request and all forms of campaigning must first be approved by the Returning Officer

THE COUNT

The Guild uses the system of optional proportional representation to count the ballot. In simple terms this means that, in a single vacancy election where a candidate does not get over 50% of the primary vote, the ballot is determined by preferences. In multi vacancy elections candidates must reach a quota to be elected. The full outline of how this count is carried out is in the Election Regulations.

PROBLEMS

Preparing yourself for an election campaign to enter the Guild can be a challenging and daunting task, especially if this is your first election and you have had limited, or no prior, involvement with the Guild. Some of the problems generally faced begin with policies.

A large part of an election is relaying your ideas and policies across to the electorate. Campaigning can present a few common problems some of which are fear of going up against experienced campaigners, not knowing the rules and regulations, and a lack of knowledge of the avenue available to the campaigner. There may also be anxiety in facing the electorate. An understanding of the reasons behind your policies will reduce this anxiety and enhance the effectiveness of your campaign technique.

Reading this Handbook and the Election Regulations will provide you with information about what you can and cannot do in relation to an election. Refer to the strategy options below to help you with the campaign.

POLICIES

These are the areas of concerns that you decide to campaign on, usually in the form of existing problems and how you would tackle them. Your policies must be realistic and persuasive in order to attract votes. It is also useful if they are easy to attain, because if you can't follow through on promises, a lot of people will not be very happy.

CAMPAIGNERS

If you want a good chance at being elected you will need people to help you. This is where running in a group is helpful, however you may wish to ask your friends who are students at Curtin to help out by handing out How to Votes, doing poster runs or speaking at lectures. To give all candidates a fair chance, **campaigners must be enrolled students (ie enrolled in at least one Curtin University unit and, as such, would include UniReady students)**. A person who is distributing campaign material or otherwise canvassing must produce their student card when requested by the Returning Officer.

You must also make sure that your campaigners are aware of the Regulations, election offences and the contents of this Election Handbook.

Campaigners must **not** infringe on a person's right to move freely around campus by:

- Standing in the middle of a path forcing an individual to stop and talk to them
- Following an individual who has refused to stop to talk
- Touching an individual at any time
- 'Shepherding' another campaigner preventing them speaking to an individual

In addition to this, campaigners are not allowed to engage students;

- along Sir Charles Court Promenade between Buildings 101 and 103, nor between Buildings 103 and 102.
- between Buildings 209 and 210
- between Buildings 210 and 204
- wearing a lanyard or stickers (or similar) to indicate 'do not approach'. The returning Officer will provide specific information on this to candidates prior to the campaigning period commencing.

These areas are clearly depicted on the annexed map. Campaigners caught within these areas will be moved on and may be subject to University Safer Communities Team intervention and any disciplinary proceedings resulting from this intervention. As also detailed in the annexed map, campaigners are not allowed to engage students in any commercial outlet including any of the Guild leased/operated areas.

ELECTORS

To be eligible for enrolment to vote in the Annual General Election a person must be an enrolled student of the University at the Semester Two Census Date. An enrolled student is someone who is enrolled in at least one unit and, as such, would include UniReady students.

STRATEGY

Make yourself visible.

Let the voters see you! Pick a bright colour for your posters, how to vote cards, and other campaign material.

KISS – “Keep It Simple, Stupid.”

A complex poster or message will be ignored.

Cover all bases.

Don't just concentrate on your own division and friends. Whilst they are important, make sure that everyone on campus has a chance to hear your message.

Be prepared.

Make sure you have enough material ready, particularly during days when voting is going on. Make sure you and your team mates get enough sleep the night before... you will need it.

Never be too sure.

Don't miss a chance to speak at a lecture or to talk to a potential voter. It is easy to slow down towards the end of a campaign but it is not unusual for someone to lose by just one vote.

Don't let anyone get to you.

Often a psychological battle is waged to demoralise or distract opposing candidates. Don't even bother with such tactics; just ignore anyone who tries to upset you. Remember, they were not going to vote for you anyway.

Be consistent.

Send a common message to the electorate. This can be achieved by condensing your policy down to 10 or so specific points and not moving from these. A logo or mascot on all your material may also help voters recognise your material and equate it to your candidacy. Make sure that everyone in the team is sending the same message.

Know the rules.

Make sure you pick up a copy of the Guild Rules and Regulations, and read them (not as obvious as you might think). Read the Election Handbook (this) and if you have any questions, ask the Returning Officer.

Plan ahead.

As soon as you decide to nominate, sit down and write down all of your ideas for policies. Then write down your resources-time, money, helpers. Flesh out your ideas properly then condense them down to a few major points. Work out what you want your material to look like and how much you intend/can afford to produce. Often someone

you know will be able to help design, or be willing to help distribute material. Set out a time line for your campaign and be prepared to modify it if necessary.

GUIDELINES FOR CONDUCT AT GUILD RECEPTION

Guild Reception remains exactly that throughout the election period – it does not become an election foyer.

In light of this, the following must be observed by all election candidates when they are in the Guild Reception area:

- ❖ Election-related discussions/arguments are not to be held in the Guild Reception.
- ❖ Do not walk behind the Reception Desk without the receptionist's approval. The Guild Receptionist must be advised of your movement when you go into one of the offices or a Guild Meeting room.
- ❖ You cannot use the reception phone for election-related calls
- ❖ No campaigning is to occur in the Guild Reception area.

LECTURE SPEAKING

When speaking to a group in a lecture theatre, speak clearly, know what you are going to say and, if necessary, carry palm cards to remind yourself.

If you are shy or find public speaking difficult, try some smaller theatres or even your own tutorial groups first. Lecture speaking is the best way to get your point across to the most students in the least amount of time and can be the difference between winning and losing.

In the past, some academic staff have requested that candidates should refrain from using lecture theatres, immediately prior to lectures, as a forum for their campaigning. Always seek permission before speaking in lecture theatres and then be brief. If campaigning with a team, avoid repeating the same lecture twice.

TIPS

Banners...

A highly visible medium and an easy and efficient method of alerting students of your presence and intention to run in the Guild Election.

Independent candidates can also list the position they are running for as well as any other relevant information that is approved.

T-Shirts...

An excellent way of identifying campaigners. They can be printed on one side or both, in the nominated colour of either the team or independent with the person's name or logo printed on it. The most effective way to do this is with silk screening. Depending on your artistic capabilities you can attempt it yourself or hire a printing company to do it for you.

Leaflets...

Leaflets are a good way of getting students to read about your policies and candidates, expanding on the information on your posters. It is important that you don't litter by leaving leaflets in classrooms/lecture theatres. If you leaflet a classroom/lecture theatre you should go back later to clean up – you will also be able to reuse the leaflets the next day!

Posters...

Posters can only be affixed in approved areas. For example, do **not** put posters on the postgraduate nursing student information board or a staff information board. Do not put more than one type of poster on each board. You are also not permitted to remove, deface, cover up or shift opposing election material.

It is advisable to do regular poster runs around the campus to ensure your posters have not been tampered with. If so, do not take the law into your own hands. Inform the Returning Officer.

The best layout for any poster is the simplest one. Don't try to cram your posters full of information. That is what leaflets are for. Posters should be designed to catch the eye, demand attention and remind people of your key points.

The University By-Laws state that no person shall without authority:

- (a) post, paint or otherwise affix to any building, sign, structure, vehicle or tree on the University lands or publish or distribute within the University lands any placard, paper, notice or advertisement or other written, printed or graphic matter; or
- (b) write on, draw on, paint or deface any building, sign, structure, vehicle or tree on the University lands

For the 2022 Annual General Election, the University provides authorisation to affix posters to University buildings and structures, as long as the following conditions are met.

Poster Rules:

- Chalking and other forms of marking structures is not allowed
- Posters may not be displayed on University buildings or structures until 12.01am on the Monday of the week prior to the commencement of polling
- All material must be taken down by 5pm Friday of the week that the polling concludes
- Posters are not to be affixed to any glass windows or doors including building entries
- Posters are not to be affixed to any artwork, sculptures, or directional signs including signs for commercial businesses or in any location that could cause a hazard
- Posters are not to be fixed where it is hazardous to fix the poster (for example, possible to fall more than 1 m while fixing the poster)
- Posters are not to be affixed to toilets and painted walls and posters are not to be permanently affixed to walls
- Posters are not to be affixed to temporary construction fencing (including for the Library Refurbishment)
- Posters placed internally within university buildings must be displayed on community noticeboards
- Multiple posters may not be placed together to form a large block
- Posters must not be placed within 5 metres of Guild Cafes or the Guild Precinct which includes the Building 106 Precinct, Agora Courtyard and Building 104 (Guild Café Central). Additionally, posters may not be placed in Wesfarmers Courtyard (B 408).
- Posters not on community noticeboards are **to be placed only** on structures within 15 metres of paths outlined in the annexed map of the University in accordance with these rules.
- The candidate must make good and remediate the structure that the posters are affixed to. This includes marks left by blu-tack or sticky tape residue. **Candidates should use masking tape to avoid leaving marks on the structures.**
- Each poster must contain the name and address of the candidate who authorised the material. This person shall be responsible for removing posters, remediating structures and generally displaying the posters in accordance with these rules. The display of an "authorised by" name shall be prima facie evidence that it is the name of the person who affixed the poster and this person may be fined if these rules are not adhered to.

PREFERENCING

We do not use Group Preferences (also known as Above the Line Votes/Group Voting Tickets). If you wish for voters to number preferences in a particular order, you may hand out How to Vote Cards (see next section).

HOW TO VOTE CARDS

The cornerstone of your campaign is your How-To-Vote (HTV) cards. In the more traditional sense, these used to just list the order you recommended the voters should vote for all the candidates. However, more recently they have become complete guides to the various policies you may have, they may also contain photographs. A well thought out and designed HTV can attract quite a few votes.

How-to-vote cards must not instruct electors to vote informally and must indicate at least one first preference for every position up for election.

POLLING LOCATIONS

It is intended that:

- Polling at the Bentley campus will take place at Club HQ and Curtin South (near Mallokup Café) from 10am to 4pm on each polling day.
- There will be facilitated postal voting at the Kalgoorlie Campus during the week prior to polling as determined by the Returning Officer.

ONCE POLLING IS OVER

Election results will be posted on Building 106F as soon as they are available (at the entry to Guild Reception). The Returning Officer will notify each candidate of the outcome of the elections and all candidates will receive a certificate of participation.

FINALLY

The elections are hard and gruelling but the rewards are great. They are the single most significant part of a democratic and accountable Guild, so make sure that all you do throughout the elections is done with that same spirit. Dirty tactics are not required to win the election. If you have good ideas, go by the book, work hard, and you will have a very good chance of getting on to Council. Best of luck!

ELECTORAL OFFENCES

(Excerpt from *Student Guild (Tribunal) Regulations 2018*)

Election misconduct means conduct by an Officer, Officer of a student society, student society or Guild Member that is one (1) or more of the following:

- (a) as an Officer and neglects official duty of that office as proscribed in the Statute Book whilst conducting campaign duties in any election;
- (b) canvases for votes inside a polling place;
- (c) interferes with or infringes the secrecy of the ballot;

- (d) takes any action contrary to the *Student Guild (Election and Referenda) Regulations 2018* or a lawful direction of the Returning Officer;
- (e) impersonates another person with the intention to defraud;
- (f) destroys or defaces a ballot paper, ballot box or election notice with the intention to defraud;
- (g) submits a ballot paper in the ballot box or through the mail with the intention to defraud;
- (h) removes a ballot paper from the polling place or counting centre with the intention to defraud;
- (i) fails to obey the lawful instruction of the Returning Officer within a polling place or counting centre;
- (j) supplies ballot papers without authority;
- (k) votes more than once at the same election;
- (l) defaces, mutilates, destroys or removes any document published or distributed by the Returning Officer;
- (m) makes a false statement in any claim, application, return or declaration or in answer to a question under these regulations;
- (n) distributes any advertisement, handbill or pamphlet which is not authorised under these regulations or otherwise published in contravention of these regulations;
- (o) is a candidate or scrutineer, and wears or displays a badge or emblem of a candidate or Group in a polling place during polling or at a counting centre during counting;
- (p) interferes unduly with freedom of speech;
- (q) hinders, obstructs, interferes with or delays the conduct of an election meeting;
- (r) damages Guild property or fixtures which delay's or interferes with the conduct of the election;
- (s) hinders, obstructs or prevents a candidate from exercising a right, including the right to freedom of political communication;
- (t) defaces or mutilates campaign material;
- (u) induces, directly or indirectly, an electoral official to unlawfully influence the result of the election, including by stuffing ballot boxes, destroying ballot papers, or willingly counting votes incorrectly;
- (v) interferes with, defaces, duplicates, destroys or unlawfully deals with in any way a ballot paper, electoral form, nomination form, official electoral notice, ballot box, nomination receptacle, electoral roll or other object pertaining to the election;
- (w) is intoxicated at a polling place or counting centre;
- (x) engages in disorderly conduct at a polling place or counting centre;
- (y) in the case of a candidate, remains within the polling place after a formal warning;
- (z) distributes or displays campaign material within the polling place following a formal warning;
- (aa) duplicates or conceals a ballot paper;
- (bb) distributes any card or paper which includes how-to-vote instructions or directions in a polling place;
- (cc) witnesses an electoral paper which has not been completed with the intent to defraud;
- (dd) witnesses a signature without actually seeing the person signing the required form with the intention to defraud;
- (ee) marks a ballot paper unlawfully (including by identifying themselves by stating their name or address on the ballot paper);
- (ff) acts as a witness on an electoral form unlawfully;
- (gg) uses Guild resources for election purposes beyond that which are entitled to or authorised to use under these regulations;
- (hh) engages in any campaign activity, including any activity relating to a particular candidate or Group, in buildings or premises occupied by the Guild;
- (ii) exceeds the spending limit for campaign material;
- (jj) campaigns or canvasses for votes when not an enrolled student;
- (kk) distributes misleading, false or defamatory statements; and
- (ll) commits an act in relation to the election that constitutes gross misconduct.

COMPLAINTS AND CONDUCT

While we hope the elections are trouble-free, you may want to make a complaint about a candidate, campaigner or the conduct of the election.

It is recommended that you contact the Returning Officer first to discuss your complaint – it could just be a misunderstanding. The Returning Officer, Ms Kelly Dansie, can be contacted by calling **0433 056 950** or emailing **CurtinGuild2022@outlook.com**.

For complaints relating to election misconduct or a disputed election result, you can lodge a complaint addressed to the Chair of the Election Tribunal and the Returning Officer (the complaint can be delivered to **Guild reception** (Building 106F, Bentley Campus) and/or emailed to the returning officer **CurtinGuild2022@outlook.com**). Complaints should always be in writing and include as much information as possible to help the investigation of the complaint. This includes things such as dates, description of what happened and why it constitutes election misconduct, what has been done about it so far, supporting documentation and names/contact details of witnesses.

Before lodging a complaint, please ensure that you have read the requirements of clause 12 of the *Student Guild (Tribunal) Regulations 2018* which can be found here www.guild.curtin.edu.au/governance.

THE STUDENT CHARTER

All students of Curtin University have agreed to uphold the Student Charter when enrolling in their degree. The Student Charter details the expectations and responsibilities of both the university and students to ensure a welcoming, supportive and safe environment.

It is expected that candidates and their supporters evidence these values of Integrity, Respect, Courage, Excellence and Impact throughout their campaign. Failure to do so may result in either a breach of expected standards of behaviour or possible student discipline proceedings under Statute 10. Penalties for Student Misconduct range from a formal warning to expulsion from the University and are explained in the General Misconduct Rules.

If you believe a student has breached either the Student Charter or the General Misconduct Rules you may lodge a written complaint with the Student Discipline and Appeals Office on sdao@curtin.edu.au. This can be done in conjunction with lodging a complaint to the Chair of the Election Tribunal and the Returning Officer.

Curtin University Student Charter: <https://students.curtin.edu.au/essentials/rights/student-charter/>

Statute 10 (student Discipline): https://policies.curtin.edu.au/local/docs/statutes-rules/Statute_No_10_Student_Disciplinary_Statute.pdf

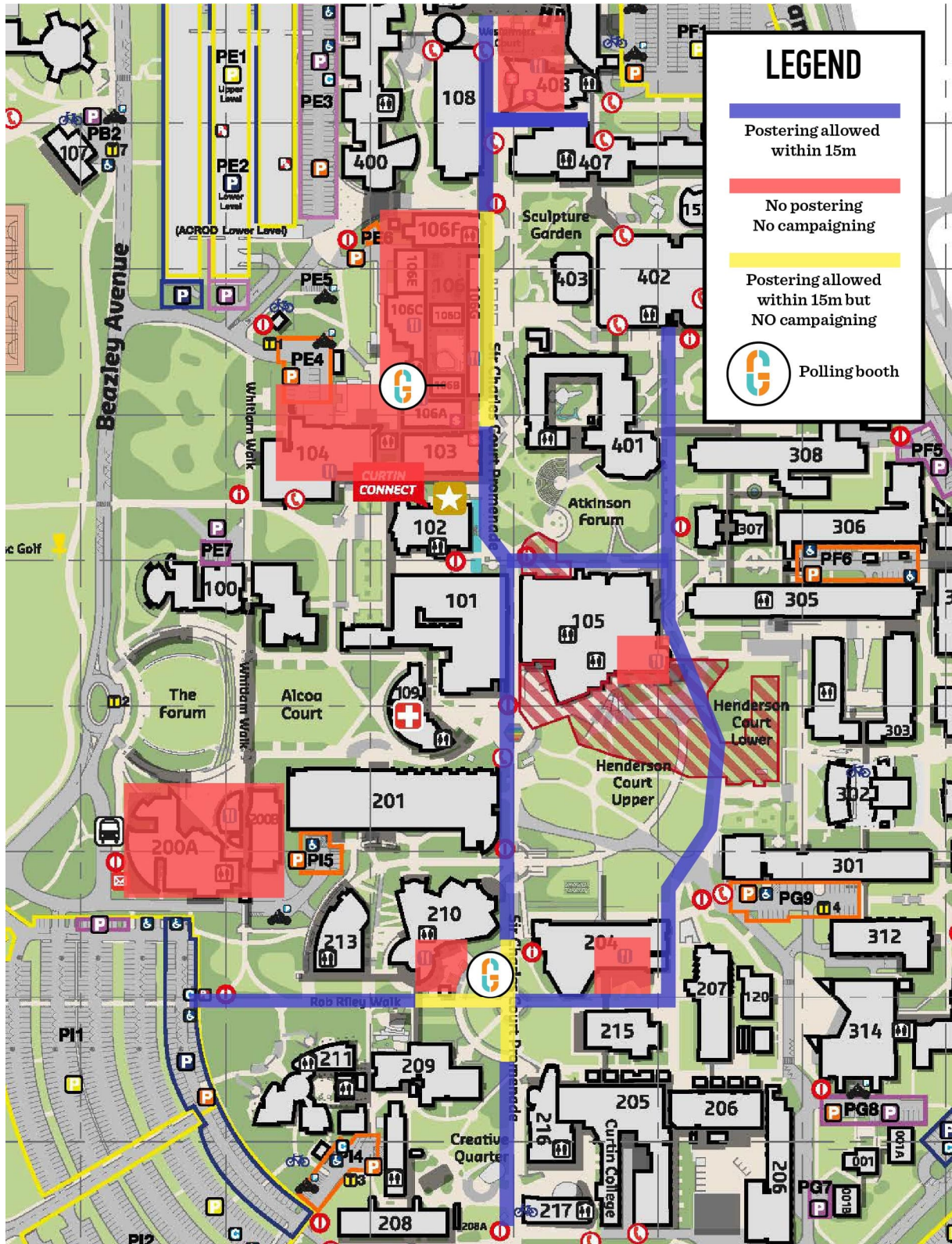
General Misconduct Rules: https://policies.curtin.edu.au/local/docs/statutes-rules/General_Misconduct_Rules.pdf

Candidate checklist for 2022 Curtin Student Guild Election

1. Before submitting forms, check that:
 - a) All parts of the nomination and registration forms have been completed as required,
 - b) Candidates and nominators meet the eligibility requirements listed on the forms, and
 - c) The form is witnessed.
2. Nomination form(s) must be delivered to the Returning Officer or Guild Reception (Building 106F, Bentley Campus) and \$10 deposit paid (if required) by **12:00 noon, Thursday 1 September 2022**. The nomination deposit should preferably be paid by EFTPOS, however, cash will be accepted. Cheques will not be accepted. No nomination deposit is required for NUS delegate vacancies. If you are on a satellite/regional campus:
 - you can email a scanned copy of your nomination form(s) to the Returning Officer (CurtinGuild2022@outlook.com) from your student email account.
 - Please contact Guild reception or the Returning Officer (CurtinGuild2022@outlook.com) regarding how you can pay your \$10 deposit.
3. Candidates may provide the following additional information by close of nominations **12:00 noon, Thursday 1 September 2022** on a portable digital storage device (in the sealed nomination envelope) or via email to the Returning Officer:
 - a) A policy statement of up to 500 words (rich text format or Word format). The policy statement must include the candidate's name and position(s) nominated for and must be confined **to information about the candidate and statements of the candidate's policies and beliefs**.
 - b) A recent digital head and shoulder photo (in jpeg format and no larger than 1MB in file size).
4. **If you are running in a group** - Group Registration forms, with the signatures of candidates running in the group, must be provided to the Returning Officer or Guild Reception by **12:00 noon, Thursday 1 September 2022**. Candidates may be added to a Group after Thursday 1 September provided that the candidate has met registration requirements and the relevant form is provided to the returning officer by **12:00 noon, Thursday 8 September 2022**.
5. The draw for ballot paper positions and allocation of colours will take place beginning **1:00 pm, Thursday 1 September 2022** in the Guild Offices. At 2pm there will be a briefing for candidates and campaigners.

ALL NOMINATIONS AND GROUP REGISTRATIONS MUST BE RECEIVED BY THE RETURNING OFFICER OR GUILD RECEPTION BY CLOSE OF NOMINATIONS 12:00 NOON, THURSDAY 1 SEPTEMBER 2022. LATE NOMINATIONS OR GROUP REGISTRATIONS CANNOT BE ACCEPTED.

ELECTION MAP



** To be used in conjunction with instructions in this handbook **

CONFIDENTIALITY

- OPEN
 CONFIDENTIAL

54th Guild Council - 6 / GC

GUILD COUNCIL – 25/05/23

Risk Management Plan

Submitted: David Luketina (Managing director)
Moved: Dylan Botica (President)
Seconded: Jasmyne Tweed (Secretary)

Motion:

That the Guild Council notes the updated Risk Management Plan.

Background:

At the 15 March 2023 meeting of the Finance and Risk Committee it was agreed that the Guild's Risk Management Plan (RMP) (and each risk in that plan) be reassessed by the Executive Team and members of staff selected by the Managing Director.

The RMP was subsequently presented to the 17 May 2023 meeting of the Finance and Risk Committee who approved the revised plan.

Summary of Changes:

The RMP has been revised to:

- Consolidate similar / overlapping risks
- Remove risks of a minor / trivial nature.
- Add emerging risks
- Reconsider the consequence and likelihood of each risk.

The net result is that the total number of risks has reduced from 53 to 32.

The attached RMP contains the revised risk register.

Guild Council are requested to note the updated Risk Management Plan and to focus on the Extreme/High risks in their future considerations.

Attachment/s:

Attachment A – Risk Management Plan

Risk Management Plan

10 May 2023

1. LEGISLATION/POLICY SUPPORTED

Risk Management Policy

Risk Management Procedure

2. IMPLEMENTATION RESPONSIBILITIES

2.1. Responsibilities

The Guild's Risk Management Procedure specifies that:

1. Guild Council will set the Guild's risk appetite and review strategic risks annually
2. The Guild's Finance and Risk Committee will annually review the effectiveness of the risk management framework
3. The Managing Director will continuously disclose risks approaching or exceeding the risk appetite
4. Guild Administration will assess and treat operational risks (including business continuity) at least annually and project/contract risks on a case by case basis prior to incurring any material expenditure
5. Guild administration and staff will take all reasonable steps to ensure that operations are within the risk appetite

2.2. Addressing the Responsibilities

Each of the preceding items is addressed as follows:

1. Guild Council will set the Guild's risk appetite and review strategic risks annually by reviewing and providing feedback on the Risk Management Procedure and Plan on an annual basis.
2. The Guild's Finance and Risk Committee will annually review the effectiveness of the risk management framework by reviewing the Risk Management Policy, Procedure and Plan on an annual basis.
3. The Managing Director will continuously disclose risks approaching or exceeding the risk appetite to Guild Council via the Guild's Finance and Risk Committee.
4. Guild Administration will assess and treat operational risks (including business continuity) by reviewing and revising this Risk Management Plan on a biannual basis including reviewing the risk analysis/assessment. Project/contract risks are assessed on a case by case basis via a business case proposal prior to incurring any material expenditure. Safety related risks are specifically assessed and managed as specified in the Guild's Workplace Health and Safety Management Plan which is reviewed annually (last updated November 2020 and due for review this year).
5. Guild administration and staff will take all reasonable steps to ensure that operations are within the risk appetite. This is achieved by following Guild policy/procedure, using

the established governance/management structure, separate risk assessments are undertaken for large events.

3. IMPLEMENTATION APPROACH

As part of its biannual review, the Guild will:

1. Review and update the overall assessment in accordance with the Risk Management Procedure (ie using the risk tables in Appendix A)
2. Continue to review and update its controls for those risks ranked as 'high' and/or 'extreme'
3. Complete the already established actions for those risks ranked as 'high' and/or 'extreme'
4. Determine and implement any additional actions required for those risks ranked as 'high' and/or 'extreme'

4. RISK ASSESSMENT

A summary of the risk register is shown below followed by a listing of the risk register.

The action items below are or will be incorporated into the business action plans for the relevant parts of the business. Risks rated as 'medium' are also considered when formulating business plans and audits.

SUMMARY OF RISKS

		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	Critical		3 Parliament acts against Guild (A) 5 SSAF Funding reduced (A)			
	Major	25 Uni intervenes / dismisses Guild council (A) 31 Lose not for profit status (E-A)	13 Curtin bypasses the Guild (A) 19 Workplace injury (A) 20 Guild buildings not usable / available (A)	6 Grant conditions changed (A) 7 Financial loss - Rising Commercial Labour Costs (A)		1 Financial loss - Reduced demand (A)
	Moderate	26 Liquor licensing contravention (E-A) 27 White collar fraud (A)	18 Serious Staff/Student Harm/Self-Harm (A) 21 Running down assets (A) 23 Loss of multiple key staff (A)	10 Event attendance declines (A) 11 Campus quiet/closed (A) 15 Workplace industrial issue (A) 22 Working relationship between staff and reps (A)	2 Student Reps not productive (A-I) 8 Significant IT failure / Data breach (A)	
	Minor	29 Elections disrupted (A-I) 30 Food breach (A)		12 Conflict of interest arises (A) 24 Not acting or seen as sustainable (A)	9 Club affiliation declines (A-I) 17 Incident amongst students (A)	4 Sexual assault & harrassment, Psychosocial harm (A-I)
	Insignificant			32 Stock loss (A)	14 Clubs governance breach (A-I) 28 Media / Social Media incident (A)	16 Theft (A)

RISK REGISTER

Risk No.	Risk Short Title	Description	Controls	Control Description	Consequence	Likelihood	Risk Level	Comment / Actions
1	Financial loss - Reduced demand	Sales/profitability reduce due to reduced demand. Additional competition (IGA supermarket plus new F&B outlets). Food pricing not to student expectations.	Adequate	Focus on convenience purchases and uniqueness (Uni branded items). Brand identity and market positioning clear for each outlet. Adjust cost structure and reduce expenses. Vending machines protected until 2028, Value outlets keenly priced.	Major	Almost Certain	Extreme	
2	Student Reps not productive	Reps do not attend meetings and respond to Uni requests	Adequate-Inadequate	Secretary to monitor meeting attendance and follow up.	Moderate	Likely	High	
3	Parliament acts against Guild	Scope of the Guild and/or SSAF funding restricted	Adequate	Lobby Federal government through NUS. Lobby local members. Review membership structure (membership was paid and is now free).	Critical	Unlikely	High	
4	Sexual assault & harassment, Psychosocial harm	Focused on staff and office bearers	Adequate-Inadequate	Covered in the Work Health and Safety Plan and associated policy/procedure.	Minor	Almost Certain	High	Need to update WHS plan and associated policy/procedure
5	SSAF Funding reduced	Less funding and/or more restrictive conditions	Adequate	Lobby state government and local members. Approach media and launch public campaign. Seek SSAF for international students.	Critical	Unlikely	High	Will occur as and when needed. Active relationship is being maintained with the current State Government.
6	Grant conditions changed	Less funding and/or more restrictive conditions (Grant is not indexed).	Adequate	Maintain high student satisfaction with our services. Meet and exceed KPIs set by the University relating to the Grant.	Major	Possible	High	
7	Financial loss - Rising Commercial Labour Costs	Profitability reduces due to rising labour costs	Adequate	Efficient rostering based on sales levels. Outlets reconfigured to enable lower staffing levels.	Major	Possible	High	Prices increased as and when needed.
8	Significant IT failure / Data breach	Hacked, lengthy POS down, privacy breach, extended server/network failure, software licence breach	Adequate	Virus protection, backups, and regular patching in place.	Moderate	Likely	High	Penetration testing to be scheduled

9	Club affiliation declines	Clubs don't affiliate with Guild	Adequate-Inadequate	Make it easier and more beneficial for clubs to be affiliated with the Guild.	Minor	Likely	Medium	Work in progress to make it easier for clubs.
10	Event attendance declines	Guild becomes irrelevant as event organiser	Adequate	Affordable ticket prices & more events free. Additional promotion to those living on campus.	Moderate	Possible	Medium	
11	Campus quiet/closed	Curtin has bulk/all teaching online. Academic calendar changes. Campus closed (eg Covid19).	Adequate	Actively campaign against changes. Campus closed - Having savings or a line of credit to draw on.	Moderate	Possible	Medium	
12	Conflict of interest arises	eg appointment of staff member, donations to external orgs, bias towards some clubs	Adequate	Conflict declaration in Committee meetings, written declaration at start of year. Conflict procedure.	Minor	Possible	Medium	
13	Curtin bypasses the Guild	Curtin liaises directly with students and not via the Guild	Adequate	Make engagement preferable to not engaging (eg protests, media). Attend uni committees, contribute positively, keep Uni informed, be respectful. Act in the best interests of students,	Major	Unlikely	Medium	
14	Clubs governance breach		Adequate-Inadequate	Clubs Charter and TidyHQ contain governance requirements	Insignificant	Likely	Low	Need to make it easier for clubs to comply
15	Workplace industrial issue	strike, fair work matter, bullying and harassment	Adequate	Promote a culture of being fair, transparent and management being approachable.	Moderate	Possible	Medium	
16	Theft	break in and theft	Adequate	Cameras installed and thefts reported.	Insignificant	Almost Certain	Medium	
17	Incident amongst students	Assault, violence, drug abuse, sexual assault, harassment etc at Event, in equity space or in association with a club	Adequate	Security at a larger events. Risk mitigations for club events. Equity space hours controlled.	Minor	Likely	Medium	
18	Serious Staff/Student Harm/Self-Harm	Inappropriate advice. Failing duty of care.	Adequate	Serious issues/concerns to be referred to relevant professional staff	Moderate	Unlikely	Medium	
19	Workplace injury	Significant workplace injury, inc students and visitors.	Adequate		Major	Unlikely	Medium	

20	Guild buildings not usable / available	Building not usable (eg safety reasons). Uni places conditions on Guild or terminates lease due to a lease breach.	Adequate	Regular meetings with Curtin Properties to maintain good working relationship.	Major	Unlikely	Medium	
21	Running down assets		Adequate	Lease extensions (to give security of tenure so that we can invest). Funded capital investment plan that matches lease period. Maintenance plan.	Moderate	Unlikely	Medium	Refurbishments are on track. The 'Capital Reserve' has been maintained at \$1M. All leases until at least end of 2025. Planned maintenance now in place.
22	Working relationship between staff and reps	relationship breakdown	Adequate	MD & President to liaise weekly. Office bearer induction to clarify roles & expectations.	Moderate	Possible	Medium	
23	Loss of multiple key staff		Adequate	Regular liaison with staff, including Quarterly check ins. Remuneration comparable to or better than market.	Moderate	Unlikely	Medium	
24	Not acting or seen as sustainable		Adequate	Commercial disposables and recyclable/compostable. Vice President Sustainability & Welfare to be appointed.	Minor	Possible	Medium	
25	Uni intervenes / dismisses Guild council	Guild breaches Statute / Regs (significant) or serious misconduct	Adequate	Vice Chancellor to be informed and provide a warning.	Major	Rare	Low	
26	Liquor licensing contravention	Significant breach	Excellent-Adequate	Staff overseeing liquor licence requirements are experienced / trained.	Moderate	Rare	Low	
27	White collar fraud		Adequate	Dual signatories required for payments plus the original invoice signed off by goods recipient; tracking expenditure categories against budget; cash reconciliation against budget; annual audit; ensuring staff use leave (and other staff act)	Moderate	Rare	Low	
28	Media / Social Media incident	Innapropriate / unauthorised comments.	Adequate	Media / Social media policy/procedure. Reminder at Office bearer induction.	Insignificant	Likely	Low	
29	Elections disrupted		Adequate-Inadequate	Regulations to be changed to allow more flexibility to deal with disruptions.	Minor	Rare	Low	Work in progress (changing regulations is a slow process)

30	Food breach	Food poisoning and/or notice of breach and adverse publicity	Adequate	Professional Chefs oversee food production and meeting health requirements. Council inspections.	Minor	Rare	Low
31	Lose not for profit status		Excellent-Adequate	Guild cannot change its role outside of the Statute and Regulations	Major	Rare	Low
32	Stock loss	Power outage, breakdown, water damage etc	Adequate	Multiple storage options - stock can be shifted to minimise losses. Insurance also covers losses.	Insignificant	Possible	Low

APPENDIX A – RISK TABLES

Table A1 - Select the Overall Controls Rating (for ALL controls as a whole)

The adequacy of the controls is assessed on a common sense, qualitative basis. This can be viewed as a reasonableness test, i.e. are you doing what is reasonable under the circumstances to prevent or minimise the impacts of the risk?

Level	Descriptor	Foreseeable	Detail
E	Excellent	More than what a reasonable person would be expected to do in the circumstances.	Controls fully in place and require only ongoing maintenance and monitoring. Protection systems are being continuously reviewed and procedures are regularly tested.
A	Adequate	Only what a reasonable person would be expected to do in the circumstances.	Being addressed reasonably. Protection systems are in place and procedures exist for common or typical circumstances. Periodic review.
I	Inadequate	Less than what a reasonable person would be expected to do in the circumstances.	Little to no action being taken. No protection systems exist or they have not been reviewed for some time. No formalised procedures.

Once the **Overall Controls Rating** (above) has been conducted on **ALL** controls as a whole, a **Controls Assurance** should be conducted on EACH control to determine if the controls are in place and effective.

Control Assurance Questions

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. Is the control in use? 2. Is the control documented? 3. Is the control up to date? 4. Is the control effective? | } | <p><i>If you answered 'Yes' to all 4 questions.</i></p> <p><i>If you answered 'Yes' to 2 or 3 questions, the control may require some improvements.</i></p> <p><i>If you answered 'Yes' to 1 or less questions, the control may require significant improvements.</i></p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Table A2 – Consider the Consequence categories. For the given Risk Event select the relevant Consequence/Impact categories and apply a rating (1-5). The ratings are determined with the existing controls in place. Risk appetite is defined by: Red – Outside Appetite; Amber – Tolerable; Green – Within Appetite

Level	Consequence/Impact Category						
	Financial	Performance	Safety	Environment	Reputation	Compliance	Service Interruption/ Customer
(5) Critical	>90% EBDA (> \$500k)	Adverse KPI variation >25%. Student satisfaction rating decrease > 25%.	Fatality; Permanent total disability.	Permanent environmental damage; Extensive damage to an area that extends outside of campus borders.	Irreparable damage to brand. Total loss of credibility with key stakeholders. Extensive media coverage. Student and/or community outrage.	Non-compliance or breach of legislation resulting in deregistration and/or no student autonomy.	University wide interruption of Guild services during peak period of > 1 week.
(4) Major	25-90% EBDA (\$150k - \$500k)	Adverse KPI variation 20-25%. Student satisfaction rating decrease > 20-25%.	Significant/ extensive injury or illness; Permanent partial disability.	Long term environmental damage requiring high level of intervention – remediation uncertain; Damage extending to a large area.	Escalating long term damage to brand. Damage to key stakeholder relationships. Loss of key staff. Significant adverse social or mainstream media for more than 2 weeks. Sustained reduction (>15%) in student / staff satisfaction.	Non-compliance or breach of legislation resulting in reduced student autonomy and/or formal direction from a regulator or administrative body that imposes operational constraints/restrictions. Criminal or quasi-criminal charges.	University wide interruption of Guild services during peak period of 3 days to 1 week. Removal of student discounts.
(3) Moderate	10-25% EBDA (\$50k-\$150k)	Adverse KPI variation 15-20%. Student satisfaction rating decrease > 15-20%.	Middle to long term injury (able to return to work), or Long term condition.	Short term environmental or social amenity damage requiring some intervention; Damage affecting a moderate area and remediation challenging.	Medium term damage to brand. Escalating adverse social or mainstream media between 1 and 2 weeks. Weakened relationships with a number of significant stakeholders. Sustained reduction (>5%) in student / staff satisfaction	Non-compliance or breach of legislation resulting in a temporary reduction in student autonomy and/or formal direction from a regulator or administrative body with threat of prosecution.	University wide interruption of Guild services during peak period of 1 to 3 days. Single outlet not available for 3 months or longer. More than 1 major event cancelled (not 'act of God'). Student discounts < 5%.
(2) Minor	2.5-10% EBDA (\$15k-\$50k)	Adverse KPI variation 5-15%. Student satisfaction rating decrease > 5-15%.	Injury requiring medical treatment	Short term environmental or social amenity damage, easily remediated; Damage affecting a small area.	Minimal damage to brand; Damage to some stakeholder Relationships. Temporary adverse change to student / staff satisfaction. Adverse social and mainstream media for less than 1 week.	Non-compliance or breach of legislation resulting in formal direction from a regulator or administrative body with administrative or minor operational impacts.	University wide interruption of Guild services during peak period of 1/2 to 1 day. Single outlet not available for 1 month. Major event cancelled (not 'act of God')
(1) Insignificant	<2.5% EBDA* (< 15\$k)	Adverse KPI variation <5%. Student satisfaction rating decrease > 5%.	Injury or illness not requiring treatment beyond first aid.	Small environmental or social amenity damage, immediately remediated; Very small area affected.	Once off coverage; No damage to brand. Negligible social and mainstream media. Insignificant weakening of a single stakeholder relationship. Little impact to student / staff satisfaction.	Non-compliance resulting in either informal or no direction from a regulator or administrative body.	University wide interruption of Guild services during peak period of less than 1/2 day. Single outlet not available for 1 week.

* EBDA = earnings before depreciation and amortisation. \$ figures based on EBDA of \$569k.

LIKELIHOOD RATING TABLE

Table A3 – Select the Likelihood

Select the appropriate Likelihood or Frequency rating (1-5) of the Risk Event occurring for the selected Consequence level, given the controls are in place.

Level	1. Rare	2. Unlikely	3. Possible	4. Likely	5. Almost Certain
LIKELIHOOD	The event may occur only in exceptional circumstances	Not expected but the event may occur at some time	The event could occur at some time	The event will probably occur in most circumstances	The event is expected to occur or has occurred and is expected to continue to impact
FREQUENCY	Less than once in 10 years	At least once between 5 and 10 years	At least once between 1 and 5 years	Once per year	More than once per year

RISK RATING TABLE

Table A4 – Determine the Residual Risk Rating

Determine the Residual Risk Rating from the selected consequence and the selected likelihood Levels.

Level of Risk = Consequence x Likelihood

Where there are multiple ratings for a risk, the highest combination of Consequence/Likelihood is taken as the final rating (do not average out the ratings).

RESIDUAL RISK		LIKELIHOOD LEVEL				
		Rare	Unlikely	Possible	Likely	Almost Certain
CONSEQUENCE LEVEL	Critical	Medium	High	High	Extreme	Extreme
	Major	Low	Medium	High	High	Extreme
	Moderate	Low	Medium	Medium	High	High
	Minor	Low	Low	Medium	Medium	High
	Insignificant	Low	Low	Low	Low	Medium

RISK ACCEPTANCE CRITERIA TABLE

Table A5: Make an acceptance decision. Based on the defined residual risk, use the Risk Acceptance Criteria Table to determine an appropriate decision and response.

Level of Risk	Risk Rating	Criteria for Acceptance of Risk and Risk Review	Criteria for Risk Ownership and Risk Reporting
20-25	Extreme	Risk is Out of Appetite. Requires a control rating of Excellent. Urgent Management attention required. Treatment Action Plans to be developed and actioned immediately. To be reviewed at least every 6 months.	Owned by the CEO. Reported to the Finance and Risk Committee and Council.
10-19	High	Risk may be Tolerable or Out of Appetite. Requires a control rating of Excellent. Management preliminary assessment required. Treatment Action Plans, where necessary, to be developed and actioned within 12 months for Tolerable Risks (subject to preliminary assessment and cost-benefit justification). To be reviewed at least every 12 months.	Owned by the Managing Director. Reported to the Finance and Risk Committee and CEO
5-9	Medium	Risk is Acceptable. Requires a control rating of Adequate. Monitor risk for any change in operating environment. Treatment Action Plans, where necessary, to be developed and actioned within 12-24 months for Acceptable Risks (subject to preliminary assessment and cost-benefit justification). To be reviewed every 12 months.	Owned by Portfolio Managers Reported to Managing Director and Executive Committee
1-4	Low	Risk is Acceptable. Requires a control rating of Adequate (or if the risk without any controls is Low, then a control rating of Inadequate will suffice) Monitor risk for any change in operating environment. To be reviewed every 12 months.	Owned by Portfolio Managers Reported to the Managing Director

Minutes

1. Acknowledgement of the Traditional Owners

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

2. Attendance

- 2.1. Members Present; Hannah Northey, Dylan Botica, Veronika Gobba, Ryan Kirby, Max Zhang, Hiba Alsoeady, Jude Soussan, Mitch Craig, Imari Morris, Aleena Shaji, Athina Hilman, Danica Scott, Rey Nairn
- 2.2. Others Present; Jo- Ann Naidu, Jasmyne Tweed, Maryanne Shaddick (minute secretary), Hartman Pizzeys
- 2.3. Apologies and Leave of Absence; Bhaarith Kathiravan
- 2.4. Absent; Veer Singh, James Cabrera, Elicia Lelliot

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting:

- 4.1. Previous Meeting Minutes:

Motion: That the Representation Board approves the minutes of the previous meeting, held on 16/03/2023, as a true and accurate record of the proceedings.

Moved: Hiba Alsoeady
Seconded: Imari Morris
Carried

5. Matters Arising from the Minutes. Mitch Craig asked Dylan Botica about the outcome of the university meeting regarding the solution of reinstatement of the tuition free weeks. Dylan said that the Vice Chancellor was going to update the Guild but this had not happened. Dylan would progress this issue at his next meeting with the Vice Chancellor. As well Dylan said he was considering raising the issue with the Academic Board.

6. Items Not for Discussion. Nothing raised.

7. Reports

- 7.1 President – Submitted. Dylan Botica said the notice of the AGM was due soon and that he was looking at how to increase participation including software to run a hybrid election. Dylan clarified the reference to the University Review in his report. Dylan clarified the discussion points of the meeting he had with the US Consulate noting that grants were available for cultural events
- 7.2 Vice President – Education – Submitted. Veronika Gobba met with the first year representatives team noting they were not elected this year. Veronika noted that Keen interest in many issues that align broadly with what the Guild was doing. Veronika spoke about the university's submission to the Accord with reference to the Job Ready package

- 7.3 Faculty of Business and Law Representative - Submitted. Ryan Kirby noted the expanded discounts for students at the Perth campus. Mitch Craig asked about opportunity for engagement at the Grill the Guilds. It was noted that the representatives were preoccupied with logistical requirements and as a result there was not much opportunity for for engagement.
- 7.4 Faculty of Science and Engineering Representative – Submitted. Max Zhang attended meeting with faculty clubs. Noted update to KPIs. Dylan asked about KPI about interconnection with sci and eng and computer science . Max said trying to engage clubs and faculty staff. Mitch asked had Max response from Faculty executive and PVC.

7.4.1 Key Performance Indicators

- 7.5 Faculty of Health Sciences Representative – Verbal report. Hiba Alsoeady updated the committee about the meetings and committees that she had attended. Hiba noted her interaction with the Office of the Pro Vice Chancellor and weekly pop ups within schools. Hiba talked about organizing a CrossFit session. As well Hiba reported on inclusivity updates.
- 7.6 Faculty of Humanities Representative – Submitted Jude Soussan noted that she had attended joined the first year committee meeting. No questions
- 7.7 Student Assist – Submitted. No questions.
- 7.8 International Students Committee President – Not submitted

- 7.9 Postgraduate Students Committee President – Submitted. No questions.
- 7.10 Queer Officer – Submitted. Imari Morris noted the working group in relation to the dead naming issue. Imari confirmed that someone from DTS was involved.
- 7.11 Women’s Officer – Submitted. No questions
- 7.12 First Nations Officer – Submitted. No questions.
 - 7.12.1 Key Performance Indicators
- 7.13 Accessibility Officer – Submitted. Rey Nairn noted that they had been approached by the ABC for assistance with the Better Date than Ever program.
- 7.14 Higher Education Developments – Submitted. No questions
- 7.15 Chair of the Representation Board* - Verbal. Hannah Northey reported that she had attended the women’s collective. As well Hannah reported on the TiK Tok videos report. Student discipline panel

Motion: That the Representation Board notes the reports.

Moved: Mitch Craig

Seconded: Veronika Gobba

Carried

Motion that the representation board approves the submitted KPIs

Moved: Imari Morris

Seconded Aleena Shaji

Carried

8. Items for Discussion and Resolution

1. Stand with Palestine, rally to commemorate the Nakba

Motion: That the Guild publicly endorse the 13 May “Rally for Palestine” protest called by the Palestinian Community of WA, Australia Palestine Advocacy Network, and Friends of Palestine WA

Moved: Danica Scott (Ordinary Representation Board Member)

Seconded: Jude Soussan

Carried

Danica Scott clarified the history of Nakba and the current situation at this time.

2. Defend abortion rights, counter-protest the “March for Life”

Motion: That the Guild publicly endorse the counter-protest against the March for Life called by the Defend Abortion Action Group Perth

Moved: Danica Scott (Ordinary Representation Board Member)

Seconded: Aleena Shaji

Carried

Danica Scott spoke about the stripping of people’s rights and the importance of counter protests.

9. Minutes of Committees reporting to the Representation Board

1. Postgraduate Student Committee- 20/03/23
2. International Student Committee- N/A

Motion: That the Representation Boards notes the minutes of the committees en bloc

Moved: Hannah Northey (Chair of the Representation Board)

Seconded: Max Zhang

Carried

10. General Business

Mitch Craig congratulated Athina Hilman on her Vice President Activities role and Aleena Shaji chairing her Guild Council meeting. There was discussion about posters relating to abortion that had been distributed around campus that were removed by Properties. Dylan Botica said that while the Guild did not request the removal of the posters, he was concerned that the graphic content of the posters could become a duty of care for some students.

Members of the Representation Board were reminded that their mid-year KPIs were due at next Representation Board meeting.

11. Meeting Evaluation

The evaluation was carried out by Ryan Kirby. He said that that there was good reporting, respectful behaviour, the meeting was chaired effectively and there was good involvement from participants. It was noted that at times the discussion was sometimes not productive.

12. Next Meeting

The next ordinary meeting of the Representation Board is Thursday, the 18th of May at 5:30pm to be held at Council Chambers. Documents and motions are to be submitted no later than 5:00pm on Thursday the 11th of May to secretary@guild.curtin.edu.au and chair.representation@guild.curtin.edu.au

Meeting closed at 6.16pm



Student Guild of Curtin University

Executive Committee

Meeting #11

To be held at 12:30pm on Friday the 28h of April 2023

Location: Presidents Office

MINUTES

Meeting opened 12:44pm

10. Acknowledgement of the Traditional Owners

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

11. Attendance

- 11.1. Members Present; Dylan Botica, Jasmyne Tweed, Athina Hilman, Veronika Gobba, Hannah Northey (Telephone)
- 11.2. Others Present; Mitch Craig
- 11.3. Apologies and Leave of Absence;
- 11.4. Absent;

12. Disclosure of any potential or perceived Conflicts of Interest

13. Minutes of the Previous Meetings

EC#30/2023

That the Guild Executive Committee approves the minutes of the meetings held on 12/04/2023 as a true and accurate record of the proceedings at that meeting.

Moved: Jasmyne Tweed

Seconded: Hannah Northey

Carried

14. Action List

- 14.1. Action List

15. Reports

- 15.1. President

Dylan recommends everyone to refer to his Guild Council Report for a more comprehensive update. Dylan updates the committee on developments that have occurred since the report including the university not being happy about liquor licences objection. Dylan said a number of the Uni Exec/staff were not aware about the Universities Application for a Liquor Store. The election of deputy chair ends soon. Reconciliation events are coming up where the Guild will be

collaborating with three events. Acknowledgment workshop, Sorry Day Afternoon Tea and Kings Park Walk. The Kings Park Walk will have 30 spots for students. Registrations will open in the first exam week

ACTION: Veronika to invite reps to the acknowledgment workshop.

15.2. Vice President – Education

Veronika attended the last respect at Curtin advisory meeting where she was actioned with communicating with students.

Queer Collective, Accessibility Collective Women's Collective, First years and First nations Collective had their first meetings. First Years want to be heavily involved in the voice to parliament campaign. First Nations Collective are not interested at this stage in being involved in the campaign.

15.3. Vice President – Activities

The events that Athina organised and ran include Grill the Guild, Rey's Autism Awareness Day meet and greet. The students who attended Rey's event found it very engaging.

The ISC Migration Workshop was well attended with just under 100 students. The students found the workshop helpful.

Athina will be assisting at the Guild Pop Up Thrift Market all week 10.

The End of Semester Bash is coming up and the theme will be Y2K, rave cave. Athina has been in discussion with the events staff in have a welcome two semester 2 event.

15.4. Chair of Representation Board

Hannah has been organising with Ben from Student Engagement to film some Student Assist content. She sat on her first Student Disciplinary Panel. Has reached out to the university about how the textbooks can be released earlier.

15.5. Secretary

Jasmyne gave an update that she is meeting with David to go through and review the Guilds Health and Safety Policy that is due for review. Has been discussing with David the next step with the Curtin Colombo Branch.

Action: Talk to David about concerns with Clubs.

EC#31/2023

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

Moved: Athina Hilman

Seconded: Veronika Gobba

16. Items for Discussion

16.1. Membership Initiatives

Action: For the Executive Committee to discuss the membership initiatives from the Membership Advisory Committee.

Action: Dylan to provide written notice for the committee to be extended.

Mitch explains some of the initiatives that the committee has been exploring.

- Events scanning
- Spin to win
- App with points system and tiers
- Associate membership being increased
- Dylan recommends \$20 and \$5 credit to your account and will be getting an associate newsletter with associate exclusive benefit marketing.

Mitch explains what used to be offered with paid membership. The next membership committee they will discuss financial situation of the good and whether providing a tiered membership could be a source of revenue for the Guild. Dylan recommends completely changing the nature of what it means to be a member. A document of what membership is at the guild and have an implementation schedule.

16.2. Guild Annual General Meeting

Action: For the Executive Committee to discuss the reports presented at the AGM.

Dylan ask if we have a PowerPoint that includes an over view of the annual report and include 3 dot points for each of eth exec portfolios. .

Athina asks If it rains. Dylan informed the committee that a marquee will be installed for May.

Dylan updated that Jon Yorke has approved the OCC about the AGM going out to all students.

AGM actions:

- Veronika to follow up with Reps in attending.
- Veronika to remind the equity officers to invite their collectives.
- Mitch to ensure PSC and HDR attendance
- Athina to be responsible for ISC attendance
- Dylan to follow up with Shelley to email to clubs

17. General Business

18. Next Meeting

The next meeting of the Executive Committee will be held on the 11th of May at 10:30am in the Presidents Office.

Meeting closed 1:44pm.



Student Guild of Curtin University

Executive Committee

Meeting #12

To be held at 3PM on Monday the 8th of May 2023

Location: Presidents Office

MINUTES

19. Acknowledgement of the Traditional Owners

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

20. Attendance

- 20.1. Members Present; [Dylan Botica](#), [Veronika Gobba](#), [Athina Hilman](#), [Hannah Northey](#), [Jasmyne Tweed](#)
- 20.2. Others Present;
- 20.3. Apologies and Leave of Absence;
- 20.4. Absent;

21. Disclosure of any potential or perceived Conflicts of Interest

22. Minutes of the Previous Meeting

To be included on Thursdays Exec.

23. Club Renewals

EC#32/2023

Motion: That the Guild Executive Committee approves the renewal of:

- Association of Malaysian Students (AMS)
- Association of Malaysian Students (AMS)
- Curtin Singapore Society
- Western Australian Physiotherapy Students Society - Curtin Chapter (WAPSS Curtin)
- Student Actuarial Society Curtin
- Health Promotion Student Association
- Australasian Union of Jewish Students Curtin (AUJS Curtin)
- Curtin Filipino Students' Society (CFSS)
- Curtin Automotive Klub for Enthusiasts (CAKE)
- Curtin Be with Buddha Society (CBBS)
- Curtin Card Games (CCG)
- Curtin Chemistry Club
- Curtin Good Deeds Society
- Curtin Civil Engineering Association
- Curtin Club Rad
- Curtin Consulting Group

- Campus Christian Movement (CCM)
- Chinese Society (CS)
- Curtin Ahlulbayte Humanity Club (Curtin AHC)
- Curtin Accounting Association
- Curtin Animation Club (CAC)
- Curtin Podcast Society
- Curtin Wakeboarding Club
- International Association of Drilling Contractors Curtin Student Chapter (IADC Curtin)
- International Bible Fellowship
- Passion 4 Jesus
- Curtin Health Safety and Environment (HSE) Student Club
- Curtin Economics Society
- Curtin Hindu Club
- Curtin International Relations Society
- Curtin Mechanical Society
- Curtin Palestinian Society
- Geology Society of Curtin University (GEOS)
- Hong Kong Christian Fellowship
- International Health Organisation Curtin
- Nutrition and Dietetics Student Association (NADSA)

And authorised the Secretary to sign the renewal form.

Moved: Athina Hilman (Vice President Activities)

Seconded: Jasmyne Tweed

[Dylan recommends that in future that all Club Renewals that happen outside of the normal Exec time should go through Circular Resolution.](#)

24. General Business

25. Next Meeting

The next meeting of the Executive Committee will be held on Thursday 11th of May 2023 at 11:30am in the Bridge.

MINUTES

1. Acknowledgement of the Traditional Owners:

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

2. Attendance:

- 2.1. Members Present: Aleena Shaji (Chair), Max Zhang, Ryan Kirby, Rachel Kogiopoulos, Kenny Lye
- 2.2. Others Present: Dylan Botica, Jasmyne Tweed, Jo Boldison, Karen Rennie, David Luketina
- 2.3. Apologies and Leave of Absence; Athina Hilman
- 2.4. Absent; Yie Xin Cheong

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting:

- 4.1. Previous Meeting Minutes –
*Motion: That the Finance and Risk Committee **approve** the previous minutes of the Finance and Risk Committee held on the 1st February 2023.*
Moved: Max Zhang
Seconded: Kenny Lye

5. Matters Arising from the Minutes

- 5.1. Action List (*Attachment 5.1*).
- 5.2. Finance and Risk Committee Work Plan 2023 (*Attachment 5.2*)
All Items on the work plan are included in the agenda.

6. Items for Decision

- 6.1 Audit Report – The auditors will attend the start of the meeting to provide an overview of their findings from the 2022 audit.

The Committee **recommends** that the Guild Council:

- a.) Notes the audit report and opinion (*Attachment 6.1a-6.1b*);
- b.) Authorises the President and Secretary to certify that:

In the opinion of the Guild Council:

- i. The Statement of Profit or Loss and Other Comprehensive Income and Statement of Cash Flows are drawn up so as to give a true and fair view of the performance of the Guild for the year ended 31 December 2022;

- ii. The Statement of Financial Position is drawn up so as to give a true and fair view of the state of affairs of the Guild as at 31 December 2022;
 - iii. The Guild has complied with the Australian Accounting Standards – Reduced Disclosure Requirements, the *Curtin University Act 1966* and the *Australian Charities and Not-for-Profits Commission Act 2012*, and
 - iv. At the date of this statement there are reasonable grounds to believe that the Guild will be able to pay its debts as and when they fall due.
- c.) Recommends to the Annual General Meeting that it adopt the Audited Financial Statements of the Student Guild for the year ending 31 December 2022 (*Attachment 6.1b*)
 - d.) Recommends to the University Council that it note the Audited Financial Statements of the Student Guild for the year ending 31 December 2022 (*Attachment 6.1b*).

The auditors presented their report to the board. They suggested that the audit went smoothly and efficiently. There were no issues with management and no bad feedback. The key points are below;

- The Financial report has adopted the new standard AASB 1060 and is presented as a General Purpose Financial Statement – Simplified Disclosures for -profit and not-for-profit. It was found to be in good standing
- Revenue, plant and equipment, provision for employee benefits and right of use assets and expenses
 - Revenue slightly dropped from last year. This was due to the Guild not receiving Jobkeeper anymore
 - Employee benefit expenses. There is a reduction due to the resignation of an Operation Manager and a reduction in full-time staff
 - General rise in operating expenses due to inflation
 - Property, plant and equipment has decreased due more to depreciation than new additions
 - Provision employee benefits reduced – mainly due to the leaving of the operations manager
 - Leases – there was a major decrease due to the lease adjustment for rent free periods
 - Internal control weaknesses not noted nor any incorrect statements, so good to sign off when board approves the financial report

The auditors explained that a right of use asset is a leased item that is used for generating income so should be represented in the financial report. If you didn't have the leased item, you would have to purchase the item to continue operating. The Guild's right of use asset is the leases that we have with Curtin University.

The auditors left the meeting.

Dylan queried that the report said journals entries aren't independently checked as he thought this had been dealt with in the past. Rachel advised that this will come up every year as the Finance team is not big enough to have independent checks. David advised that it is logistically impossible with the size of the team. The auditors know that, but have to note it each year.

Moved: Max Zhang
 Seconded: Kenny Lye

7. Items for Discussion

7.1. Risk Management Plan (*Attachment 7.1-7.1a*)

David explained that there are a couple of updates a year and a revised plan, then on recommendation of F&R Committee, the RMP goes to guild council for approval. When reviewing the RMP in preparation for this meeting there were a few things that stood out that should be looked at in more detail:

- Some of the items are out of date
- There are more risks listed than can be focussed on
- There are individual risks listed that could be combined
- There have been some dynamic changes over the last few years like Covid, the inflationary environment we are in, supply chain issues

It is thought that the Guild review each level of risk with a key group of staff and students, then come back to this committee with a plan that is more up to date and workable.

The Finance and Risk Committee recommend that the review be complete and submitted to the committee by the July meeting.

8. Items for Noting

8.1. January 2023 Financial Reports (*Attachment 8.1-8.1d*)

Dylan queried if insurance cover includes loss of income from Angazi and if we are seeing an increase coming through other outlets.

David advised that we are seeing an increase in sales at Concept, which is approx. 50% higher. January is always a difficult month to use as turnover low. Once we look at March data, when all the students and staff are on campus, we will have more of an idea of how trade differs. February data isn't shown, where it would have been included last year. Due to the changeover of financial systems we are a bit further behind than we would normally be with reporting, but at this time of year it is not affecting decisions on running the business. It was a conscious decision to let the reporting slip a little so the system can be set up correctly.

Jasmyne queried if the increase in sales in G-Mart and Concept have anything to do with Angazi being closed down. David advised that this would not have an effect on G-Mart as the nature of the products sold do not overlap with Angazi, but the increase in Concept would be related.

Karen advised that the increase in G-Mart sales is for uniforms and smartrider cards, indicating there are more people on campus. Dylan commented that this will probably dissipate when Exchange opens in mid-year, as it could be quicker for people to go there than walk to Concept.

Ryan queried what causes a steep drop off at the end of the year on the cash forecast graph. Karen advised that it is due to a drop in students on campus and outlets always trade at a loss at that time. David advised that normally we end up with the same amount of cash at the end of the year as the beginning, but in 2023, it is a lot lower due to the amount of capital expenditure. Depending on timing, some of this may not happen in this year, so this is a worst case scenario for the amount of cash at the end of the year.

8.2. Tax and Superannuation Update (*Attachment 8.2-8.2c*)

9. General Business

David mentioned a number of things have changed since the budget was formulated. Angazi Café has been closed and will be for at least the remainder of this year. The number of people on campus seem to have picked up, so we will get March's data and then after Census we will have more of an idea if SSAF is going to change measurably. Once we are at that stage, we would look at doing a budget reforecast and the timing of capital expenditure can also be updated.

10. Items to be Communicated

Recommendation of the Audit report and 2022 Financial Statements to be presented at Guild Council

11. Next Meeting –

The next Finance and Risk Committee meeting will be held on the 17th May via Video Conference or in the Bridge.