



Guild President 2023 October Report

Dylan Botica

President's Guild Council Report

Covering Dates: 15/09/2023 – 25/10/2023

Submitted to: October Guild Council

Note ^distributed late to ensure up to date with emerging issues.

*** denotes confidential items to be redacted**

Leave: Nil

1. University / External Meetings

Date	Meeting	Comments
18/09/2023	DVC-G Meeting	
19/09/2023	Meet and Eat with the DVCA	
20/09/2023	The Voice to Parliament with the Hon Linda Burney	
21/09/2023	Academic Board Executive	
22/09/2023	Vice Chancellor Meeting	
11/10/2023	Richard Kendall (Director of Accommodation)	See below for Housing update
12/10/2023	Student Leader Meeting	
17/10/2023	DVC-A Meeting	Resolved the CAKE incident and handling processes for future.
19/10/2023	CIMT 284535G Student Death	See below
19/10/2023	Academic Board Executive	See below
19/10/2023	CIMT 284535G Student Death	See below
23/10/2023	CIMT 284535G Student Death	See below
23/10/2023	SaP Catch Up	Agreement finalisation

25/10/2023	Vice Chancellor Meeting	Discussion on: - Student Housing - Critical Incident - University Council Representation - University Review
25/10/2023	CIMT 284535G Student Death	See below

2. Guild Meetings

Date	Meeting	Comments
18/09/2023	President x MD	
25/09/2023	President x MD	
25/09/2023	President x Student Engagement	
26/09/2023	Operations Committee	
28/09/2023	Guild Council	
02/10/2023	President x MD	
02/10/2023	President x Student Engagement	
05/10/2023	Higher Education	
09/10/2023	President x MD	
09/10/2023	President x Student Engagement	
09/10/2023	Student Partnership Agreement Check-In	
09/10/2023	Executive Committee	
12/10/2023	Legal Committee	
12/10/2023	Higher Education	
13/10/2023	QO Check-In	
16/10/2023	President x MD / Student Engagement	
16/10/2023	Legal Committee	
19/10/2023	Higher Education	
19/10/2023	Representation Board	
23/10/2023	President x MD / Student Engagement	

24/10/2023	Legal Committee	
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3. Items of Significance

3.1 On campus tragedy

The Executive has been deeply saddened to hear about the loss of a very active and involved student in Harrison. As many of people know Harrison as someone respected for his academic acumen and for his years of leadership including across many clubs.

I have been deeply involved in the University Critical Incident Management Team since Wednesday night. Through this process we have:

- Communicated with all staff and students
- Closed the room and activated Safer Communities to keep the pavilion quiet and respectful.
- Stood up an additional six counselling staff for students and staff
- Opened the University employee assistance program (EAP) to Guild staff and all students.
- Created a temporary drop in counselling space in the Engineering area until at least the end of all examinations.
- Created a no-grounds needed extension policy for those directly impacted and requested academic staff show great leniency.
- Removed offensive material from the internet that is identifying.
- Worked to memorialise the student in a respectful way.

I encourage all students and Guild Councillors to stay safe and look after themselves and their colleagues in this difficult time.

[REDACTED]

[REDACTED]

[REDACTED]

3.3 SSAF Survey

Based on the Government requirement for consultation of SSAF projects myself and the Academic Registrar launched a SSAF survey that has garnered over 800 responses, signaling strong engagement from our students. The majority of respondents express a positive sentiment toward SSAF. SSAF projects receiving the highest positive sentiment include 24/7 Library opening from the University and extended hours access to Food and Beverage from the Guild. Sports programs and Guild student engagement performed poorly. This has been rectified by incorporating engagement costs into each areas proposal rather than as a distinct area.

Jon Yorke – Academic Registrar has communicated the consultation project with the department.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

3.5 Academic Calendar

The Academic Calendar project has formally kicked off. Representation from the Guild will be from Veronika Gobba to ensure continuity into the next term. A referendum style question is open for students and staff –, do we want a second tuition free week? There is will from the University to enact whatever the majority of students and staff want.

Please complete the survey yourself and share with as many people as you possibly can! We need a strong vote for returning the second week.

3.6 Rights at Work Survey

I have created a “Your Rights at Work” Survey that will be distributed towards the end of Semester period / out of academic period. This will both survey for areas of workplace exploitation for students but also provide accurate and instant information for students as they complete the survey.

3.7 Yes23 Campaign

As we wrap up the campaign for Yes23, while it is incredibly disappointing to see how misinformation and fear have been used to demolish the prospect of constitutional recognition through a voice, our campaign:

- Saw hundreds of students volunteer
- Increased youth enrolment in WA and contributed to the highest ever youth

- Engaged with students and staff and in the strongest terms possible highlighted the Guild's solidarity with First Nations people. We will always support First Nations justice – popular or not.

Polling booth data demonstrates that the absolute majority of Indigenous Australia wanted a “Yes” vote and we should be proud that we did everything we could to push for a “Yes”.

I encourage everyone to read Katharine Murphy's piece in the Guardian:

<https://www.theguardian.com/australia-news/commentisfree/2023/oct/14/albanese-wanted-to-end-two-centuries-of-silence-but-we-said-no-and-failed-our-first-nations-people>

13YARN

Website: www.13yarn.org.au

13YARN is the first national crisis support line for mob who are feeling overwhelmed or having difficulty coping. They offer a confidential one-on-one yarning opportunity with a Lifeline-trained Aboriginal and Torres Strait Islander Crisis Supporter who can provide crisis support 24 hours a day, 7 days a week

3 Other

MD PL

David has been on personal leave and returns to work over the next month. Maryanne has been assisting.

Leave

I will be on leave for two weeks of next month. Arrangements are per last meetings resolution.

Thanks

I would like to thank Athina Hilman who is leaving the Guild a couple of weeks earlier than the end of her term. Athina has recently graduated and secured employment with the ABC among others. Athina has been an outstanding performer as Vice President – Activities and has made a lasting impact on the Guild. I wish her the best on her early departure.

4 Travel

Ethnocultural Conference (27th – 29th of September)

Vice President – Education

Guild Council 21/09/2023 – 20/10/2023

Veronika Gobba – She/Her

Meetings

Date	Meetings	Comments
26/9/23	Operations Committee	
27/9/23	VPE x QO Check-in	
	Executive Committee	
28/9/23	VPE x Health Sci Rep Check-in	
	Higher Education	
	Guild Council	
29/9/23	Academic Board	
	Students as Partners Catch-up	
2/10/23	University LSEC	
3/10/23	University Courses Committee	
4/10/23	VPE x QO Check-in	
5/10/23	Higher Education	
9/10/23	VPE x President Check-in	
	Executive Committee	
11/10/23	Curtin Pride	Incredible event and parade. The energy during this event was so lovely and exciting and it was amazing to have a stall showcasing a history of pride at Curtin. Congratulations to Imari and Athina for pulling this off!
12/10/23	Legal Committee	
	Students as Partners Catch-up	
	Higher Education	
13/10/23	Student Voice Australasia – Student Voice Symposium	Attended for workshops online in the morning.

	Voice Referendum day-before-election stall	
16/10/23	VPE x PSC Check-in	
18/10/23	VPE x QO Check-in	
	Students as Partners Catch-up	
19/10/23	Guild Executive + DMD Catch-up	
	Higher Education	
	Representation Board	

PROJECTS

Bring Back the Second Tuition-Free Week

The academic calendar review has been brought forward and the scope has been limited to the effects of the removal of the second tuition free week. A small working group comprised of myself, the Associate DVCA & Academic Registrar, the Chief Student Services Officer, the Associate Deputy Vice Chancellor, Research (Interim) and Director of Transnational Education & Partnerships has been put together and we have developed a survey to go out to all relevant staff and students regarding tuition free weeks. The quantitative and qualitative results of this survey, subject to a reasonable sample size, will drive the outcome of the calendar review. The survey was sent to stakeholders on 16/10/23 and will close on 27/10/23.

Guild Excellence in Teaching Awards

The Guild received many nominations as usual from students for the Guild ETA awards, teaching winner/teaching commendation/research winner for each faculty has been selected. This year, all teaching or supervisor staff who were nominated will receive notification that they were nominated, not just those who were finalists for awards.

OTHER

I am currently part of a panel to select the new Health Sciences Director of Innovations and Scholarship of Learning and Teaching.

Vice President Activities Report

Athina Hilman

Date	Activity	Notes
27/09	Grill The Guild Sci Eng	Held a BBQ for the Sci Eng students
2/10	Mental Health Week ISC Session	Held a breakfast for International students giving them a chance to mingle
3/10	Mental Health Week Big Nap	We could not hold this due to the rain, so instead we had a stall outside the library giving food and drinks. We served 250 hot drinks and encouraged students to leave supporting messages on the whiteboard for other students to see
4/10	Mental Health Week Pup and Pancakes	Greyhound rescue dogs attended to soothe students and Guild reps served pancakes. We handed out 220 serves
5/10	Mental Health Week Guild Games	Worked with barefoot lunch to put on a mini carnival at Creative quarter. We had a good flow of students come and engage with the games, special thanks to Greg from Properties for allowing us to crash his event
6/10	Mental Health Week Grill the Guild FBL	Held a BBQ for FBL students and we also bought the big nap to the sculpture gardens. We handed out roughly 110 milks and cookies to students who sat, chilled or slept in the sculpture garden
9/10	ISC Meeting	We discussed promo for Pasar Malam and other ISC initiatives, as well as roles for Pasar Malam
10/10	Interviews for Event Coordinator	The lovely Jess Bourne is leaving for maternity leave and we interviewed several candidates
11/10	Interviews for Event Coordinator	The lovely Jess Bourne is leaving for maternity leave and we interviewed several candidates. We found someone we all agreed would be a great fit. YAY!
11/10	Campus Pride Parade	We held stalls and also a short parade around the campus. It was really great to see people engaged in the activities, and we had over 100-150 marching between students and staff members. I believe it was a great event
12/10	Grill the Guild Humanities	The last Grill the Guild for the year!
16/10	Meeting with Megan Jenkinson (Director, Student Services)	Talked about putting on an event at the end of the year. She also said she is happy to allocate BUPA funding for Pasar Malam next year.
20/10	Pasar Malam	Coordinated the volunteers, wrote script for stage, checked in on volunteers all night and lead pack down. Special thank you to the incoming VPA, Max Zhang, for coming down and learning the ropes.

Upcoming Events

Stress Less Week – We have an event every day for Stress Less Week including Food Drops, Slumberland feat. Womens Department, Brinner, Guild’s Gelatoria and Friday Funzone at the TAV

Food drops for exams week – Pretty self explanatory 😊

Event Notes

Global Village – Unfortunately this event was cancelled due to the circumstances in Gaza. However, the university have agreed to allow the clubs, Womens Department, ISC Department to keep the money (\$500-\$750 per club)

BUPA Funding – Director of Student Services has given the Guild 10k to spend on stress less initiatives for the next 2 weeks. I am in the process of allocating it with exec. BUPA has also agreed to allocate money to Guild for events such as Pasar Malam for the next academic calendar year which is a WIN!

Equity Funding – Fiona Notley, COO of Curtin, has given 4k for Guild to run equity food initiatives. Thank you to Dylan for starting the conversation with the COO.

ISC – Spoke to Above and Beyond team about ISC events going forward. ISC events have been quite popular this year and we have had to turn away people due to spacing issues. Next year we will need to find suitable spaces to fit 100+ students

Club Notes

Clubs Charter – I have given my feedback on the Clubs Charter and I am happy with the additional note on camping and SA/SH.

Clubs Policy/Procedure/Renewal – I spoke to David Luketina on where we are with updating this and at the moment it is split into “bite size” policies and Bec is reviewing the renewal draft. I am hoping I am able to review it before the last GC of the year

Podcast room – I was able to secure the podcast room for use for CJS and CPS, Clubs support will now be officiating the bookings for this room.

Clubs News – I have been talking to clubs such as CWC, CFPS, CSS, AMS and EMAS on any feedback they have for the Guild which I have passed on to Clubs Support.



Secretary Guild Council Report

Jasmyne Tweed

28th of October – 18th of October.

1. Leave Log

Nil.

2. Meeting Log

Date	Meeting
28/09/23	Guild Council
05/10/23	Higher Education
06/10/23	Student Discipline Panel
09/10/23	Executive Committee Meeting
11/10/23	Pride Parade
12/10/23	Legal Committee (quorum not met)
	Higher Education
13/10/23	Referendum Stall
16/10/23	Legal Committee
18/10/23	Higher Education

3. Key Areas

3.1. Guild By-Laws

The amendments to the Guild By-Laws 2022 are finally complete and the Student Society By-Laws are 80% done. The only remaining part is the new default constitution which Dylan has been cooking up.

3.2. Constitutions

The Representation Board and Executive Committee Constitution amendments are complete. The Representation Board Constitution went to Representation Board for feedback and there was some discussion on the addition of Question Time and Members Motions. There was concern that Questions from student observers would be limited to 15 minutes and that scope of members motions was being limited. It was clarified at the meeting that the By-Laws supersede.

3.3. Induction/Handover

All of the outgoing Office Bearers have been provided with a handover report template and have been encouraged to bring the incoming representatives to their last university meetings. I have almost finished updating the Representation Board and Guild Council Guides that will be provided to the incoming Representatives prior to induction. Induction day will be held on the 1st of December for all Representatives with a pre-induction day being held for the incoming Executive Committee, PSC President and ISC President to attend Academic Board. Student Assist has also provided a contact for mental health first aid for the incoming Officer Bears. The dates and times for the session have not been finalised but we are aiming for the week prior to induction.

3.4. WASM Elections

In person and online voting was held for the Kalgoorlie Branch of the Curtin Student Guild. The Nominations window was extended for an extra week due to the lack of nominations, in particular for the role of WASM Student Guild President. Unfortunately, even with the extended nominations period the position had a failed election due to no nominations being received. This issue is being rectified through an appointment of the WASM Student Guild.

The only position to go to a ballot was for the WASM Student Guild International Officer. In person voting was open for 1 hour at the WASM Student Guild office during the Annual General Meeting. Four (4) in person ballots were cast and 41 votes online.

3.5. ISC, PSC and First Nations Officer Elections

Nominations are currently open for the roles of ISC, PSC and First Nations Officer. At the moment it is evident that significantly less nominations are coming through in comparison to when nominations opened in February.

CONFIDENTIALITY

- OPEN
 CONFIDENTIAL

GUILD COUNCIL – 28/09/23

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 September
- Workers compensation claims (as hours of paid compensation over the past 12 months): 143 Hours for September (this relates to a single claim):

Incidents and Hazards to note

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

- B104, a fridge door lock latch needed to be moved higher to eliminate a pinch point hazard. This has been completed.
- The Tav loading dock has a removable barrier that is not being put back in place by delivery drivers (there is a 1m drop). A reminder has been sent out to relevant staff to advise delivery drivers to put the barrier back in place after unloading.

Guild injuries, near misses or hazards reported:

- Library Café - a staff member had a sore elbow after lifting a milk crate. No soreness when commencing work the following day but soreness presented later in the shift at which time the staff member went home. A doctor prescribed resting for 7 days and applying ice and taking anti-inflammatory medication.
- Basement Café - a staff member (coffee maker) has been off work with a repetitive strain injury (this has been processed as a workers compensation claim). They have partially returned and are undertaking light duties.
- In B106G Concept Café a piece of metal was found in a cookie, this is getting followed up with the manufacturer. No one was harmed.

General Safety Update for the Month:

B106 Planned Fire Evacuation

B106 (Guild precinct) had a planned fire evacuation on 11 September. All areas were evacuated quickly, feedback from the drill included:

- People hanging around the Tavern beer garden
- People coming back into the undercover courtyard
- Someone took time leaving the toilet
- Wardens did not alert the Deputy Chief Warden when areas were evacuated, i.e. there was no “runner”
- The Deputy Chief Warden should have kept a log of everything
- Evacuating the HDR unit can be difficult and takes longer than most other buildings in the 106 precinct.

CONFIDENTIALITY

- OPEN
 CONFIDENTIAL

GUILD COUNCIL – 28/09/23

PROPOSED REVISION TO APPROVED SSAF PROJECT

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

Motion:

That the Guild Council upon the recommendation of the Student Services and Amenities Fees Expenditure Advisory Committee approves the revisions to the Student Guild SSAF Project CSG6 Outlet Refurbishment (retitled to CSG6a - Outlet and Meeting Room Refurbishment).

Background:

The Student Guild SSAF Project CSG6 - Outlet Refurbishment (as attached) was approved for an amount of \$288,817 for 2023 for the refurbishment of the Guild Café Central. However, refurbishment of the Guild Café Central is now delayed.

The proposed revised Student Guild SSAF Project CSG6 (retitled to CSG6a - Outlet and Meeting Room Refurbishment) as attached is of the same nature and purpose as the original approved project. Additional details are in the attachments.

Also, Curtin Finance have advised that an additional \$100k of SSAF is expected to be available compared to the original budget. For this reason, the budget for the proposed revised Student Guild SSAF Project CSG6 (retitled to CSG6a - Outlet and Meeting Room Refurbishment) is \$100k greater than the original approved project (ie the revised budget is for the amount of \$388,817).

At the Student Services and Amenities Fees Expenditure Advisory Committee of 22 August 2023 it was decided that, with regard to the proposed revised Student Guild SSAF Project (retitled to CSG6a - Outlet and Meeting Room Refurbishment):

- The Committee was supportive of the revision, and
- The revisions were more than minor and, as such, require approval of the Vice Chancellor and Guild President.

Attachment/s:

Attachment A Original Project - Outlet Refurbishment
Attachment B Proposed Revised Project - Outlet and Meeting Room Refurbishment

Curtin University / Curtin Student Guild

Student Services and Amenities Fees (SSAF) Proposal and Reporting

Supporting the provision of amenities and services that are not of an academic nature to enrolled students.

Please complete all sections of this form. For queries, contact Secretariat@curtin.edu.au

Project Synopsis

Title of Project	Outlet and Meeting Room Refurbishment
Contact Person	Managing Director, Curtin Student Guild
Department/Area	Managing Director, Curtin Student Guild
SSAF Expenditure Category	<i>(a) providing food or drink to enrolled students on a campus of the University</i>

Project Information

Project objectives, benefits and impact
<p>The Guild uses a number of facilities to provide its services. Many of these facilities are run down and/or in need of modernising. The main project for 2023 will be a major refurbishment of Guild Café Library.</p> <p><u>Guild Café Library</u></p> <p>Expenditure on the Guild Café Library has been minimal over the past decade. Current issues are:</p> <ol style="list-style-type: none"> 1. Layout is not amenable to operating efficiently when the campus is quiet 2. Décor is outdated and not in keeping with the refurbished library 3. Layout is not effective for customer ‘flow’ <p>A significant refurbishment will result in/enable:</p> <ol style="list-style-type: none"> 1. Open earlier, closing later and open more during quiet periods 2. Amenity greatly improved 3. Improved customer experience when purchasing/ordering <p><u>Guild Café Basement</u></p> <p>The following issues are hampering service:</p> <ol style="list-style-type: none"> 1. Inadequate air conditioning to rear of the cafe 2. The ice machine is problematic <p>Addressing these items will result in/enable:</p> <ol style="list-style-type: none"> 1. A more pleasant environment due to more even climate control 2. Being able to consistently serve products that require ice <p><u>The Tav</u></p>

The following issues are hampering service:

1. Extraction fans in the kitchen are excessively noisy
2. One of two pizza ovens is not working

Addressing these items will result in/enable:

1. A more pleasant environment for customers and staff due to a reduction in noise levels
2. Improved customer services with pizza cooked in a timely manner during busy periods

The Retreat

The Guild refers to 106D as The Retreat. It is used as a meeting/event area by the Guild and clubs. In addition, part of the building is used for storage.

1. Current issues are:
3. Décor/flooring in the meeting area is worn and of a low standard
4. Furniture in the meeting room is a random assortment of items discarded from elsewhere and re not suitable
5. The meeting area is only accessible via the rear storage area.

Addressing these items will result in/enable:

1. A room that is attractive and conducive to holding meetings/events
2. A room that can be directly accessed

Scope and communications

This proposal is beneficial to all enrolled students. The Guild provides a breakdown of support from SSAF funding in its annual report.

Deliverables and evaluation

Deliverables are:

1. Major refurbishment of the Guild Café Library
2. Improvements to the Guild Café Basement
3. Improvements to The Tav
4. Improvements to the Retreat

Overall success will be indicated by:

1. Projects delivered on time and on budget
2. Projects delivering benefits as listed above

Quarterly reports will be provided.

Strategy and values alignment

Our Strategy states:

- Our food and beverage offerings will be diverse and offer value for money

The Guilds values are:

- Autonomy: Student control of student affairs for the benefit of our members.
- Integrity: Our behaviour builds trust.
- Diversity: Valuing difference between people and standing for equity, equality and fairness.

Within this, we have the following principle:

- Adapt and respond to enhance the student experience

Risk Management

Works will be approved by Curtin and contractor appointment and management will be as per Curtin's requirements.

Timeline

Start 1 January and conclude 31 December 2023 or as close to as possible

Proposed Budget

	2023
Item	Amount
<i>Please provide information, including on estimation on staffing, equipment, consumables and other costs. (Include oncosts.)</i>	
Library Cafe	\$263,817
Basement Cafe	\$25,000
The Tav	\$40,000
The Retreat	\$60,000
Total	\$388,817

Additional Comments

Background

An amount of \$288,817 was originally approved for 2023 for the refurbishment of the Guild Café Central.

This project will be delayed as it may now form part of a larger project which is currently being scoped in collaboration with Curtin University.

The nature of refurbishments for the Library Café, Basement Café, The Tav and The Retreat are now better established/known and costed.

Finance advised on 6 April 2023 that an additional \$100,000 of SSAF is now estimated to be available.

Funding amount

This project:

- No longer covers the Guild Café Central refurbishments
- Now covers the Library Café, Basement Café, The Tav and The Retreat refurbishments.

- Is increased by \$100,000 in line with the revised budget estimate

The budget amount will be \$388,817.

It is necessary that expenditure can exceed the proposed approved amount to pick up potential under expenditure on other projects, provided that the total expenditure does not exceed total approved funding.

History demonstrates that the total under expenditure on all of the Guild's other SSAF projects can be up to \$200k or so. For this reason, the ability to increase expenditure on this project by up to \$200,000 is sought.

The net result is that this proposal has a budget of \$388,817 with expenditure of up to \$588,817 being permitted subject to overall expenditure on all Guild SSAF projects for 2023 not exceeding \$3,190,315. The upper expenditure limit would still be less than the total estimated cost of the above projects.

Timing

The Library Café, Basement Café and The Tav works were effectively completed in early 2023.

The Retreat works will be undertaken before semester 1, 2023 commences.

Thank you for submitting a SSAF funded Project for consideration by the Student Services and Amenities Fees Expenditure Advisory Committee.

Curtin University / Curtin Student Guild

Student Services and Amenities Fees (SSAF) Proposal and Reporting

Supporting the provision of amenities and services that are not of an academic nature to enrolled students.

Please complete all sections of this form. For queries, contact Secretariat@curtin.edu.au

Project Synopsis

Title of Project	Outlet Refurbishment
Contact Person	Managing Director, Curtin Student Guild
Department/Area	Managing Director, Curtin Student Guild

SSAF Expenditure Category	<i>(a) providing food or drink to enrolled students on a campus of the University</i>
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Project Information

Project objectives, benefits and impact

The Guild uses a number of facilities to provide its services. Many of these facilities are run down and/or in need of modernising. The main project for 2023 will be a major refurbishment of Guild Café Central (Main Café)

Expenditure on the Guild Café Central has been minimal over the past decade. Current issues are:

- Flooring is worn and, in general, the venue is not attractive
- Lighting is fluorescent
- Ceiling coming loose in places
- Entrances blend into the building
- Servery layout is outdated and unattractive
- Layout is not amenable to operating efficiently when the campus is quiet
- Layout is not suitable for servicing events
- The connection between the inside and outside is poor (both visually and for service)

A significant refurbishment will result in/enable:

1. Amenity greatly improved including service area, floor fit out, lighting and sound
2. Improved connection between inside and outside environments
3. Open earlier, closing later and open more during quiet periods
4. Improved experience/offering for customers including spaces to stay and study/work
5. Enable service to the Agora Courtyard for events
6. Layout makes the food offering clearer
7. Improved energy efficiency

Scope and communications

This proposal is beneficial to all enrolled students. The Guild provides a breakdown of support from SSAF funding in its annual report.

Deliverables and evaluation

Deliverables are:

1. Major refurbishment of the Guild Café Central

Overall success will be indicated by:

2. Projects delivered on time and on budget
3. Projects delivering benefits as listed above

Quarterly reports will be provided.

Strategy and values alignment

Our Strategy states:

- Our food and beverage offerings will be diverse and offer value for money

The Guilds values are:

- Autonomy: Student control of student affairs for the benefit of our members.
- Integrity: Our behaviour builds trust.
- Diversity: Valuing difference between people and standing for equity, equality and fairness.

Within this, we have the following principle:

- Adapt and respond to enhance the student experience

Risk Management

Works will be approved by Curtin and contractor appointment and management will be as per Curtin's requirements.

Timeline

Start 1 January and conclude 31 December 2023 or as close to as possible

Proposed Budget

	2023
Item	Amount
<i>Please provide information, including on estimation on staffing, equipment, consumables and other costs. (Include oncosts.)</i>	
Guild Café Central Major Refurbishment	\$288,817
Total	

Additional Comments

Background

An amount of \$451,045 was originally approved for 2022 for the refurbishment of the Guild Café Central.

A revision subsequently changed this amount to \$80,000 for 2022.

Funding amount

The budget amount will be \$288,817

It is necessary that expenditure can exceed the proposed approved amount to pick up potential under expenditure on other projects, provided that the total expenditure does not exceed total approved funding.

History demonstrates that the total under expenditure on all of the Guild's other SSAF projects can be up to \$200k or so. For this reason, the ability to increase expenditure on this project by up to \$200,000 is sought.

The net result is that this proposal has a budget of \$288,817 with expenditure of up to \$488,817 being permitted subject to overall expenditure on all Guild SSAF projects for 2023 not exceeding \$3,090,315. The upper expenditure limit would still be less than the total estimated cost of the above projects.

Timing

Due to the works impacting operating facilities, the projects need to be undertaken during 'student free' periods.

Thank you for submitting a SSAF funded Project for consideration by the Student Services and Amenities Fees Expenditure Advisory Committee.

Appendix A Progress Reporting

Progress Report One – H1 2023

Meeting 02/23

Summary of progress

Please provide a brief synopsis of progress, indicating any highlights or achievements of note.

Deliverables/Evaluation

Referring back to the main body of the proposal where deliverables and their evaluation are set out, please report on their status.

Variations (Project, Budget or Timelines)

Are there any variations (either to the project deliverables, the budget or timelines) that need to be reported to SSAFEAC? Is the project 'on track' to complete successfully? To request approval for new proposed variations, please complete the Variation Form.

Risks

Are there any risk-related issues to report? Can they be managed? (These could include risks to project completion, or emergent risks that were not known at the time of the project proposal)

Scope Changes

Are there any time or scope changes?

Other comments

If required.

Appendix A Progress Reporting

Progress Report Two – H2 2023

Meeting 01/24

Wrap up of the project for the year and report on outcomes

Summary of progress

Please provide a brief synopsis of progress, indicating any highlights or achievements of note.

Deliverables/Evaluation

Referring back to the main body of the proposal where deliverables and their evaluation are set out, please report on their status. In this final report, this is a key section.

Variations (Project, Budget or Timelines)

Are there any variations (either to the project deliverables, the budget or timelines) that need to be reported to SSAFEAC? Is the project 'on track' to complete successfully? As this is a final report, no new variations are expected.

Risks

Are there any risk-related issues to report? Can they be managed? (These could include risks to project completion, or emergent risks that were not known at the time of the project proposal)

Scope Changes

Are there any time or scope changes?

Other comments

If required.

Appendix B: Extract from [Statute No 27: Student Services and Amenities Fee](#)

Section 7 Application of the fees – generally

- (1) The student services and amenities fees paid to the University must be applied only for a purpose that
- (a) relates to the provision to enrolled students of an amenity or service that is not of an academic nature;
 - (b) is permitted by a written law of the State or the Commonwealth; and
 - (c) is not prohibited by a written law of the State or the Commonwealth.

Note: Section 19-38(1) and (2) of the Higher Education Support Act 2003 (Cth) prohibits a higher education provider, or any other person, from spending an amount paid to the provider as a student services and amenities fee 'to support:

- (a) a political party; or
- (b) the election of a person as a member of:
 - (i) the legislature of the Commonwealth, a State or Territory; or
 - (ii) a local government body'.

- (2) Subject to subsection (1), the student services and amenities fees paid to the University may be applied for a purpose that relates to the provision of any of the following amenities and services
- (a) providing food or drink to enrolled students on a campus of the University;
 - (b) supporting a sporting or other recreational activity by enrolled students;
 - (c) supporting the administration of a club most of whose members are enrolled students;
 - (d) caring for children of enrolled students;
 - (e) providing legal services to enrolled students;
 - (f) promoting the health or welfare of enrolled students;
 - (g) helping enrolled students secure accommodation;
 - (h) helping enrolled students obtain employment or advice on careers;
 - (i) helping enrolled students with their financial affairs;
 - (j) helping enrolled students obtain insurance against personal accidents;
 - (k) supporting debating by enrolled students;
 - (l) providing libraries and reading rooms (other than those provided for academic purposes) for enrolled students;
 - (m) supporting an artistic activity by enrolled students;
 - (n) supporting the production and dissemination to enrolled students of media whose content is provided by enrolled students;
 - (o) helping enrolled students develop skills for study, by means other than undertaking courses of study in which they are enrolled;
 - (p) advising on matters arising under the University's rules (however described);
 - (q) advocating enrolled students' interests in matters arising under the University's rules (however described);
 - (r) giving enrolled students information to help them in their orientation; and
 - (s) helping meet the specific needs of overseas enrolled students relating to their welfare, accommodation and employment.

Note: Examples of expenditure for a purpose that relates to the provision of an amenity or service specified in subsection (2) include -

- (a) expenditure by the University in directly providing the amenity or service;
- (b) expenditure by the University in getting someone else to provide the amenity or service or subsidising the provision of the amenity or service by someone else; and
- (c) expenditure by the University on infrastructure for the provision of the amenity or service.

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54th Guild Council - 11 / GC

GUILD COUNCIL – 26/10/2023

RETURNING OFFICERS REPORT

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

Preamble:

The Returning Officer for the 2023 annual elections has provided a report for noting.

Motion:

That the Guild Council:

Notes the Returning Officer's report for the 2023 annual elections.

Background:

On the 30th of March 2023 the Vice Chancellor approved the appointment of Mrs Kelly Dansie as Returning Officer (RO) for the 2023 Curtin Student Guild Annual General Elections. Polling took place from Monday 18 September to Thursday 21 September 2023 inclusive.

It was noted that by the Returning Officer that:

- The total number of electors who participated in the elections was 1073 which represented 2.78% of the eligible electors. This is up from the previous years election participation figure of 768.

Other details are in the attached Returning Officers Report.

Attachment/s:

Attachment A Returning Officers Report

Curtin University Student Guild Elections 2023

ELECTION REPORT

**KELLY DANSIE
RETURNING OFFICER**

1. Introduction

The 2022 Annual General Elections were run under the *Student Guild (Guild Council) Regulations 2018* and the *Student Guild (Election and Referenda) Regulations 2018*.

2. Election Timetable

Election Timetable as at 18 July 2023 [Regulations annotated with 'E' are from the *Student Guild (Election and Referenda) Regulations 2018*]:

Step No.	Action	Date (in 2023)	Regulation
1.	Managing Director to consult Guild President re proposed Timetable	By Friday 19 May	E15(3)
2.	Managing Director to write to Vice Chancellor to appoint returning officer	By Friday 26 May	E4 & E15(1)
3.	Election Timetable approved by Returning Officer	5pm Friday 7 July	E15(2)
4.	Close of Initial Roll	10am Monday 7 August	E16(1) & E35(1)(a)
5.	Notice inviting Nominations	5pm Wednesday 9 August	E19(1) & E19(2)
6.	Postal voting applications available	5pm Wednesday 9 August	E19(3)
7.	Delivery of Initial Roll of Guild Members to Returning Officer	5pm Friday 11 August	E16(1) & E35(2)
8.	Opening of Nominations & Notification to NUS	10am Monday 14 August	E16(2)(b) and NUS By-Law B.3
9.	Close of Final Roll	Midnight of Friday 18 August (close of census)	E12(1), E16(5) & E35(1)(b)
10.	Close of Nominations and Group Registrations	12 noon Thursday 31 August	E16(2) & E16(3)
11.	Ballot Draw	1pm Friday 1 September	E16(4)
12.	Deadline to add candidates to a Group or for candidates to withdraw from a Group	12 noon Thursday 7 September	E16(2) & E16(3)
13.	Delivery of Final Roll of Electors to Returning Officer	By 10am Monday 11 September	E16(5) & E35(3)
14.	Commencement of Campaigning	12.01am Monday 11 September	E40(3)
15.	Deadline for Postal Vote Applications	Noon Tuesday 12 September	E13(3)
16.	Deadline for sending Postal Vote election materials	5pm Tuesday 12 September	E13(8)
17.	Applications for Printed Election Material Approval	Applications after 5pm Wednesday 13 September may not be able to be assessed before polling commences	
18.	Opening of Polls	10am Monday 18 September	E16(6)
19.	Close of Polls and acceptance of Postal Votes	4pm Thursday 21 September	E16(6) & E13(9)
20.	Counting	Following close of poll on Thursday 21 September till late	
21.	Counting	10am Friday 22 September till finished	
22.	Declaration of Poll & Report to NUS	By 4pm Thursday 5 October	E16(7) & NUS By-Law B6
23.	Report to Guild Council Due	By 8am Friday 1 December	

3. Returning Officer and Electoral Staff

3.1 Returning Officer

Mrs Kelly Dansie was appointed as Returning Officer (RO) for the 2023 Curtin Student Guild Annual General Elections.

Mrs Emma Harris was appointed as Deputy RO to support the RO. The Deputy RO was the presiding officer on Tuesday 19 and Wednesday 20 September when the RO was unable to be present onsite.

3.2 Guild Staff

The Managing Director of the Guild, Guild Administration staff and the staff at G-Mart assisted the RO by providing the IT, logistical and other support upon which the success of the elections is dependent. Their assistance included receiving nomination deposits, printing of campaign material, creating and maintaining a Guild Election website, uploading candidate profiles and election results. Guild staff experienced in event organisation looked after setting up the polling places and campaigners' marquees, polling equipment and signage.

Guild staff assisted with configuring polling software for in-person electronic voting and also provided the IT equipment for voter registration and vote-casting.

Guild staff organised and ran two sausage sizzle barbeques designed to encourage voter participation in the elections.

The efforts of all concerned allowed the election to be run effectively and efficiently.

3.3 Casual Polling Staff

Four casual polling officials were recruited directly by the Returning Officer to staff the two polling places. Electronic voting eliminated the need for data-entry and counting staff.

4. Advertisements

As required under the Regulations, a public notice inviting nominations was published on the Guild web site and placed on the official Guild notice board. The location of the Polling Place and dates and times of operation were also advertised on the official Guild notice board. Nomination forms for all electable positions were available on the website.

All other forms relating to the elections, including the Handbook, applications for postal votes, registration of Groups and Group agents, candidate withdrawals and applications for campaign material approval were also available on the web site.

5. Nominations

As final nominations were being processed by the RO, it was noticed that two candidates had nominated for the position of Ordinary Representative Board. This Board had been removed from the Regulations. The RO contacted the Primary Contact for the Group and offered them the opportunity to amend their nomination. The Contact was unhappy as they were unaware the Board had been removed but requested the two candidates nominate for the Guild Council as an alternative.

At the close of nominations, 64 nominations in total were received for the 27 vacant positions. There were no valid nominations for First Nations Officer, but all other positions received at least one nomination.

At the close of nominations, the following nominations were accepted as valid for the vacant positions.

Position	Vacancies	Nominations	Election Required
Guild Councillor	6	30	Yes
NUS Delegate	7	9	Yes
Guild President	1	2	Yes
Vice President Activities	1	2	Yes
Vice President Education	1	3	Yes
Vice President Sustainability and Welfare	1	2	Yes
Faculty of Business and Law Representative	1	1	No
Faculty of Science and Engineering Representative	1	1	No
Faculty of Health Sciences Representative	1	2	Yes
Faculty of Humanities Representative	1	2	Yes
International Students Committee President	1	2	Yes
Postgraduate Students Committee President	1	2	Yes
Queer Officer	1	2	Yes
Women's Officer	1	2	Yes
First Nations Officer	1	0	No
Accessibility Officer	1	2	Yes

In accordance with Regulation 43 of *the Student Guild (Election and Referenda) Regulations 2018*, where the number of eligible nominations equalled the number of vacancies, candidates were declared elected unopposed. Two (2) of the fourteen (14) single-officer positions were filled without going to election.

Three (3) parties were registered for this election and there were no independent candidates.

On 21 September 2023, which was the last day of polling, a candidate for the position of Guild Councillor withdrew. Electronic and hard copy ballot papers had been issued and used. In accordance with the Regulations, a notice was placed in the polling place as soon as the withdrawal was received.

With no nominations for First Nations Officer and in accordance with Regulation 24 of the Curtin Student Guild (Election and Referenda) Regulations 2018, that was declared to be a failed election.

The number of nominations exceeded the number of vacancies for the following thirteen (13) positions which proceeded to election:

- Guild Councillors – Six (6) positions
- NUS Delegates – Seven (7) positions
- Guild President
- Vice President Activities
- Vice President Education
- Vice President Sustainability and Welfare
- Faculty of Health Sciences Representative
- Faculty of Humanities Representative
- International Students Committee President
- Postgraduate Students Committee President
- Queer Officer
- Women's Officer
- Accessibility Officer

6. Draw for Position on Ballot Paper

The draw for ballot paper positions was held at 1pm on Friday, 1 September 2023. Two candidates attended. The RO was assisted by a Guild staff member. The results of the draw were published on the official Guild notice board and the Guild web page.

7. Postal Voting

Nine (9) applications for postal votes were received by the deadline. One (1) application was received after the deadline and was not issued a postal vote. Five (5) postal votes were returned. Three (3) of these were dropped into the Guild reception and two were sent via student email to the RO.

8. Mode of Polling – In-Person Electronic Voting

Polling was by way of in-person electronic voting using the Qualtrics survey software to record votes in each of the thirteen (13) elections held. Each voter provided their student identification to polling staff. Each ID, once scanned, was flagged on the database to prevent further admission to the polling place. Once admitted, the voter used their student ID and a unique PIN identifier provided by polling staff to log into the voting portal. Both polling places were connected to the same live database of eligible electors.

Unfortunately, on the first day of polling there was a Microsoft upgrade that was incompatible with the voting software and this required urgent IT support. The machines were needing to be restarted after each student voted. The lag in availability of computers was resolved by offering students the opportunity to vote on paper ballots which were then keyed into Qualtrics by a polling official. Thirty one (31) students elected to vote on paper. IT resolved the issue by locating and installing computers that had not received the upgrade.

9. Electoral Roll

In accordance with Regulations 16(5) and 35(3), the electoral roll was provided to the RO. At the close of the roll, after exact duplicates had been removed, 38,475 names of eligible electors were provided to the RO.

There were 15 provisional votes issued to students whose names were not on the electoral roll. Hard-copy ballot papers were on hand for this purpose. Consultation with the Academic Registrar showed that 6 of these were not included on the roll provided to the RO but were considered enrolled students (majority being UniReady students). These numbers are a considerable improvement on 2021 figures and show a more accurate roll was provided this year. Those additional ballots were admitted to the count on Thursday, 21 September.

10. Campaigning Behaviour and Complaints

Campaigners were generally well-behaved in their engagement with voters near polling places over the polling period. The demarcations for campaigning were generally observed and there was only one complaint of obstruction to movement. There were a few complaints of some party workers crossing into areas that were prohibited from campaigning.

11. Polling Places

Two polling places were used for the election – one at Club HQ and another in a marquee adjacent to Mallokup Café on the Bentley Campus. Club HQ, with eight (8) computers was a comfortable environment. The four (4) laptops at the Mallokup location was supported with an additional two (2) laptops on Tuesday, 19 September to ensure support for sausage sizzle in that location on that day.

The Club HQ polling place was open longer this election with one later close and one earlier opening. On Monday, 18 September between 4pm and 6pm a total of 33 votes were taken. Between 8am and 10am on Tuesday, 19 September a total of 18 votes were taken.

12. Polling Software and Security

Commercially available survey software, Qualtrics, along with Excel-based applications, customised and developed for paperless electronic polling and counting were used. A searchable electronic elector roll was connected to a hand-held barcode scanner. Student cards were scanned to automatically search elector names and mark them as having voted. Once marked off, the software triggered an alert if the same card was presented again. As students were accepted as eligible voters, they were issued with a PIN code by polling staff. The student used their student ID and PIN code to access the ballot papers.

Security of the electronic polling environment was secured in a number of ways.

- The voting software was on a secure server.
- The number of electors in Qualtrics and the number marked off the elector roll was compared.
- Laptops were removed from the Mallokup site every night and set up again every morning.

13. Counting of Votes

Electronic counting commenced shortly after 4pm after electors already in the polling place at the close of polling had finished voting. The counting software was run simultaneously, but independently of each other, by both the Returning Officer and the Managing Director of the Guild, under the observation of two (2) scrutineers. Counting for all elections was completed by 5pm. In each of the elections, identical results were returned by the two independent counting points.

The NUS Delegates count was in accordance with NUS By-Law B86, whose specific requirements are included in an NUS counting option in the Guild's counting software.

14. Declaration of Results

16.1 Unopposed Elections

The singular candidates who had nominated for the following positions by the close of nominations on Friday, 1 September 2023, were declared elected unopposed:

- Hannah NORTHEY Faculty of Business and Law Representative
- Thane ROBERTS Faculty of Science and Engineering Representative

16.2 Contested Elections

In accordance with Regulation 44 of the *Curtin Student Guild (Election and Referenda) Regulations 2018*, on Thursday 21 September 2023, following the conclusion of counting and final checks, the successful candidates in the thirteen (13) contested elections were declared elected.

Declarations were made for the following contested singular elections:

- Jasmyne TWEED Guild President
- Max ZHANG Vice President Activities
- Veronika GOBBA Vice President Education
- Jacquie BICANIC Vice President Sustainability and Welfare
- Nini SIDDIQUA Faculty of Health Science Representative
- Imari MORRIS Faculty of Humanities Representative
- Kim Pinto International Students Committee President
- Bustanul ARIFIN Postgraduate Students Committee President
- Filiz KELES Accessibility Officer
- Cadence GANT Women's Officer
- Zavier WILEMAN Queer Officer

The six (6) Guild Councillors elected for a period of two (2) years were:

- Tahlia BECKETT (AA)
- Ella MARCHIONDA (AA)
- Mitch CRAIG
- Callum BAXTER
- Ryan KIRBY
- Texa ROBIN (AA)

At least three (3) of the elected candidates identify as women, as required under Clause 24(2)(b) of the *Curtin Student Guild (Guild Council) Regulations 2018*.

The next highest candidates in order are:

- Jack WASHINGTON
- Sarina PUN (AA)
- Noor FELLAH (AA)
- Priyanka SINGH (AA)
- Ben BURGESS
- Dylan STORER
- Razanne AL-ABDELI (AA)
- Shiura YOOUSUF (AA)
- Cassidy PEMBERTON (AA)
- Vu THI QUYNH ANH (AA)
- Wynetta METASURYA (AA)
- Chloe MASLEN (AA)
- Hiba ALSOEADY (AA)
- Tegan MORRISON (AA)
- Samantha CAMPBELL (AA)
- Bhaarith KATHIRAVAN
- Ebin ABRAHAM
- Tia MARTIN (AA)
- Sam BRITTAIN (AA)
- Morgan MILLS (AA)
- Aaliyah PANTON (AA)
- Gavin TANG
- Arnav SHARMA

The seven (7) NUS Delegates elected were:

- Jasmyne TWEED
- Athina HILMAN
- Hiba ALSOEADY
- Kim PINTO
- Jack WASHINGTON
- Ella MARCHIONDA
- Veronika GOBBA

16.3 Failed Election

There were no nominations for the position of First Nations Officer. In accordance with the Regulations, this was declared a “Failed Election”.

15. Reporting of Results

Copies of the certificates of all results were displayed on the Guild notice board and web page. Certificates of results were sent to Group Agents by the Returning Officer.

NUS By-Laws require that within two weeks of the election, the RO must send a report under the Guild’s letterhead, to the NUS Accreditation Committee confirming that the election and the counting were conducted in accordance with NUS By-Laws and detailing results of the election of NUS delegates. This was completed on Friday 22 September 2023.

16. Voter Participation

The total number of electors who participated in the elections was 1073 which represents 2.79% of eligible electors. This is a slight improvement on 2022 elections.

The following table shows the number of electors at each polling place by day and includes postal votes and accepted provisional votes processed in the system.

Day	Club HQ (North)	Mallokup (South)	Total
Monday	223*	92	315
Tuesday	151	125*	276
Wednesday	101	84	185
Thursday	174	123	297
Total	649	424	1073

* A sausage sizzle was offered at this location on this day

A total of 1073 electors participated in these elections, however not all electors were eligible, or chose to, participate in all elections. The number of votes cast in each election are shown below.

Votes	Votes	Percentage of the 1073 electors	Informal votes
Guild Councillor	1018	94.87%	66
NUS Delegate	1014	94.50%	78
Guild President	1008	93.94%	21
Vice President Education	999	93.10%	26
Vice President Activities	984	91.70%	19
Postgraduate Students Committee President	980	91.33%	11
Accessibility Officer	979	91.24%	12
International Students Committee President	979	91.24%	13
Vice President Sustainability and Welfare	977	91.05%	15
Faculty of Health Science	975	90.87%	16
Faculty of Humanities	969	90.31%	18
Women's Officer	654	60.95%	14
Queer Officer	557	51.91%	9

17. Informal Votes

Ballot papers left blank by a voter in a compulsory voting election are counted as informal because the elector has not met their obligation to cast a valid vote. In Guild elections voting is not compulsory. The elector has the choice not to participate in any or all elections, that is, to leave some ballot papers unused. In the Guild elections, blank ballot papers have been taken as 'not issued' because the elector chose not to use them. Therefore, blank ballot papers have been disregarded in counting informal votes. Only those ballot papers marked but rendered informal because either no first preference was shown or more than one first preference was shown were recorded as informal.

18. Conclusion

I welcomed the opportunity to be the Returning Officer for this election. The support and guidance provided by the Guild staff was greatly appreciated. Particular thanks goes to the George Velios who overcame significant challenges to have the systems up and running quickly once he had identified the issue we were experiencing.



Kelly Dansie
RETURNING OFFICER

27 September 2023

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54th Guild Council - 11 / GC

GUILD COUNCIL – 26/11/2023

REPRESENTATION BOARD CONSTITUTION AMENDMENTS

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

Preamble:

The key amendments to the Representation Board Constitution include the introduction of Public Question Time and Members Motions.

Motion:

That upon the recommendation of the Legal Committee that the Guild Council:

approve the amendments to the Representation Board Constitution.

Background:

The introduction of Members Motions will provide students who are not members of the Representation Board an opportunity to submit motions to the Representation Board for resolution. A motion submitted by a non-member will be circulated to members of the Representation board prior to the meeting to seek a mover.

Having dedicated Public Question Time at each ordinary meeting of the Representation Board will encourage students to ask members questions and increase accountability of Officers. All questions deemed relevant to the Board by the Chair must be recorded and answered at the meeting they are being asked. If there is a valid reason as to why the question cannot be immediately answered, the question will be taken on notice and answered in writing by the relevant officer.

Additional amendments have been made to the constitution to reflect the recent changes to the Guild Regulations including the removal of the duties and responsibilities of the Chair of the Representation and adding the Vice President – Sustainability and Welfare as a member of the Representation Board.

The amendments to the constitution were sent to the Representation Board for feedback. No significant changes came from that meeting.

Attachment/s:

Attachment A Representation Board Constitution Amendments

STUDENT GUILD OF CURTIN UNIVERSITY

REPRESENTATION BOARD

CONSTITUTION

1.1 Establishment

- (1) This Constitution is established pursuant to regulation 16 of the *Student Guild (Guild Council) Regulations 2018* by the Guild Council and shall be subject to the Guild Statute Book. Where an inconsistency arises between this Constitution and the Guild Statute Book, the Guild Statute Book shall prevail.
- (2) For the purpose of this Constitution the definitions contained in regulation 3 of the *Student Guild (Guild Council) Regulations 2018* shall apply.

1.2 Membership

- (1) Pursuant to regulation 16(1) the membership of the Representation Board shall be:
 - (a) President;
 - ~~(b)~~ Vice President - Education;
 - ~~(b)(c)~~ Vice President – Sustainability and Welfare
 - ~~(e)(d)~~ Faculty of Business and Law Representative;
 - ~~(d)(e)~~ Faculty of Science and Engineering Representative;
 - ~~(e)(f)~~ Faculty of Health Sciences Representative;
 - ~~(f)(g)~~ Faculty of Humanities Representative;
 - ~~(g)(h)~~ International Students Committee President;
 - ~~(h)(i)~~ Postgraduate Students Committee President;
 - ~~(i)(j)~~ Queer Officer;
 - ~~(j)(k)~~ Women's Officer;
 - ~~(k)(l)~~ ~~Indigenous~~Indigenous Officer; and
 - ~~(l)~~ Accessibility Officer; ~~and~~
 - (m) ~~Six (6) Ordinary Representation Board Members (at least three (3) of whom shall not be men).~~
- (2) The following people shall be standing invites to meetings of the Committee:

- (a) Vice President – Activities;
- (b) Secretary;
- (c) Manager - Student Assist (or nominee);
- (d) Minute Secretary; and
- (e) West Australian School of Mines (WASM) Guild President (or nominee).

1.3 Quorum

Pursuant to regulation 20(4) the quorum for a meeting of the Representation Board shall be calculated in the same manner as the quorum of Guild Council.

Note: regulation 5 of the *Student Guild (Guild Council) Regulations 2018* states -

The quorum for a meeting of Guild Council or Guild Committee shall be fifty percent plus one (50%+1) of the total positions of the Guild Council or Guild Committee, excluding any vacancy in the membership, with the following limitations:

- (a) for the purposes of establishing a quorum figure, where a person holds more than one (1) position, those positions shall be counted as one (1) position;
- (b) for the purposes of establishing a quorum figure, standing invites shall be excluded;
- (c) where the figure calculated for the quorum is not a whole number, it shall be rounded down to the nearest whole number; and
- (d) the quorum figure shall not be less than two (2).

1.4 Meetings

- (1) The Vice President – Education shall chair the meetings of the Representation Board in accordance with the Student Guild (Guild Council) Regulations ~~Chair of the Representation Board shall chair the meetings of the Representation Board and shall be elected in accordance with the Student Guild By-Laws 2018.~~
- (2) The Representation Board shall meet at least once a month excepting the months of January and July.
- (3) The Representation Board shall report to Guild Council by way of its minutes.
- (4) The President may at their discretion call a special meeting of the Representation Board.
- (5) Upon the request of any three (3) members the Chair of the Representation Board shall call a special meeting of the Representation Board.
- (6) Secretarial Support shall be supplied by the Minute Secretary to the Guild Council (or their nominee).

1.5 Role

- (1) The role of the Representation Board is as prescribed in regulation 16(23) of the *Student Guild (Guild Council) Regulations 2018*:

Note: regulation 16(23) of the *Student Guild (Guild Council) Regulations 2018* states -

- (3) The Representation Board shall be responsible for considering matters and providing advice to the Guild Council on:
- (a) the representation of students in University decision making processes;
 - (b) higher education policy at state and federal level;
 - (c) the academic functions of the University including:
 - (i) learning and teaching;
 - (ii) research and development;
 - (iii) graduate studies;
 - (iv) academic services;
 - (v) courses;
 - (vi) admissions; and
 - (vii) student discipline;
 - (d) student welfare;
 - (e) international students;
 - (f) postgraduate students; ~~and~~
 - ~~(g)~~ access and equity; and
 - ~~(g)~~(h) sustainability.

(2) The Representational Board shall also:

- (a) consider at each meeting the reports of:
 - (i) the President;
 - ~~(ii)~~ (ii) the Vice President – Education;
 - ~~(ii)~~(iii) the Vice President – Sustainability and Welfare;
 - ~~(iii)~~(iv) the Faculty of Business and Law Representative;
 - ~~(iv)~~(v) the Faculty of Science and Engineering Representative;
 - ~~(v)~~(vi) the Faculty of Health Sciences Representative;
 - ~~(vi)~~(vii) the Faculty of Humanities Representative;
 - ~~(vii)~~(viii) the International Students Committee President;
 - ~~(viii)~~(ix) the Postgraduate Students Committee President;
 - ~~(ix)~~(x) the Queer Officer;
 - ~~(x)~~(xi) the Women’s Officer;

~~(xi)~~(xii) the Indigenous Officer;

~~(xii)~~(xiii) the Accessibility Officer; and

~~(xiii)~~ the Manager – Student Assist;

~~(xiv)~~

~~(xv)~~(xiv) Chair of the Representation Board.

(b) advise the Guild Council on its relationship with the National Union of Students; and

(c) consider the reports from conference attendees.

~~(d)~~ for the purposes of the report of the ~~President and Vice President, Vice President – Education and Vice President – Sustainability and Welfare~~, they shall provide a verbal report and provide their most recent report to the Guild Council subject to any redaction of matters consider confidential to the Guild Council.

~~(e)~~(d)

~~(f) For the purpose of the report of the Chair of the Representation Board they may choose to provide a verbal or written report.~~

~~(e)~~ The Manager – Student Assist shall provide a verbal or written report.

~~(g)~~(f) Consider motions submitted to the Representation Board by Guild Members who are not members of the Representation Board in accordance with the Student Guild By-Laws.

1.6 Powers

(1) The powers of the Representation Board are prescribed in regulation 16 of the *Student Guild (Guild Council) Regulations 2018*

Note: regulation 16 of the *Student Guild (Guild Council) Regulations 2018* states -

- (4) The Representation Board shall have power to do all things necessary or convenient to be done for, or in connection with, the performance of its functions, including but not limited to:
 - (a) approval of policy in the areas of:
 - (i) education;
 - (ii) welfare;
 - (iii) equity;
 - (b) the establishment of committees beneath the Representation Board in accordance with regulation 17 and regulation 20 ;
 - (c) appointments to University Boards and Committees in accordance with the Guild by-laws.
 - (d) making recommendations to the Guild Council; and
 - (e) such powers as may be delegated to it by the Guild Council.
- (5) The Representation Board shall not have any powers to allocate any resources of the Guild apart from those granted to it by the Guild Council.
- (6) The Guild Council shall set aside to enable the Representation Board to the carry out of its functions at least \$30 000 each year. This amount shall not be inclusive of any remuneration paid to members of the Representation Board or fees paid to national organisations.
- (7) The Guild Council may overturn a decision of the Representation Board made under the powers conferred upon in in regulation 164) by a resolution passed with a special majority.

- (8) A special meeting of the Representation Board may be called by the President of their own volition, or by the Chair of the Representation Board on receipt of a requisition from three (3) of the members of the Representation Board.
- (9) The Guild Council may determine all other matters relating to the Representation Board via its constitution in accordance with regulation 20(2), however the constitution of the Representation Board cannot be inconsistent with the Statute Book.

(2) The Representation Board shall also have the power to:

- (a) allocate the funding within its budget at its discretion in consultation with the Executive Committee; and
- (b) recommend amendments to this Constitution that must be considered by the Guild Council.

1.7 — Chair of the Representation Board

~~(1) — The Chair of the Representation Board shall complete such duties and responsibilities as are outlined in the below table:~~

Title	Chair of the Representation Board
Location	Bentley Campus
Number of Hours Required	As determined by the Remuneration Tribunal
Reporting Structure	This position reports to (in ascending order) the: Guild Council Representation Board
	Positions reporting to this position: • — Ordinary Representation Board Members
Position Purpose	Officer principally responsible for overseeing the function of the Representation Board.
Duties and Responsibilities	In accordance with regulation 18 of the Student Guild (Guild Council) Regulations 2018: • — Attend and Chair meetings of the Representation Board. • — Advise on matters relating to the Representation Board including education, access, welfare and equity to the Guild Council, Executive Committee, and others as appropriate. • — Attend such University Board and Committee meetings as determined by the Representation Board. • — Work closely with Executive Officers on Representation Board activities. • — be responsible for researching education, equity, access and welfare issues as requested by the Representation Board. • — Assist the Guild President and Vice President — Education in coordinating campaigns relating to the Representation Board's activities. • — Fulfill functions under the <i>Guild By-Laws</i> and provide support to members of the Representation Board.

	<ul style="list-style-type: none"> ● Ensure that the Representation Board is fulfilling its requirements under the Guild Statute Book, Code of Conduct and Policy and work with the Secretary to report any breaches to the Guild Council or other authorities as required. ● be conversant on policy and governance matters of the Guild as they relate to the Representation Board. ● Submit a report to each ordinary meeting of the Representation Board (whether in attendance or not), covering all aspects of their activities and other issues of relevance to the Representation Board. ● Attend meetings of the Guild Council, and other Guild Committees which they are a member of. ● Provide a verbal report for the incoming Chair of the Representation Board, providing information on the function and long-term goals of the position. <p>Any other duties determined by the Representation Board or Guild Council.</p>
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1.7 Public Question Time

- (1) Time is to be allocated for questions to be raised by Guild Members who are not members of the Representation Board and responded to at every ordinary meeting of the Representation Board.
- (2) The maximum time to be allocated for the asking of and responding to questions raised to the members of the Representation Board at ordinary meetings is fifteen (15) minutes.
- (3) Each student who wishes to ask a question is to be given an equal and fair opportunity to ask the question and receive a response.
- (4) Where the Chair deems a question to not fall within the scope of the Representation Board, the Chair shall notify the student that the question will not be considered by the Representation Board.
- (5) A student may ask a maximum of 2 (two) questions per meeting of the Representation Board.
- (6) All questions and responses are to be included in the minutes of the meeting.
- (7) Questions are to be answered at the meeting where they are being asked unless there is a valid reason for not providing a response. When it is not possible to respond immediately, the question shall:
 - (a) Be taken on notice and recorded in the minutes.
 - (b) Be responded to in writing by the relevant officer.

1.8 Members Motions

- (1) A standing agenda item is to be included at each ordinary meeting of the Representation Board for motions submitted by Guild Members who are not members of the Representation Board.
- (2) A student who wishes to submit a motion for resolution of the Representation Board must submit the motion in writing to the Secretary at least seven (7) days prior to the meeting.

- (3) Where the Chair deems a motion to not fall within the scope of the Representation Board, the Secretary shall notify the student that the motion will not be considered by the Representation Board
- (4) All motions submitted to the Representation Board must comply with the Standing Orders.
- (5) All motions submitted by Guild Members who are not members of the Representation Board will be circulated to members of the Representation Board prior to the meeting to seek a mover.
- (6) Motions submitted that fail to have a member move them in accordance with the Standing Orders, will be rejected in writing by the Secretary.

23 rd November 2018	GC #82/2018	Established
29 th of August 2019	GC #26-2019	Constitution Amendments approved
17 th of February 2022	GC #24-2022	Position statement added and other minor changes

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GUILD COUNCIL – 26/10/2023

CURTIN STUDENT GUILD STANDS IN SOLIDARITY WITH PALESTINE

Submitted: Jasmyne Tweed (Secretary)
Moved: Hannah Northey (Chair of the Representation Board)
Seconded: Dylan Botica (President)

Preamble:

The Representation Board has approved policy on Israel-Palestine matters and a part of the resolution included a recommendation from the Representation Board for the Guild Council to approve a boycott on companies that support and profit from the Israeli apartheid.

Motion:

That upon the recommendation of the Representation Board the Guild Council **approves** a boycott on companies that support and profit from the Israeli apartheid in line with the global BDS guidelines and create a register for all staff and Officers that lists '*boycotted companies*. The register's maintenance is to be delegated to the President.

Actions:

- For the Guild Council to create a register of companies to boycott that support and profit from the Israeli apartheid in line with the global BDS guidelines.

Background:

At the October Representation Board, a resolution was carried for the Representation Board to approve the following policy:

The Curtin Student Guild:

- stands against the Israeli occupation of Palestine and condemns the ongoing ethnic cleansing of Palestinians
- deems the use of Zionism to justify the illegal occupation of Palestine as racist and colonial
- recognises that Israel is an apartheid state in accordance with prominent human rights organizations like Amnesty International, B'Tselem, and Human Rights Watch.
- opposes the adoption of policies that prohibit criticism of Israel by Curtin University, including aspects of the IHRA definition of antisemitism
- condemns any and all forms of antisemitism and notes that the actions of the Israeli Government have been used to fuel anti-jewish hatred.
- notes that Israel's actions are not representative of the Jewish community. Similarly, Israel's crimes are its responsibility alone and not that of Jewish people worldwide.

In 1948, the state of Israel was established by Jewish people from various parts of the diaspora, aiming to create a homeland in Palestine. This led to the forced displacement of over 750,000 Palestinians and the ethnic cleansing of more than 350 Palestinian villages and towns.

Since its inception, successive Israeli governments have implemented a system of laws, policies, and practices to oppress and dominate Palestinians, with the ultimate goal of privileging Jewish Israelis.

This situation has caused distress among both Palestinian and Jewish students on campus. It's crucial to understand that these students are not responsible for the actions of foreign governments, and the Palestinian-Israeli conflict is complex, leading to genuine racism, Islamophobia, and anti-Semitism, which must never be condoned. The Curtin Student Guild should provide support services and advocacy to all students impartially.

It's essential to acknowledge that Palestinians now inhabit less than 16% of their historical land. The West Bank is divided by illegal Israeli settlements, and the Gaza Strip is one of the world's most densely populated open-air prisons. Over 7 million Palestinian refugees constitute one of the largest refugee groups globally. The growth of the Israeli economy and territory is built on the exploitation and colonization of Palestinians, and the Palestinian narrative is often misrepresented by Israel.

Israel's narrative justifies military operations and blockades against Palestinians. Legitimizing Israel's existence essentially legitimizes Palestinian oppression. The blockade of Gaza and the West Bank occupation are rooted in the forced expulsion and massacre of Palestinians, all indicating Israel's status as a colonial settler state built on apartheid.

Israel denies Palestinians their right to self-determination, freedom, dignity, and equality. Inspired by the South African anti-apartheid movement, the Boycott, Divestment, and Sanctions (BDS) movement seeks to pressure Israel into complying with international law and relieving Palestinian oppression.

Israel's significant military power, partly funded by the United States, underscores its influence. Recent hostilities have erupted in Gaza after an attack by Hamas fighters, leading to large-scale Israeli attacks and civilian suffering. Students have played a key role in protesting, organizing, and educating against the illegal colonization and occupation of Palestine, with many student unions worldwide endorsing BDS.

As the largest university in Western Australia, Curtin University's monetary and academic ties to Israel have contributed to the legitimization of the Israeli narrative. Therefore, the Curtin Student Guild must take a clear and resolute stance against apartheid and Palestinian oppression, both within the university and on the global stage.

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54th Guild Council – 11/GC

GUILD COUNCIL – 26/10/2023

CURTIN STUDENT PARTNERSHIP AGREEMENT 2024

Submitted: Dylan Botica, Veronika Gobba
Moved: Veronika Gobba (Vice President – Education)
Seconded: Dylan Botica (President)

Preamble:

The Curtin Student Partnership Agreement is due for review at the end of 2023. The agreement has been reviewed and a renewed version for the start of 2024 has been crafted with broad consultation from stakeholders within the Guild and the University.

Motion:

That the Guild Council:

Approves the 2024 Curtin Student Partnership Agreement and the renewal of the Agreement.

Background:

The Partnership was first developed in 2019 with the support of the Guild President, Guild Vice-President Education, the University Librarian, and the Director of Student Experience. The agreement aimed to ensure accountability in building a university-wide culture of authentic partnerships between students and staff at all level of decision-making and governance.

Attachment/s:

Attachment A Old Partnership Agreement
Attachment B Proposed New Partnership Agreement

CURTIN STUDENT

PARTNERSHIP

AGREEMENT

**THIS AGREEMENT IS BETWEEN
THE CURTIN STUDENT GUILD
AND CURTIN UNIVERSITY**

**CURTIN
STUDENT
GUILD**



Curtin University

ACKNOWLEDGEMENT

We acknowledge First Nations Australians who have looked after this land for more than 60,000 years. We are honoured and grateful to have the privilege to maintain campuses operating in Perth and Kalgoorlie in Western Australia. We pay our respects to all Elders past, present and future as Custodians and Owners of these Countries. We recognise their cultural, spiritual and educational practices and aspire to learn from their ways of working. We pay our respects to the First Nations people across Curtin's global campuses. We are committed to amplifying all First Nations voices and including Traditional Custodians in partnership and decision-making.

Curtin University and the Curtin Student Guild commit to adopting First Nations' knowledge and practice throughout the Student Partnership Agreement and the values of our First Nations staff, students and community.

If you require the Curtin Student Partnership Agreement in an alternative format, please contact:

Curtin Student Guild on +61 8 9266 2932 or email educationvp@guild.curtin.edu.au

Curtin Students as Partners on +61 8 9266 7802 or email studentsaspartners@curtin.edu.au

DOCUMENT CONTROL

Version	Date	Approval Authority	Name
1.0	TBC	Deputy Vice Chancellor, Academic President, Curtin Student Guild	Professor Paul Brunton Dylan Botica

Next renewal date: 01 December 2026

INTRODUCTION

The Curtin Student Partnership Agreement, referred to as the Agreement, represents a collaborative understanding between the Curtin Student Guild and Curtin University. It serves as a declaration of our shared Partnership Priorities and the objectives we aim to accomplish in tandem over a span of three years. The Agreement is a living document that is reviewed annually, allowing for the documentation, evaluation, and communication of the progress made in various activities to the broader Curtin community.

The core purposes of the Agreement are to:

- Create and promote a culture of staff and student partnership that is supported by all members of the Curtin community.
- Support staff and students to work together at all levels of decision-making and governance for the enhancement of quality learning and teaching, the student experience and outcomes for students.
- Encourage students' participation in governance as co-designers of their learning and student experience and in project co-creation.

BACKGROUND

Curtin University and the Curtin Student Guild joined forces to create and implement the inaugural Student Partnership Agreement, which became effective in December 2020. Together, we envision a future at Curtin where students can hold significant influence in shaping an environment that fosters a more meaningful, inclusive, and equitable student experience across the institution. All Curtin University campuses, both Australian and offshore (One Curtin) are committed to student partnership while respecting cultural and legal differences. We are continually facilitating innovative ways to achieve our shared objectives.

STUDENT PARTNERSHIP AND VOICE AT CURTIN

A. Formal Student Representation

Students at Curtin are formally represented on boards and committees by elected and appointed members of the Curtin Student Guild who advocate for and represent the views of the student population. Engagement with formal student representation is considered the primary means of fostering student partnership, as these individuals bear the highest level of responsibility and transparency in representing the interests of the wider student body.

Any decision-making body, committee or board of the university should seek to work in partnership with students. As mutually agreed between each party, the Guild will be welcome to be a member of any bodies that affect the student experience, in congruence with Section 44(2)(e) of the Curtin University Act 1966. There are many existing practices that this partnership seeks to formalise, which include regular (monthly, or as agreed by the parties) communication channels maintained between

- Curtin's Vice Chancellor and the Guild President.
- A member of each of the University and Guild Senior Executive teams who are assigned as liaison officers.
- Guild's International Students Committee President and the Deputy Vice-Chancellor, Global and Associate Deputy Vice-Chancellor, Global
- Guild's Postgraduate Students Committee President and the Deputy Vice-Chancellor, Research and Associate Deputy Vice-Chancellor, Research.
- Guild Faculty Representatives and the respective Faculty Pro Vice-Chancellor, Dean, Learning and Teaching, and Director/Manager, Student Engagement (or equivalent). In conjunction, faculty representatives will work in partnership with the faculty to lead Student Consultative Committees and other mechanisms for meaningful student engagement.

B. Other Student Partnership Involvement

In addition to formal student representation, students are encouraged to engage in various Student Partnership and Voice programs and initiatives. These opportunities foster a reciprocal and meaningful collaboration between staff and students, emphasising co-design and co-delivery and empowering students to take ownership of the student experience. Students are supported and encouraged to shape their experience by

- Giving honest, constructive feedback by taking part in surveys, focus groups and other feedback opportunities
- Becoming a student member on Student Discipline Panels
- Being a part of Faculty Student Consultative Committees
- Becoming a peer facilitator, Curtin student mentor or other student leadership roles
- Being a part of a student club or society committee
- Joining Guild consultative groups such as autonomous equity collectives or First Year Committee
- Being involved in various Students as Partners projects and initiatives

PARTNERSHIP PRINCIPLES

The Curtin Student Guild and Curtin University are committed to:

INCLUSIVITY

- Being empathetic and providing special support to staff and students, being open to their unique needs.
- Showing respect for the views, opinions and beliefs of others.
- Ensuring underrepresented student groups are sought out and engaged equitably.
- Adopting First Nations' practices and growing our authentic collaboration with First Nations people.

BUILDING KNOWLEDGE

- Ensuring that training and support are provided to all parties, to understand the principles, governance, procedures, life-cycle and expectations of each other and the spaces they engage in.
- Developing, comparing and sharing good practice models across our faculties and global campuses.

SHARED UNDERSTANDING

- Creating an engaging, supportive, and rewarding university experience where the student voice is central and everyone is able to be heard and generate positive change.
- Prioritizing handover and sustainability of projects and partnerships.
- Developing strong staff leaders so they can meaningfully engage with students in partnership and understand the value of co-opting them in decision-making processes.
- Recognising the importance of student autonomy in student affairs.

COLLABORATION

- Embedding the student voice into all areas that affect the student experience.
- Prioritising collaboration in research, teaching, learning, facility design and developmental opportunities.
- Seeking and providing effective and relevant feedback.
- Acknowledging the differences in the student life-cycle and knowledge.

RECOGNITION

- Celebrating achievement and excellence in the pursuit of shared goals.
- Recognising formal and informal partnership engagement.
- Celebrating and promoting the community's diversity.
- Developing and recognising strong student leaders from the Guild and the wider student community.
- Recognising the Student Guild as the primary body that represents and is accountable to students.

SHARED VALUES

- Building authentic partnerships between staff and students, where both parties understand the importance of partnership, co-creation and recognising power imbalances.
- Upholding the values of both the Student Guild (autonomy, integrity, diversity) and the University (integrity, respect, courage, excellence, impact).
- Working honestly and transparently, with a genuine effort to fulfil our commitments.

ACCOUNTABILITY

Underpinning the Agreement is an annual action plan jointly created by nominated representatives from the university and the Guild, which sets clear goals and targets for partnership outcomes every year.

To ensure the principles of the Agreement are upheld, Curtin University and the Curtin Student Guild will

- Provide reliable resources and support for partnership initiatives and student representation at Curtin
- Include the Curtin Student Partnership Agreement in induction packs for relevant personnel.
- Support and empower all Curtin campuses to establish student representative committees or Student Guild branches where legally feasible.

TERMS AND CONDITIONS

The Curtin Student Guild and Curtin University agree that

- This framework shall become effective upon signature by the authorised officials from Curtin and the Guild and will remain in effect until modified or terminated by any of the partners by mutual consent.
- This Agreement (and associated action plan) may be modified by mutual consent of authorised officials from Curtin University and the Curtin Student Guild.
- All parties will make every effort to support and promote this agreement to their members and staff.
- The Agreement shall be reviewed every three years by the President of the Curtin Student Guild (or delegated representative) and the Deputy Vice-Chancellor, Academic (or delegated representative), and is to be approved by the University Learning and Student Experience Committee.

The undersigned agrees to the terms and conditions set out in The Partnership Agreement and is authorised by their respective organisation to make this agreement.

Deputy Vice Chancellor, Academic

Name: Professor Paul Brunton

Date:

President, Curtin Student Guild

Name: Dylan Botica

Date:



Student Guild of Curtin University

Executive Committee

Meeting #25

To be held at 1pm on Wednesday the 11th of September 2023

Location: Via Telephone

MINUTES

Meeting opened 1:00pm.

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.”

Dylan acknowledges that he is meeting on the lands of the Kauran People in Adelaide where he is chairing the meeting.

2. Attendance

- a. Members Present; [Dylan Botica](#), [Veronika Gobba](#), [Jasmyne Tweed](#), [Hannah Northey](#).
- b. Others Present;
- c. Apologies and Leave of Absence;
- d. Absent; [Athina Hilman](#).

3. Disclosure of any potential or perceived Conflicts of Interest

4. Financial Affairs of Clubs

- a. Asian Students in Australia (A.S.I.A)

EC#69/2023

Motion: That the Executive Committee approves the Curtin Student Guild to assume the care, control and management of the property and financial affairs of Asian Students in Australia (A.S.I.A) to oversee their dissolution and return of all property and assets to the Guild Council.

Moved: Dylan Botica (President)

Seconded: Jasmyne Tweed (Secretary)

Carried.

Hannah asks if this is the best course of action for the Guild. Dylan said that since the invoice sent to the Club to return their assets has not been paid and the Clubs Officers are concerned that the current club assets are at risk of misuse, based on the legal advice the Guild has received, this motion would allow the Guild Council to effectively become the administrators of the club and the club would lose the control of their assets. Guild Council being the administrators of the club would cease after the assets are returned and the club is fully dissolved.

b. Chinese Society

EC#70/2023

Motion: That the Executive Committee approves the Curtin Student Guild to assume the care, control and management of the property and financial affairs of Chinese Society to oversee their dissolution and return of all property and assets to the Guild Council.

Moved: Dylan Botica (President)

Seconded: Jasmyne Tweed (Secretary)

Carried.

Dylan mentions that the circumstances for this case are identical to the previous. Hannah said that since they are the same she has no further questions.

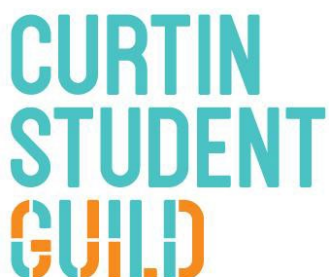
5. General Business

Nil

6. Next Meeting

The next meeting of the Executive Committee is to be determined.

Meeting closed 1:04pm



Student Guild of Curtin University

Legal Committee - Meeting #9

To be held at 1:00PM on Monday the 16th of October

The Bridge

MINUTES

Meeting opened: 12:44pm

1. Acknowledgement of the Traditional Owners
"The Curtin Student Guild pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; 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; Jasmyne Tweed (chair), Dylan Botica, Mitch Craig, Lexie Reader (online)
 - 2.2. Others Present;
 - 2.3. Apologies and Leave of Absence; David Luketina.
 - 2.4. Absent; Cassidy Pemberton.
3. Disclosure of any potential or perceived Conflicts of Interest
Nil.
4. Representation Board Committee Constitution
Action: For the Legal Committee to finalise the amendments to the Representation Board Committee Constitution.

The Legal Committee start by going through some of the amendments that had been made based on the comments sent through. Jasmyne explains that she separated the Public Questions Time Section and Members Motions based on Dylan's suggestions.

Dylan and Mitch suggest making further amendments to have public question time be strictly questions raised at the meeting by students and not questions being submitted to the Chair.

For Members Motions Dylan makes edits to references to the By-laws to not reference specific sections and to ensure that all members motions submitted follow the same By-Laws as it would for members of the Representation Board. Dylan explains this prevents guild members who are not members of the representation board being able to submit motions for circulation in a shorter time frame than members of the Representation Board.

Jasmyne suggests that the Legal Committee do a final check on all of the amendments to the constitution that have been made to reflect the changes to the Guild Regulations. Dylan, Mitch and Lexie were happy with the amendments. Jasmyne informed the committee that references to sections of the Regulations that had been changes, including the scope of the Representation Board had been updated.

Dylan actions Jasmyne to submit the amendments to Representation Board for feedback before they are sent back to Legal Committee for final approval and are recommended to be approved at the next Guild Council.

5. General Business

6. Next Meeting

The next ordinary meeting of the Legal Committee is TBC.