Student Guild of Curtin University

Guild Council – Meeting #03

To be held at 5 30 PM on Thursday 19th of March 2025

In Council Chambers 100.301/305

AGENDA

1. Acknowledgement of the Traditional Owners

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

2. Attendance

2.1. Members Present;

2.2. Others Present;

2.3. Apologies and Leave of Absence;

2.4. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting and Circular Resolutions

4.1. Previous Meeting Minutes

Motion: That the Guild Council approves the minutes of the previous meetings held on 26/02/2026 as a true and accurate record of proceedings at those meetings.

Moved: Noor Fellah (Secretary)
Seconded:

5. Reports and KPIs

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

Motion: That the Guild Council approves the reports.

Moved: Noor Fellah (Secretary)
Seconded:

6. Business on Notice

6.1. Safety Report

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

Moved: Noor Fellah (Secretary)
Seconded:

6.2. Finance Report

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

Moved: Noor Fellah (Secretary)
Seconded:

6.3. Returning Officers Report 2025

Motion:

That the Guild Council notes the Returning Officer’s report for the 2025 Annual General Election

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

6.4. 2025 Financial Statements and Audit

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

a.) Notes the audit report and opinion;

b.) Authorises the President and Secretary to certify that:

In the opinion of the Guild Council:

i. The Statement of Profit or Loss and Other Comprehensive Income and Statement of Cash Flows are drawn up so as to give a true and fair view of the performance of the Guild for the year ended 31 December 2025;

ii. The Statement of Financial Position is drawn up so as to give a true and fair view of the state of affairs of the Guild as at 31 December 2025;

iii. The Guild has complied with the *Australian Accounting Standards – Reduced Disclosure Requirements*, the *Curtin University Act 1966,* the *Australian Charities and Not-for-Profits Commission Act 2012*, and the *Associations Incorporated Act 2015 (WA)* and

iv. At the date of this statement there are reasonable grounds to believe that the Guild will be able to pay its debts as and when they fall due.

c.) Recommends to the Annual General Meeting that it adopt the Audited Financial Statements of the Student Guild for the year ending 31 December 2025

d.) Recommends to the University Council that it note the Audited Financial Statements of the Student Guild for the year ending 31 December 2025

Moved: Noor Fellah (Secretary)

Seconded: Dylan Storer (President)

6.5. General Managers as Standing Invites for Guild Council

Motion: That the Guild Council:

Approve the General Managers of the Curtin Student Guild as ex officio standing invitations to all meetings of Guild Council.

Moved: Dylan Storer (President)

Seconded: Noor Fellah (Secretary)

7. Minutes of Committees Reporting to the Guild Council

7.1. Representation Board – 19/02/2026
7.2. Executive Committee – 24/02/2026, 10/03/2026
7.3. Finance & Risk Committee – 04/03/2026
7.4. Operations Committee – N/A
7.5. Legal Committee – NA

Motion: That the Guild Council:

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

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

8. General Business

8.1. Ideas and Suggestions
8.2. Other Business

9. Meeting Evaluation

10. Next Meeting

The next ordinary meeting of the Guild Council will be held on the 23rd April 2026 at 5:30PM in Council Chambers 100.301/305

Student Guild of Curtin University
Guild Council – Meeting #02
Thursday 26th of February 2026

Minutes meeting opened 5.32pm

1. Acknowledgement of the Traditional Owners

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

2. Attendance

2.1. Members Present; Max Zhang, Dylan Storer, Noor Fellah, Ebony Whitney, Hadiya Naeemi, David Phillips Tahni Rowe, Hamide Kocer (online) Emily Lassam, Finn Gardoll, Joanna Kuo, Bridget Clifton, Vivi Choi

2.2. Others Present; Vernon Thompson, Maryanne Shaddick (minute taker online)

2.3. Apologies and Leave of Absence; Morgan Mills

2.4. Absent;

Noted that Shrek had resigned

3. Disclosure of any potential or perceived Conflicts of Interest. Noor Fella and Hadiya Naeemi noted a conflict with item 6.3 owing to their NUS roles

Motion. That Noor Fella and Hadiya Naeemi can stay for the discussion of item 6.3.
Moved: Dylan Storer
Seconded: Ebony Whitney
Carried

4. Minutes of the Previous Meeting and Circular Resolutions

4.1. Previous Meeting Minutes

Motion: That the Guild Council approves the minutes of the previous meetings held on 20/11/2025 and 01/12/2025 as a true and accurate record of proceedings at those meetings.
Moved: Noor Fellah (Secretary)

Seconded: Hadiya Naeemi

Carried

5. Reports and KPIs

5.1. President – Submitted. Dylan Storer welcomed the council members and highlighted a number of areas of his report including the protected industrial action being carried out by the NTEU. Dylan said that the industrial action would have minimal disruption to students. Dylan noted that the WA Universities Review was still in play. He said it was prudent for the Guild Council to remain engaged. A three-way merger had not been ruled out. Dylan said he believed that students would not support it. He noted that it would involve mergers of Guilds. Dylan said that he was working with the First Nations Officer following the terror attack in the city on 26 January. He noted the proposed university score card system from the special envoy on antisemitism and the Guild's concerns about our right to protest. Dylan said that the momentum within Guild was strong and many projects were underway: equity spaces, expanding student assist facilities, Café Central upgrade and new prayer space. Dylan reported on an expanded food service that delivered 93 nutritional meals for Guild pantry. Emily Lassam asked how the Guild intended to push back against attacks free speech. Dylan Storer said he wanted to understand what other guilds thought as we needed to be aligned. Bridget Clifton asked about meeting with Jason Clare in 2025. Dylan noted it was important to engage with education ministers. Dylan updated the council on the housing campaign noting Make Renting Fair had reported that WA Government was going to make changes to legislation. The Guild was distributing fridge magnets to students in accommodation with support contacts. David Phillips offered his assistance with the housing campaign. Dylan noted that he was working with Andrew Cameron, the Student Assist manager. There was a query about parking particularly regarding residents in accommodation. Dylan said Curtin should build more car parking and introduce an express bus from Canning Bridge. It was noted that Hadiya Naeemi would be in charge of the parking campaign. Dylan reported that the Curtinlink launch was successful. Ebony Whitney suggested permits for students in accommodation.

5.1.1. KPIs - Submitted

5.2. Vice President – Education – Submitted. Hadiya Naeemi reported on parking, making the Universal Submission Time trial permanent, student engagement with the union movement and the role of the First Year Committee

5.2.1. KPIs - Submitted

5.3. Vice President – Activities – Submitted. Tahni Rowe reported on O Week activities, O-Day and Toga. Tahni noted that she wanted to inject more life in the Tav. She reported the success of Speed Friending and said that the numbers at O-Day were higher than expected. Tahni discussed Curtin's response to the Gender Based Violence Code. As well, Tahni noted new activities running at The Tav. Max Zhang noted that a lot of first year students were still 17 years of age. Dylan Storer said the refurbishment of Café Central would be an alternative facility for non-alcohol events. Ebony Whitney commented on club events at the Tav and the process of communication with the Tav. Tahni said that a policy review would make responses faster. Bridget Clifton asked about the behaviour of patrons at Toga. Tahni said that she was not aware of any incidents.

5.3.1. KPIs – Submitted

5.4. Vice President – Sustainability & Welfare – Submitted. As read.

5.4.1. KPIs - Submitted

5.5. Secretary – Submitted. Noor Fellah noted that she would be updating constitutions and policies this year. Noor provided information about the role of governance officer.

5.5.1. KPIs - Submitted

5.6. Managing Director – Submitted. Vernon Thompson discussed recent staff appointments, commercial updates and precinct planning including the refurbishment of Café Central and the Tav. These projects would commence this year. He noted that a request for proposal was distributed to designers. He discussed the scope of cases that Student Assist supported and information for students.

The Chair said that the Council would break and reconvene at 7.06pm.

Vernon Thompson said he would investigate any inconsistencies across different outlets. Ebony Whitney noted the improvement in Tav food. There was a query about promotion and sales, and Vernon noted the increased student foot traffic to Library Café and new staff.

Motion: That the Guild Council approves the reports.

Moved: Noor Fellah (Secretary)

Seconded: Max Zhang

Carried

Motion: That the Guild Council approves the KPIs.

Moved: Noor Fellah (Secretary)

Seconded: Hadiya Naeemi

Carried

Motion Guild Council approves the MD report.
Moved Noor Fellah
Seconded Ebony Whitney
Carried.

6. Business on Notice

6.1. Safety Report. Vernon Thompson discussed the reasons why some safety inspections were not completed in December. Dylan Storer noted an issue with placement of microwaves in the student kitchen. Curtin was having another look at the cracking in Café Central. Vernon said that he has asked Safety Officer and Outlet Manager whether staff required face to face as well as online training. Dylan requested more information be provided about the dates of incidents in future reports.

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

Moved: Noor Fellah (Secretary)

Seconded: Ebony Whitney

Carried

6.2. Finance Report

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

Moved: Noor Fellah (Secretary)

Seconded: Ebony Whitney

Carried

Vernon Thompson said he would find out why the December result for commercial was less than expected. Vernon noted that some positions were budgeted for, however, not filled in December.

6.3. National Union of Students KPIs 2026

Motion: That the Guild Council:

approve the 2026 National Union of Students Key Performance Indicators and initial affiliation fee of $45,000 as recommended by the Representation Board. Dylan explained the role NUS and its relationship to the Guild as well as the KPIs and rationale for affiliation amount. Dylan Storer discussed recent history of affiliation fees.

Moved: Dylan Storer (President)

Seconded: Max Zhang

Carried

7. Minutes of Committees Reporting to the Guild Council

7.1. Representation Board – 13/11/2025, 01/12/2026

7.2. Executive Committee – 02/12/2025, 06/01/2026, 20/01/2026

7.3. Finance & Risk Committee – NA

7.4. Operations Committee – N/A

7.5. Legal Committee – NA

Motion: That the Guild Council:

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

There was a discussion about communication and notification if a meeting was unlikely to reach quorum following the recent Finance and Risk meeting.

Moved: Noor Fellah (Secretary)

Seconded: Dylan Storer (President)

Carried

8. General Business

8.1. Ideas and Suggestions. None

8.2. Other Business

Motion that meeting moves in camera and that Maryanne Shaddick and Vernon Thompson could be present.
Moved: Dylan Storer
Seconded Tahni Rowe
Carried

Moved in camera 7.37pm
Motion to move out of camera.
Moved Dylan Storer
Seconded Ebony Whitney.

Meeting moved out of camera 7.52pm

9. Meeting Evaluation

Meeting closed 7.57pm

10. Next Meeting

The next ordinary meeting of the Guild Council will be held on the 19th March 2026 at 5:30PM in Council Chambers 100.301/305

CURTIN STUDENT GUILD

GUILD PRESIDENT REPORT

REPORT FOR GUILD COUNCIL

Guild President Dylan Storer (he/him)

Period: 20/2/2026 – 12/3/2026

Travel

- N/A

Leave

- N/A

Summary

This has been another busy period for the Guild as we continue working across advocacy, student services, and campus life to improve the student experience at Curtin.

One of the most significant developments has been the escalation of the industrial dispute between Curtin University management and the NTEU Curtin Branch. Staff have now authorised protected industrial action, including the possibility of full-day strikes. The Guild remains clear in its position of solidarity with staff, recognising that staff working conditions are student learning conditions. We will continue keeping students informed and ensuring they have access to support and accurate information as the situation develops.

At the same time, discussions around the potential university merger in Western Australia continue to unfold. While no formal proposal has yet been presented, the Guild is actively engaged with other WA Guilds and has begun contacting State MPs to ensure the student perspective is represented as these discussions progress.

Finally, there has been a great deal of positive momentum across the Guild Precinct. Capital works are progressing on new equity spaces, expanded club storage and additional Student Assist facilities, while the Curtin Tavern is seeing a real revival with live music, quiz nights, a new menu and the expansion of $5 Student Saver Meals helping bring students back into the space.

It is great to see so much activity and energy returning to campus, and I want to thank Guild staff, representatives and volunteers who continue to make this work possible every day.

In solidarity,
Dylan

Meetings

University Meetings

Date	Meeting	Comments
24/2/26	Professor Jaya Dantas	Meeting to discuss Jaya's nomination for Academic Board Chair
26/2/26	Provost & Chief People Officer	I was requested to meet with the Provost and CPO, who are Curtin's bargaining representatives, to discuss the current state of bargaining at Curtin. I conveyed that the Guild's position is that Curtin needs to come to a reasonable agreement with the NTEU in order to see any disruption to students come to an end.
26/2/26	Director of Assessment 2030	Meeting alongside VPE, Hadiya. This was to discuss a student AI guide that is being produced.
27/2/26	Academic Board	
3/3/26	DVCA & Chief Strategy Officer	Discussion about the Guild getting involved in Curtin Open Day.
5/3/26	Director of Assessment 2030	Continuation of discussion started on Feb 26.
5/3/26	Vice Chancellor & Provost	Discussion about support for students impacted by the war in the Middle East.
11/3/26	Director of the Australian Centre for Student Equity & Success	Discussion regarding my induction as a member of the ACSES Advisory Board

Guild Meetings

Date	Meeting	Comments
20/2/26	President & Gen Sec of the NUS	Met with members of the Guild Executive with the President and GenSec of the NUS at the Guild Office. The conversation spanned campaigns that the NUS is hoping to run this year and what the Guild can do to support them.
23/2/26	WASM Guild President	Meeting about supporting the WASM Branch and updating Roberto on the Guild's planning for a merger campaign.
23/2/26	MD & GM Student Services	Meeting the new GM Student Services with Tahni, the VPA
27/2/26	Academic Board Pre-Meeting	With the ISC, PSC and VPE.

4/3/26	Murdoch Student Guild President	Very grateful to Tshering to take the time to come to Curtin and have a long conversation about merger campaigns, housing advocacy, issues at Murdoch, issues at Curtin and to share notes and ideas.
4/3/26	Finance & Risk Committee	
6/3/26	UWA Student Guild President	Discussion on joint advocacy on stipends, paid placements, teaching placements. We also had a conversation about mergers.
9/3/26	Meeting to discuss support for students impacted by war in the Middle East	ISC President, Ethnocultural Officer, VPE & VPSW in attendance
10/3/26	Housing Campaign Group Meeting	Meeting of Guild reps to coordinate and plan out the next few months of our housing campaign.
10/3/26	DVCA Senior Leaders	Meeting with Guild Exec to share priorities
12/3/26	Representation Board	

Other Meetings/Activities

Date	Meeting	Comments
3/3/26	Café Connect	Fantastic event hosted by our ISC President, Tahsin
3/3/26	Vietnamese Students At Curtin Welcome Party	Wonderful to be invited to this event and to be able to make the end. VSAC is going a great job!

Matters of Representation

NTEU Industrial Action

The industrial dispute between Curtin University management and the NTEU Curtin Branch continues to escalate, with protected industrial action now underway across the university. At a members' meeting, NTEU members have now voted to authorise full-day strike action, with a maximum of one strike in any given week. This means that disruption may occur across Schools and Faculties over the coming period, including the possibility that industrial action may coincide with major university events such as Open Day.

Staff have sought to minimise the impact on students wherever possible. During the recent campus attendance ban, many attempted to continue teaching online and maintain academic continuity despite the constraints of industrial action. However, decisions taken by university management have contributed to the escalation of the dispute.

The Curtin Student Guild remains in clear solidarity with Curtin staff. As the Guild has consistently stated, staff working conditions are student learning conditions, and responsibility ultimately rests with university management to reach a fair agreement that resolves the dispute and ensures students are not disadvantaged.

Guild Representatives are encouraged to remain informed about developments and to direct students seeking information or support to the Guild's Standing with Staff page, which provides updates and FAQs about the industrial action: https://guild.curtin.edu.au/theguild/projects/standingwithstaff/

University Merger Feasibility Study

Discussions regarding a potential university merger continue at a high level. At this stage, however, the Guild has not received any concrete detail beyond indications that further information may be forthcoming in the coming months. There has been no formal proposal, timeline, or model presented to the Guild to date.

I recently met with the UWA and Murdoch Guild Presidents to discuss the issue. The Murdoch Guild is firmly opposed to the merger proposal, and discussions are continuing between the Guilds about how we respond collectively as the situation develops.

In parallel, the Curtin Student Guild has begun contacting WA State MPs to schedule meetings over the coming weeks to ensure that the student perspective remains firmly on the agenda as discussions progress. The Guild is also planning student-level engagement on this issue in the near future, recognising that any structural changes to the university sector must involve meaningful consultation with students.

While we await greater clarity, the Guild remains vigilant and prepared to engage immediately should any substantive developments arise, ensuring that student representation, governance protections, and the long-term interests of Curtin students are front and centre in any future discussions.

Parking, Transport & Food for Fines

Parking pressures on campus continue to intensify, with 520 bays closed due to the B316 project and more than 600 bays removed as part of the WA Government-led Australian Hockey Centre development. While we welcome several positive steps — including the new Curtin Link On Demand free bus servicing the immediate area, the announcement of free parking weeks later in the year, reduced pricing in some yellow-zone multi-deck parks, and Curtin's commitment to open overflow parking — these are temporary measures in the face of a structural problem. Simply asking students to "deal with it" is not good enough. The Guild is calling for urgent planning and delivery of permanent parking solutions, including a large new multi-deck carpark, alongside improved public transport options such as express buses connecting Curtin to Canning Bridge, Oats Street and the CBD via the Murray Street Campus. We will be advancing this work in the coming months. We also acknowledge Curtin's decision, following Guild advocacy, to expand Food for Fines to four times per year. However, with much of the parking pressure driven by the Hockey Centre closures, the WA Government must also step up and commit to proper transport solutions, including express bus services, to address the disruption their project has created.

Guild Operations

Precinct Plan & Capital Works

Several capital works projects are progressing across the Guild Precinct. Works upstairs in B106F are complete, delivering new office spaces and expanded workstations aligned with the new Guild organisational structure approved last year. In B106B and B106F downstairs sketches are in the process of being handed over to a new designer prior to Properties approval, tendering and construction. These projects will establish new equity spaces, including accommodation for the Ethnocultural Department, expand club storage, introduce swipe-card roller door access, and deliver two new shared Student Assist offices, consultation rooms, additional representative work points and an event preparation space.

Planning is also underway for the Tavern and GC Central refurbishments, with a Request for Proposal process to identify project partners before design commences in Q1–Q2 and staged construction in Q3–Q4.

The Clubs Hub capital project has now been finalised with new window decal signage installed, while the Student Kitchen signage project is nearing completion.

Guild Precinct signage updates are ongoing in line with the new branding, and the main Guild Courtyard revitalisation project is continuing with the removal of the fake grass and planting of new trees. This will continue in a representatives-led staged approach over the coming months.

Tavern Update

The Curtin Tavern is coming back to life, and students have responded in a big way. Over the past few weeks the Tav has been busier than it has been in a long time, with more students coming through the doors and a real sense of energy returning to the space.

A big part of this has been the introduction of live music on Friday afternoons, Tuesday night quiz nights, a new menu, and the expansion of the $5 Student Saver Meals program into the Tav. Together these changes are helping make the Tavern a genuine hub of student life again.

This revival has been driven by a huge effort from the Tavern team. In particular, the work of new Tav Manager Vanessa, Guild Head Chef Casey, and the entire Tav team has been central to bringing fresh ideas and renewed energy into the venue. It has also been fantastic to see the Tavern packed during major Guild events, including an incredible TOGA party, organised by VPA Tahni and the Guild events team, which brought so many students back into the space.

There is a real sense that new life is being breathed into the Tav, and it's great to see students embracing it.

Vice President – Education

March Reps Board (12/2/2026 – 28/02/2026)

Hadiya Naeemi (She/Her)

Univeristy/External meetings

Date	Meeting	Comments
26/02/2026	Meeting with education VP at ECU	We spoke about concerns arising at both our universities. There seemed to be shared concerns around housing and potential mergers. Housing in particular appears to be a universal issue, with businesses taking advantage of students and not providing genuine access to basic amenities like air conditioning. I shared some of the work being done by the housing campaign.
27/02/2026	Academic board	During Academic Board there was discussion on a range of matters. Some of the main points raised included the inquiry into antisemitism and racism on campus, parking concerns, and course reviews. There was also a point raised to be actioned for a list of all meetings that student representatives should be sitting on.
27/02/2026	Assessment 2030 x guild meeting	
03/03/26	Courses Committee	
04/03/26	Student success strategy	The focus group is now beginning on narrowing down on a problem statement. A deep dive as to why students are dropping out and a confrontation to why the retention rates arw worsening.
05/03/26	Assesment 2030 meeting	
05/03/26	Meeting with the department of education	This meeting was with the State Branch NUS President and included lengthy discussions around teaching

		placements. We spoke about the challenges students are facing in securing placements, how this is impacting them, classroom sizes and quality and whether students are able to access paid placements. There was also discussion around Curtin's online teaching option and how this may be affecting students. .
06/03/26	Unions WA Womens Day Conference	
09/03/26	Learning and student experience committee	
10/03/26	DVCA portfolio introductions	

Guild meetings

Date	Meeting	Comments
24/02/2026	Exec Meeting	
10/03/26	Exec meeting	
10/03/26	PSC catch up	

Updates

Assessment 2030
This project has become increasingly embedded within our education policies. The introduction of secure and insecure assessments continues as AI becomes more integrated into teaching and assessment. However, there remains an ongoing issue of students being misinformed, or not informed at all, about these major changes that directly affect their education and degrees.

Universal Submission Time
There has been an increase in students reporting that their units are not complying with universal submission time. There has been no update on the main page or within Curtin policy regarding submission times due to the initiative still being in a trial phase. However, it has apparently been communicated widely.

Through these discussions I have become increasingly aware of how important it is for students to understand their rights and be informed of major changes, so that they can effectively advocate for an equitable education.

Student Success Strategy
Work is continuing around identifying systemic issues that may be contributing to declining retention rates and understanding why these trends are occurring.

Events

Student Strike for Palestine
On March 11th there will be a student strike for Palestine at 1pm at Forrest Chase. The event has been endorsed by the Guild following Reps Board approval. It is important, particularly in times like these, that we stand against oppression and imperialism that continue to create conflict in West Asia. The genocide in Gaza has now been ongoing for three years, while the death toll continues to rise.

Careers Week
A big thank you to Tahni and the events team for their work during Careers Week. It is important that we continue supporting students in becoming job-ready as they transition into the workforce. Our university should be preparing us for life beyond study, and I especially want to acknowledge the upcoming Unions Day on Wednesday, particularly in light of discussions that occurred at the most recent Reps Board.

UNIONS WA womens day

Thanks to UnionsWA for the invitation to attend a day of discussions on the key issues currently affecting women, as well as the campaigns underway and the work being done by different organisations. It was a great opportunity to meet and connect with a range of unions, particularly the Multicultural Workers Collective.

There was important dialogue around how we can continue supporting one another in our respective spaces and uplifting each other through our work and advocacy. A big thank you to everyone involved, and a happy International Women's Day to all the women who have fought and paved the way for us to stand where we are today.

I would love to share one of my favourite quotes by Rupi Kaur:

> "I stand
> on the sacrifices
> of a million women before me
> thinking
> what can I do
> to make this mountain taller
> so the women after me
> can see farther"

CURTIN STUDENT GUILD

Vice President Sustainability and Welfare

March Guild Council (27/02/2025 – 19/03/2025)
Morgan Mills (they/them)

University/External Meetings

Date	Meeting	Comments
06/03/2026	NUS Environment introductions	
09/03/2026	NUS Welfare Introductions	
10/03/2026	DVCA Portfolio introductions	
11/03/2026	Sustainability grant conditions	Met with Clayton Watts to brainstorm ideas for the new sustainability grant for clubs
17/03/2026	Feed it Forward	Spoke with Monica regarding the potential collaboration between the Feed it Forward campaign and the Guild
18/03/2026	Sustainability goals discussion	Met with Jessie Parish to discuss the Guild's goals towards sustainability in 2026 and how the University can assist
	NADSA introduction	Met with Katherina (President of NADSA) to discuss any potential involvement the club may want with the food charter throughout 2026

Guild Meetings

Date	Meeting	Comments
27/02/2026	VPSW x Women's Officer catchup	
09/03/2026	Housing campaign initial discussion	Met with Ebony Whitney to discuss issues in student accommodation during winter.
10/03/2026	Executive meeting	
	Housing campaign	Met with Dylan Storer, Ebony Whitney, Tahsin Anowar and Connie Butcher to plan next steps for the housing campaign
11/03/2026	VPSW x ISC catchup	
12/03/2026	VPSW x Accessibility Officer catchup	
	VPSW x Ethnocultural Officer catchup	
	VPSW x Queer Officer catchup	
	VPSW x First Nations Officer catchup	
	World Week kick off meeting	
13/03/2026	VPSW x Women's Officer catchup	

18/03/2026	Guild Health and Safety Committee	
19/03/2026	Racism@Uni Report consultation	Met with Bonnie, Max and Tahsin to discuss how the Guild would like to progress based on the results of the Racism@Uni report
	Collective Policy revision	Met with the equity representatives to discuss revisions to an updated collective policy.

Updates

Food Charter
The food charter is currently in its final stages of development, with the criteria for the guiding principles determined. Alongside the documentation being created for this charter, varying strategies have already taken effect. Communications with external stakeholders such as OzHarvest, Foodbank and Feed it Forward have begun. Working with these organisations will assist in the Guild providing students with more free food options.

I have met with the Katherina Cooper, the president of the Nutrition and Dietetics Student Association to discuss and potential collaborations or events they may want to host as part of the development and promotion of the food charter.

Housing campaign

To continue and advance on the student housing campaign, a TidyHQ has been made to facilitate a student-based committee. This committee will consist of students from housing who want to get involved in the campaigns the Guild will run.

Along with a larger campaign, which will be based on the findings from the survey conducted in 2025, small focus areas such as heating, mould and general safety conditions of the accommodation throughout winter will be conducted.

Courtyard renovations

Tables are currently being replaced with 8-seater wooden picnic tables. These tables are being recycled from Angora courtyard and provide a new sense of life to the space.

Racism@Uni Report

At the time of submitting this report, I am yet to meet with Bonnie, Max and Tahsin regarding the Guild’s next steps towards advocating for students based on the report findings. I will provide a verbal report on the suggestions and recommendations for how the Guild should progress with this campaign.

Events
Women’s Day Morning Tea

On the 11th of March, the Women's Officer Sarah held a Women's Day Morning Tea. It was a privilege to attend this event and take part in the activities, which included brainstorming activities and writing a letter to an inspirational woman in your life.

Food Pantry Tour

This week, students from Kagawa Nutrition University (KNU) in Japan are visiting Curtin to learn about our nutrition course and food security measures. They are going on a supermarket tour, attending some of the nutrition classes, learning about Indigenous Australian bushfoods and visiting foodbank. As part of this visit, they also received a tour of our food pantry. This tour was led by Andrew Cameron and covered aspects such as what items we stock, how students can get access to the pantry, as well as the pantry's general functioning. Along with this tour, Rebecca Russell also gave a rundown on the frozen meal initiative the Guild is partnering with the School of Population Health on, "Filling Plates, Fuelling Futures."

Secretary's Report

SUBMISSION DATE: 20/02/2026
FOR MEETING DATE: 16/03/2026

NAME: Noor Fellah
POSITION: Guild Secretary

GUILD MEETINGS/EVENTS/OTHER

Date	Meeting	Comments
24/02/2026	Executive Meeting	
26/02/2026	Guild Council Meeting	
03/03/2026	Executive Meeting	
04/03/2026	Finance & Risk	
04/03/2026	National Executive NUS Meeting	
05/03/2026	Governance Officer Meeting	With MD and GM
10/03/2026	Guild x DVC Portfolio	
10/03/2026	State Branch NUS Meeting	
12/03/2026	Governance Officer catch up	With Governance Officer
16/03/2026	WASM x Secretary catch up	
16/03/2026	Strategic Plan meeting	With President, MD and GM

UNIVERSITY MEETINGS

Date	Meeting	Comments
	Nil	

Additional Comments

1. WAEC
   - Election planning is currently underway, led by the Governance Officer and Managing Director.
   - Coordination is ongoing with Amanda (previous Returning Officer) to support the delivery of the election.

2. Agenda Workflow
   - Development of a Guild Council Work Plan is in progress.
   - Once finalised, the Work Plan will be presented to Guild Executive for approval, followed by Guild Council for noting.
   - The Work Plan is intended to improve oversight and tracking of key governance deadlines and deliverables, including:
     - Affiliation due dates
     - Policy review timelines
     - Annual reporting requirements
     - Committee nominations

3. Policies Under Review

The following policies are currently being reviewed to ensure compliance with the Statute Book:

- Handover and Transition Procedure
- Elected Officers Remuneration
- Budget Policy (due May 2027)
- Expenditure and Assets Policy (due May 2027 pending confirmation)

4. Constitution Reviews

- A number of constitutions are currently under review or scheduled for update.

WASM Constitution:

- Identified as a priority, requiring significant revision.
- Key issues include:
    - Outdated references to Associate Directors (preceding current Portfolio Manager and General Manager structures)
    - Inclusion of a Treasurer role that no longer exists
    - Redundant or outdated club-related provisions
- A full rewrite is being undertaken in consultation with WASM representatives and staff. Ongoing engagement with the WASM team is in place.

Other Constitutions Under Review:

- Finance & Risk Committee (F&R) - previous Secretary has drafted this
- Legal Committee – minor amendments required
- PSC and ISC – require substantial updates, including:
    - Addition of roles such as Vice President Activities to PSC
    - Updating role descriptions to better reflect realistic expectations for volunteer positions
- All constitutional amendments will be developed in consultation with relevant representatives and staff, and will follow the formal process of review by the Legal Committee prior to recommendation to Guild Council.

5. Annual General Meeting (AGM)

- Planning is currently underway.
- The AGM is scheduled for 6 May.

MANAGING DIRECTOR'S REPORT

March 2026

PERFORMANCE – MANAGING DIRECTOR
MANAGING DIRECTOR – Vernon Thompson

Introduction

I am pleased to present the Managing Director's Report for March 2026. This period has seen steady operational progress and continued alignment with the Guild's strategic priorities, supported by strong activity across all service areas.

Key capital and precinct projects continued to advance, alongside important organisational capability developments, including the appointment of new senior leaders and ongoing work to strengthen governance, risk, and compliance frameworks. The annual audit of the 2025 Financial Statements was finalised with a positive outcome, reinforcing the Guild's sound financial management.

Student-facing areas have reported strong engagement across advocacy, events, commercial services, and clubs' activity, marking a vibrant start to Semester 1.

Overall, the organisation is tracking well as we move further into the academic year. I acknowledge and thank all managers and staff for their continued professionalism and commitment to delivering high-quality outcomes for our students and stakeholders.

Guild Precinct Plan Update

B106F – Level 1, Guild Administration / Student Equity Spaces

With the refurbishment of the Level 2 offices, meeting space, and staff kitchen now complete, our focus has shifted to the relocation of the Student Equity spaces to the Clubs HQ facility. Tanya, our facilities Manager, has secured a replacement designer after the originally appointed designer was assessed by the University as having a conflict of interest and therefore appropriately recused herself from any further involvement in the project.

Subject to the timely completion of the revised design work and subsequent approval from the Curtin Properties team, we anticipate commencing the tender process for construction in April 2026.

Guild Tavern and Central Café

The Guild has invited three suitably qualified architectural and interior design firms to submit proposals for the provision of Architectural and Interior Design Services for the Guild Tavern and the new function space at the Central Café site. These firms have been engaged through a formal Request for Proposal (RFP) process.

Participants have been asked to submit their proposals no later than 20 March 2026. Following which a selection process will be conducted and preferred respondent appointed.

Strategy

Guild Commercial Strategic Plan

Our Head of Food & Beverage has completed a review of staffing capacity and operational processes across all outlet kitchens. Recruitment is now underway for a Head Chef for the Tavern, who will lead the existing kitchen team and assume day-to-day responsibility for food service delivery and overall quality standards at the venue.

Tavern activations have also commenced for the year, with three quiz nights and two *Vibes* Friday afternoon sessions already delivered. These events have received positive feedback and strong engagement from patrons, contributing to increased activity and visibility of the Tav as a student-focused social space.

Executive Leadership and Organisational Capability

In alignment with the organisational review outcomes focused on strengthening leadership capability across the organisation, we are pleased to welcome Moira Aynsley to the Senior Management Team. Moira brings a strong suite of executive-level management skills and proven experience in leading high-performing, service-oriented teams. She will assume responsibility for the administrative and strategic management of the Guild’s student-facing services, including Student Assist, Student Engagement, and Student Activities (Clubs and Events).

Recruitment for the General Manager, Corporate Services has also concluded. I am pleased to advise that Natasha Morgan has been appointed to the role and is scheduled to commence in a transitional capacity from 23 March 2026, joining us from her current position as CEO of Cura in Home Care. Natasha brings extensive corporate and executive leadership experience and will oversee the Finance, HR, Governance, and IT service portfolios.

Governance & Safety

Motor Vehicle Use Policy

Management, with the support and oversight of the Guild Health and Safety Committee, has drafted a Motor Vehicle Use Policy for consideration by the Guild Executive. The purpose of the policy is to promote and ensure the safe, legal, and responsible use of Guild-managed vehicles. It aims to minimise the risk of accidents, personal injury, and property damage, while supporting full compliance with applicable road traffic laws, insurance obligations, and organisational policies.

Risk Management Framework Review

Management is currently undertaking a review of the Guild's Risk Management Framework and preparing proposed revisions for consideration by the Finance & Risk Committee. The review report, including recommended updates to strengthen governance, oversight, and organisational risk maturity, is scheduled to be presented to the Committee at its next meeting.

Administration

Audit of the 2025 Financial Statements

The annual independent audit of the Guild's 2025 Financial Statements was undertaken by Moore Australia. Audit Partner, Mr Wen-Shien Chai, presented the audit findings to the Finance & Risk Committee at its meeting held on 4 March 2026.

The auditors have issued an unmodified opinion, confirming that the financial statements are free from material misstatement. This is an excellent result and reflects the strength of our financial governance processes. I would like to formally acknowledge the work of our Management Accountant, Karen Rennie, who led the preparation of the financial statements, and extend my appreciation to her team for their support throughout the audit process.

PERFORMANCE – STUDENT ASSIST
MANAGER STUDENT ASSIST – ANDREW CAMERON

FEBRUARY OVERVIEW

Student Assist staff updates
Student Assist commenced recruitment to backfill the Student Assist Officer position previously held by Andrew Cameron, following his transition into the Manager role. The recruitment process aims to ensure continuity of service delivery and maintain adequate staffing levels to meet high ongoing student demand.
Further recruitment to fill vacant positions is expected to commence in March.

Case type review – update
The number of appointments offered for the seven case types identified in the January 2026 case type review has decreased. This trend indicates that revised triage processes are working effectively, with students successfully navigating existing resources or being directed to the correct services without requiring an initial appointment. The reduction supports the intent of the changes, allowing Student Assist Officers to focus on complex advocacy cases while maintaining positive student outcomes.

Key Focus Areas
The reporting period continued to experience significantly higher session numbers than previous years.

- **Academic Support**
  The focus for February was providing guidance to students for terminated status and academic misconduct.
- **Non-Academic Support**
  During this period, Student Assist provided emergency relief to **6 students** through various grant programs.

	December	January	February
Academic sessions	307	260	323
Non – academic sessions	73	78	97
Total	371	329	397

Total may not tally as case management system calculates sessions with both case areas as a single session.

Additional Programs:
- **Food pantry**
  Total of 21 students accessed the food pantry during the reporting period. 1 of these students was accessing the program for the second time.
- **Loan Laptop Program**
  A total of 5 laptops were loaned out to students during the reporting period.
- **Training/ Workshops**
  156 students participated across 16 First Aid and CPR training sessions.

PERFORMANCE – STUDENT ENGAGEMENT
MANAGER STUDENT ENGAGEMENT – MARYANNE SHADDICK

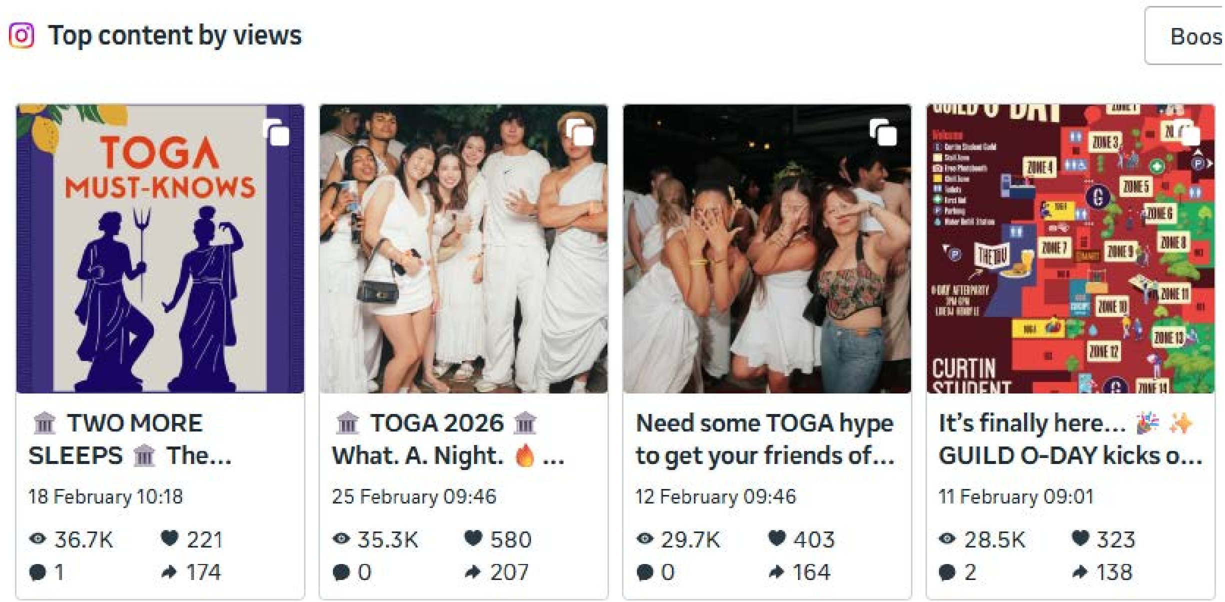
Summary

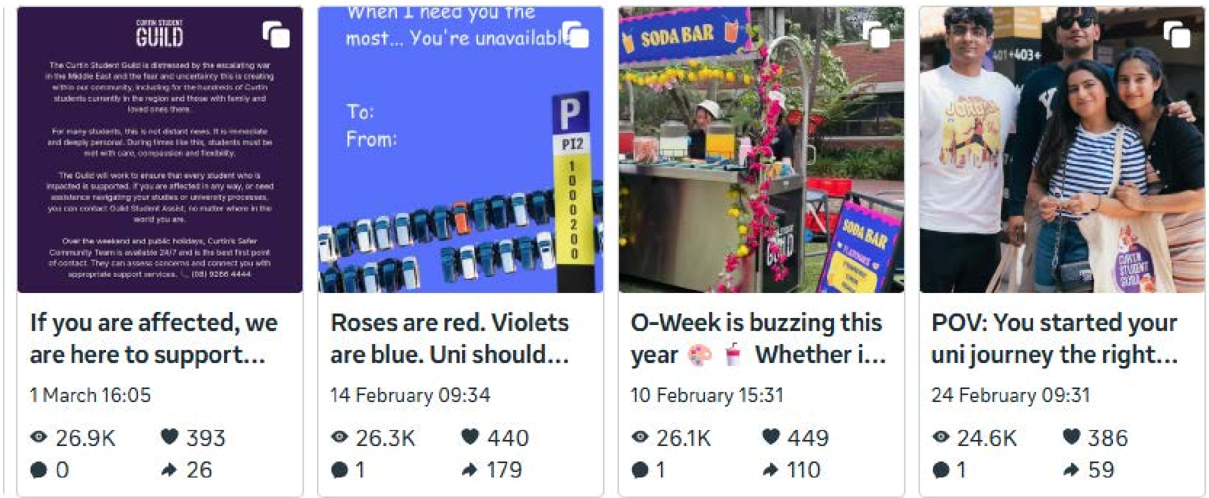
Last 28 days 9 February – 9 March

Orientation and Toga performed very well on Instagram with strong views, reach and engagement.

Instagram results:

- 200 content pieces (29 posts and 134 stories)
- 1.3m views
- 49k reach
- 16.4k interactions
- 19k profile visits
- 1.4k new followers





Top content by interactions

Toga

The TOGA 2026 social media campaign was highly successful, generating over 438,000 views across posts and stories. Story views on event day surpassed average Guild story performance benchmarks achieving 5-7k views. Overall, the campaign had:

- High student anticipation
- Strong visuals and narratives
- Engaging live-event coverage
- High share, save, and comment activity

Commercial

Content included:

- How to find Café Central reel
- How to Find the Tav story re-run
- Tav Quiz Nights x3 posts
- Tav quiz night reel
- Tav Friday Arvos Live Music post x 2
- Tav Happy Hour Pints
- Tav New menu teaser

- 15 posts
- 22 stories
- 174k views
- 8.5k reach
- 3.3k interactions
- 108 new followers

Substantial work has taken place to overhaul the design of Tavern collateral including menu and posters. At the same time the redesign of Toga incorporated hero poster, digital assets and event signage.

Website

4.3k users visited the Toga page

Other website top views:

- Find a Club 15k
- Clubs 7.3k

- Membership 8.6k
- Discounts 6.7k
- Member login in 16k

Emails
11 sent to new and returning students and 1 email to 2026 Guild associates Topics included information about O-Week, O-Day, Toga, NETU industrial action and Careers Week.
The average open rate was 50%, click through rate 1.5% with 2.8k clicks.

Discount registrations
Close to 6.7k new students have registered for their discount and 250 new associates have registered in 2026.

PERFORMANCE – STUDENT EXPERIENCE

EVENTS

MANAGER - EVENTS – Ari Thinamani

2025 Wrap-Up & 2026 Outlook
March represents the transition from Orientation delivery into the core Semester 1 events cycle. During this period, the Events Team continued to stabilise new operational structures, refine planning processes, and support a growing volume of Guild-run and student-led activities. March is also a key decision and design month for several major Guild events, forming the foundation for the Semester 1 and Semester 2 flagship programs.

Confirmed Guild Events Delivered in March 2026
Careers Week
9 – 13 March 2026
A multi-day Guild activation focused on preparing students for future employment pathways. Activities included:

- LinkedIn development workshops
- Interview skills training
- Immigration and post-study work rights advice
- Accredited First Aid short courses

Careers Week saw strong participation and engagement across faculties and student cohorts.

Upcoming Guild Events
Clubs Week + Clubs Carnival
30 March – 2 April 2026
Clubs Carnival: 1 April 2026
Planning for Clubs Week and the Guild-delivered Clubs Carnival progressed through key decision and design milestones during March. Strong student engagement anticipated.
This event remains a major Semester 1 activation and is on track for delivery in early April.

Sustainability Week
Commences 20 April 2026
A multi-day Guild event focusing on environmental awareness and circular economy initiatives.

- Planning is on track, with program concepts finalised and activation sites being confirmed.

Barnyard Bash
1 May 2026
A Guild social event featuring live entertainment and themed student activities.

- The event is progressing through the design stage with supplier and entertainment confirmations underway.

Stress Less Week
2 June 2026
A wellbeing-focused Guild initiative scheduled ahead of Semester 1 exams.
- Program planning has commenced, with an emphasis on mental health support, relaxation activities, and positive social engagement.

Semester 2 O-Week & O-Day
Mid-July 2026
The Guild will deliver multiple activations throughout Orientation Week, with O-Day set for 22 July 2026.
March activities focused on reviewing Semester 1 operations to inform improved Semester 2 planning, particularly in accessibility, stall flow, volunteer coordination, and communication efficiency.

Additional Events Entering Pre-Production
Further Guild flagship events have now entered early planning stages, including:
- Battle of the Bands
- Love & Consent Week
- Guild Ball
- End-of-Semester House Party
- Pasar Malam

These events will progress through concept development, feasibility, and stakeholder engagement during April and May.
March Priorities Summary
1. Deliver confirmed March Guild Category C events (Careers Week, Clubs Week/Carnival).
2. Complete decision and design milestones for upcoming Category C events (Sustainability Week, Barnyard Bash, Stress Less Week).
3. Begin structured pre-production for major Semester 2 Guild events (Battle of the Bands, Love & Consent Week, Guild Ball, End-of-Semester House Party, Pasar Malam).
4. Finalise Semester 2 O-Week/O-Day recommendations relating to stall layout, accessibility improvements, volunteer rostering, and communications strategy.


Guild O-Day
Held mid-week during O-Week, Guild O-Day recorded 11,000+ attendees, 3,000 showbags, and a record 168 stalls, including:
- 85 Guild clubs
- 18 Curtin departments

- 35 external organisations
- 15 Guild stalls
- 15 Curtin Stadium sports clubs

A full debrief with internal stakeholders will follow to prepare recommendations for Semester 2.

2026 Event Planning
Work is still underway on the 2026 Event Calendar with the **VP Activities.** The focus is shifting toward fewer, higher-impact events to create a cohesive, high-quality Guild events program. Core annual events such Pasar Malam, Guild Ball, Clubs Carnival, and others, will continue to feature.

CLUBS & SOCIETIES

MANAGER – CLUBS & SOCIETIES – Shelley Stoddart

Report Period: Last 28 days **-** 17 February – 10 March

Summary
February saw exceptionally high levels of club activity, with event numbers significantly surpassing previous years. Early indicators suggest strong student engagement, increased club capacity, and improved operational readiness due to earlier AGM reporting deadlines introduced. February club event volume increased by 111% compared to last year.

Demand for Guild-managed spaces, function packs, and operational support continues to rise, reflecting both increased Bentley campus enrolments and a shift in club behaviour toward more proactive Semester 1 planning. March is already tracking above last year, with approximately 280 events booked and more expected which will be included in next month's report.

Event Activity
February Snapshot

		Feb-26	Feb-25	Change
Events	**Total club events**	203	102	**↑ 111%**
	- On-campus events	192	90	↑ 113%
	- Off-campus events	11	6	↑ 83%
	Clubs Hub bookings	30	—	—
Function Packs	**Total Function Packs**	16	6	↑ 167%
	BBQs	8	3	↑ 166%
	Tav (total)	8	3	↑ 166%
	- Takeaway	5	1	↑ 400%
	- In-Tav event	3	2	↑ 50%
	Kirribilli packs	0	0	—

Insights

- Event statistics continue to be a strong indicator of campus vibrancy and student engagement.
- February's surge reflects increased student presence on campus and higher club operational capacity.
- February club events more than doubled compared to last year, driven by higher enrolments, earlier release of AGM & Renewal processes, and increased club enthusiasm.
- Function pack usage (BBQ and Tav) has grown substantially, indicating more frequent and better-attended events.

Key Projects & Updates
February

- **Event Statistics & Engagement Trends**
  - Event statistics continue to be a strong indicator of campus vibrancy and student engagement.
  - February's surge reflects increased student presence on campus and higher club operational capacity.
  - February club events more than doubled compared to last year, driven by higher enrolments, earlier release of AGM & Renewal processes, and increased club enthusiasm.
  - Function pack usage (BBQ and Tav) has grown substantially, indicating more frequent and better-attended events.

- **Clubs Hub Usage:** Clubs Hub venues exist to give clubs priority access to flexible, club-friendly spaces without competing with Curtin classes or departments. The following observations have been made since opening:
  - Utilisation continues to rise sharply and as such, space management processes & furniture are being reviewed to accommodate increased demand based on usage requirements.
  - Booking for February (and upcoming months) reflect both strong club demand and the reduced availability of Curtin-owned venues.
  - Curtin venues are experiencing their highest booking rates, leaving clubs with fewer suitable options for their events.
  - Curtin staff and departments have increasingly requested access to Clubs Hub spaces; these requests have been declined to maintain consistency and protect club access given that the venue proposal to Curtin was approved based on Club focus.
  - With club event numbers at the highest levels on record, maintaining Clubs Hub as a club-focused resource remains essential, with Guild staff bookings only when necessary.

- utilisation continues to rise sharply and as such, space management processes & furniture are being reviewed to accommodate increased demand based on usage requirements.

- **Club Registrations:** Club renewals are progressing, though formal approvals are temporarily delayed due to the extended MYOB onboarding deadline (28 February). As a result, a significant volume of renewals are expected to be submitted to the Guild Executive for approval over the next few meetings. This delay reflects process timing during peak operational period rather than club inactivity, with many clubs having now completed their final tasks and awaiting review. This does not effect the clubs ability to remain active as other renewal compliance requirements have been met for most.
  February Registration Stats are as follows:
  - **Fully registered:** 16 (2 new)
  - **New clubs onboarding:** 7
  - **Renewals underway:** 87 (55 complete & pending review)
  - **Expired / lapsed:** 2

- **Club Support Team – Staff Updates:** The recent Student Experience portfolio restructure has taken effect, with the Clubs & Societies area operating under a dedicated management role.
  - Shelley has transitioned into the Manager - Clubs & Societies position from her previous role within the portfolio.
  - Recruitment for a part-time Administrative Support Officer will commence shortly. This role will help reduce the administrative load on senior staff and enable more dedicated, higher-level support for clubs as event volume and operational demand continue to increase rapidly

PERFORMANCE – COMMERCIAL SERVICES

PM COMMERCIAL – Tanya Della-Santina

Projects

B104 Signage upgrade

- It has been agreed the best approach due to the lengthy amendments and approval is to incorporate the signage upgrade into the B104 refurbishment later in 2026.

B106F Upstairs Office Space

- Meeting room table for the new space has been delayed and expected mid-March
- Finalization of the AsCons are being completed by Soda&Co once final documentation from W Fairweather is received.

B106B Guild Equity Space

- Preferred sketch has been confirmed, however advised due to conflict of interest Soda&Co can no longer provide services to Curtin Student Guild (Aileen s an appointed staff member at Curtin)
- Final stages for a newly appointed designer are being finalized to facilitate a handover of the concept sketch plans from Soda & Co
- Architectural and Demolition Plans will immediately be requested for Tenant Proposal Request requirements.

HIV Vending Machine

- Tenant Proposal in final stages of approval.

GC Library

- Set up for online ordering capabilities for kiosk products is approaching a test phase

O’Day- Commercial Voucher Redemption

GC Basement 25 redeemed through SwiftPos

500x vouchers for $2.50 off any HSP in GC Basement valid until 27/02/26

The Tav Only 2 redeemed through SwiftPos

500x vouchers for $5 off any Pizza @ The Tav between 4-5pm (Happy Hour) valid until 27/02/26

CURTIN STUDENT GUILD

(v10.78.7.0)

Specials Sales Report

Curtin Student Guild
ABN 67 931 778 060
C/O Curtin Uni Kent St Bentley WA 6102
Ph: 9266 4272 Fax: 9266 3384 eMail: T.Della-Santina@guild.curtin.edu.au

Filters:

Reporting Period:	11/02/2026 6:00:00 AM to 28/02/2026 5:59:59 AM
Promotion:	[1] to [2147483647]
Mix n Match:	[150] GC Basement Oday 2026 $2.50 off HSP to [151] Tav Oday voucher $5 off pizza 4-5pm only
Locations:	<< ALL >>
PLU's:	[1] KEEPCUP LARGE 12OZ to [2147483647]
Product Groups:	[0] to [2147483647]
Master Groups:	Yes
Location Groups:	<< ALL >>
Clerks:	[0] Administrator to [2147483647]
Categories:	[1] Coffee Small to [32767]
Family:	[0] ALL
Show TAX Inc:	No
Sort By:	Product Description

PLU	Description	Qty	Cost	Rebate	Cost - Rebate	Sales Exc	Expected Sales	Savings	GP%	% Total
Mix n Match:	150 - GC Basement Oday 2026 $2.50 off HSP									
Location:	2 - GC BASEMENT									
Master Group:	31 - FOOD CAFE KITCHEN									
31562	HSP - Chicken	23	$76.59	$0.00	$76.59	$209.09	$287.50	$57.50	63.37%	81%
31563	HSP - Lamb	2	$9.08	$0.00	$9.08	$21.91	$29.10	$5.00	58.56%	8%
	Total for FOOD CAFE KITCHEN:	**25**	**$85.67**	**$0.00**	**$85.67**	**$231.00**	**$316.60**	**$62.50**	62.91%	**90%**
	Total for GC BASEMENT:	**25**	**$85.67**	**$0.00**	**$85.67**	**$231.00**	**$316.60**	**$62.50**	62.91%	**90%**
	for GC Basement Oday 2026 $2.50 off HSP:	**25**	**$85.67**	**$0.00**	**$85.67**	**$231.00**	**$316.60**	**$62.50**	62.91%	**90%**
Mix n Match:	151 - Tav Oday voucher $5 off pizza 4-5pm only									
Location:	8 - Tavern									
Master Group:	103 - TAV FOOD GENERAL									
9528	BBQ MEATLOVER PIZZA	2	$13.72	$0.00	$13.72	$26.91	$39.60	$10.00	49.01%	10%
	Total for TAV FOOD GENERAL:	**2**	**$13.72**	**$0.00**	**$13.72**	**$26.91**	**$39.60**	**$10.00**	49.01%	**10%**
	Total for Tavern:	**2**	**$13.72**	**$0.00**	**$13.72**	**$26.91**	**$39.60**	**$10.00**	49.01%	**10%**
	r Tav Oday voucher $5 off pizza 4-5pm only:	**2**	**$13.72**	**$0.00**	**$13.72**	**$26.91**	**$39.60**	**$10.00**	49.01%	**10%**
	Total Reported:	**27**	**$99.39**	**$0.00**	**$99.39**	**$257.91**	**$356.20**	**$72.50**	61.46%	**100%**

NB. Promotion Category/Family filtering is only accurate if the original Promotion has not been modified.

CONFIDENTIALITY

☑ OPEN

☐ CONFIDENTIAL

CURTIN STUDENT GUILD

57th Guild Council

GUILD COUNCIL – 17/03/2026

SAFETY REPORT

Submitted: Vernon Thompson (Managing Director)
Prepared By: Nika Velios (HR & Safety Officer)

Moved:
Seconded:

Preamble:

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

Motion:

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

Safety Performance:

- Safety inspections conducted on time (as % of planned inspections): **100%** February
- Workers' compensation claims (as hours of paid compensation over the past 12 months): 1,989.23 Hours for the 12 months rolling to February 2026

Incidents and Hazards to note:

New items of concern from the Workplace Inspections:

- B104:113 (Meeting room @ Central) – A loose light fixture with a dangling cord (possibly connected to a speaker), and a table placed in incorrect location exposing a hole in the flooring and a low overhead light presenting a potential head strike hazard.
- B106B (Clubs HQ) –A toaster was found and removed on the spot. For future Test & Tag work, contractors will be asked to flag any toasters with the relevant organiser for removal rather than re-testing and leaving them in place.
- B106D (The Retreat) – Area found to be cluttered and untidy, requiring cleaning and general organisation; consideration to installing additional shelving to improve storage and reduce clutter.
- B106G (Student Kitchen) – Tap fitting loose and requires repair. Sit-stand desk to be assessed for fitness for purpose; cables were unplugged and loosely hanging/placed.
- B204 (GC – Basement Café) – Freezer gloves required for handling and putting away stock; gloves have now been ordered.

Other items reported during the month:

- *Nil*

Ongoing items:

- ***B104 (GC – Central and Kitchen)**, cracking in the wall is now appearing in the upper level directly above the location of the lower-level. This has reported to Curtin.* **– Update to Closed**
  - *Curtin advised monitoring, confirmation/clarification sought from Curtin as to whether there is any safety concern within the premises.*
  - No response at time of this agenda
  - Advised by the Managing Director to remove from the safety update/report due to the absence of an engineering assessment or formal advice from the University confirming a safety hazard or risk.

Guild injuries, near misses or hazards reported:

- **05/02/2026, Jan 26 Terror Attack -** Following the declaration of the January 26 city rally incident as a terror attack, it was recommended that the next Health and Safety Committee meeting include a discussion on assessing terror-related risks at events. Additionally, the EAP was made available to Guild representatives who attended the rally. Agenda Item added to the next Health and Safety Committee meeting, EAP direct access for provided rally attendees organised. ***- Closed***

- **20/02/2026, B106 Courtyard (Event Entry)** - While overseeing patrons entering and exiting the event, a patron attempted to leave with approximately four cans of beer. When asked to discard the alcohol, the patron responded aggressively, used abusive language, and pushed a staff member. The staff member pushed the patron away in self-defence, after which the patron left the area. The patron appeared intoxicated and no injuries were reported. The Events team will provide escalation process training for casual staff. ***- Closed***

<u>Ongoing items:</u>

- **23/01/2026, B105 (GC - Library)** - A staff member reported slipping and falling due to a wet substance on the floor. They advised that they are experiencing pain in the hip, with more significant pain along the side of the neck. The staff member has indicated that they will attend medical services when they open and will also seek assessment and treatment from a physiotherapist for the neck injury. Medical fitness for work received – **Updated to Closed**

- **21/01/2026, B106G (Concept Coffee Co.) -** A staff member sustained a burn to their right inner forearm after accidentally coming into contact with the steam wand while steaming milk. At the time of the incident, the injury appeared to be a minor surface burn, and the staff member indicated that they were okay. Immediate first aid was provided, including cooling the area under cold running water and applying burn gel. Upon review in person during their next shift, the injury was noted to be more significant than initially assessed, presenting as a red wound with a blister that appeared slightly infected/open. The staff member advised that the burn had progressed more than originally anticipated. Additional first aid was administered, including cleansing the area with antiseptic, applying gauze, and securing a dressing. The staff member has been referred to the campus GP for medical assessment. Employee back to full duties. **– Updated to Closed**

General Safety Update for the Month:

The Guild’s First Aid Kits were checked and restocked on 26 February 2026.

The Guild’s Health and Safety Committee is scheduled to meet on 18 March 2026.

The Guild’s Fire Equipment service is scheduled for 24 March 2026

CONFIDENTIALITY

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57th Guild Council - 03 / GC

Guild Council – 19th March 2025

Returning Officers Report 2025

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

Preamble:

The Returning Officer for the 2025 annual elections has provided a report for noting.

Motion:

That the Guild Council notes the Returning Officer's report for the 2025 Annual General Election.

Background:

The Managing Director, Vernon Thompson wrote to the Western Australian Electoral Commission requesting the Electoral Commissioner to be responsible for the conduct of the Guild's Annual General Election in 2025. The Electoral Commissioner agreed to conduct the election on behalf of the Curtin Student Guild in accordance with section 5F(1)(be) of the *Electoral Act 1907.*

The Election was run under the *Student Guild (Guild Council) Regulations 2018* and the *Student Guild (Election and Referenda) Regulations 2018*.

Other details are in the attached Returning Officers Report.

Attachment

Attachment A – Returning Officers Report

Western Australian
Electoral Commission

Curtin University Student Guild Election Report

2025

WESTERN AUSTRALIAN
Electoral Commission

Table of Contents

1

1. Introduction

Mr Vernon Thompson, Managing Director of the Curtin Student Guild, wrote to the Western Australian Electoral Commission requesting the Electoral Commissioner to be responsible for the conduct of an election for the following positions:

President (1)
Vice President Education (1)
Vice President Activities (1)
Vice President Sustainability and Welfare (1)
Faculty of Business and Law Representative (1)
Faculty of Science and Engineering Representative (1)
Faculty of Health Sciences Representative (1)
Faculty of Humanities Representative (1)
International Students Committee President (1)
Postgraduate Students Committee President (1)
Queer Officer (1)
Women's Officer (1)
First Nations Officer (1)
Guild Councillors (6)
Accessibility Officer (1)
National Union of Students Delegates (NUS) (7).

The Acting Electoral Commissioner agreed on 11 June 2025 to conduct the election on behalf of the Curtin Student Guild in accordance with section 5F(1)(eb) of the *Electoral Act 1907*.

2. Regulations

The 2025 Annual General Elections were run under the *Student Guild (Guild Council) Regulations 2018* and the *Student Guild (Election and Referenda) Regulations 2018*.

3. Election Timetable

The election timetable is prescribed in the *Student Guild (Election and Referenda) Regulations 2018*. The election timetable is at Appendix 1.

4. Returning Officer

In accordance with regulation E0201(1) of the *Curtin Student Guild Election Regulations*, Amanda Arnold an Electoral Commission staff member, was appointed Returning Officer (RO) for the election. Emma Harris, the previous Curtin Returning Officer was also appointed as the Substitute Returning Officer to assist with the 2025 election in a mentor role.

5. Electoral Staff

Guild Staff

The Managing Director of the Guild and Guild Administration staff assisted the RO by providing 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 assisted in setting up the polling place marquees, polling equipment and signage.

Guild staff provided and set up the IT equipment for voter registration at each polling place.

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.

Casual Polling Staff

Four experienced casual polling officials were recruited by Persol to staff the two polling places. Additional staff were also employed to do the manual count and sorting of ballot papers after 4 pm at the close of polling. On Friday 19 September 2025, there were 12 staff recruited by Persol to complete the manual counts and data entry for the electronic counts at the WAEC Jolimont Office.

6. Advertisements

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

Election notice is at Appendix 2.

7. Nominations

Nominations for the vacant positions opened at 10 am on Monday 11 August and closed at 12 noon on Thursday 28 August 2025.

At the close of nominations, 77 nominations in total were received for the 27 vacant positions.

At the close of nominations, the following nominations were accepted:

Position	Vacancies	Nominations Received
Guild Councillor	6	39
National Union of Students Delegates (NUS)	7	12
Guild President	1	2
Vice President Activities	1	2
Vice President Education	1	2
Vice President Sustainability and Welfare	1	1
Faculty of Business and Law Representative	1	3
Faculty of Science and Engineering Representative	1	3

Faculty of Health Sciences Representative	1	3
Faculty of Humanities Representative	1	2
International Students Committee President	1	2
Postgraduate Students Committee President	1	2
Queer Officer	1	2
Women's Officer	1	3
First Nations Officer	1	0
Accessibility Officer	1	2

The eligibility of the candidates and nominators was verified by the Returning Officer. All were eligible.

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. One (1) of the positions was uncontested and one (1) was filled without going to election.

At the close of nominations, four (4) groups were registered for this election and there were two (2) independent candidates.

On 29 August, a candidate for the position of Guild Councillor withdrew. On 2 September there were an additional two (2) candidate withdrawals, with both of those candidates being from the Impact! Revive! Ignite! group, bringing the total number of groups down to 3. This brought the total number of candidates for the Guild Councillor position down to 36. The ballot papers had not yet been printed and as such they were removed from the ballot paper as per Regulation 23(2c).

The candidates were advised that an election would be held, and the result would be declared following the close of poll on Thursday 18 September, after the final count on Friday 19 September 2025.

8. Draw for Position on Ballot Paper

The draw for ballot paper positions was held at 2 pm on Thursday 28 September 2025. The RO was assisted by the Substitute RO. The results of the draw were published on the official Guild noticeboard and the Guild webpage.

9. Candidate Information Session

The introduction of a Candidate Information Session was a new initiative for 2025 and this took place immediately following the ballot paper draw. There were representatives from the Guild, the university Safer Communities team and several candidates in attendance.

10. Ballot Papers

Each election had separate ballot paper printed with different font colours. The Guild Councillor ballot papers were A4 size, NUS Delegate paper was DL size and all others were A6 size. Voters were supplied with all election ballot papers and instructed by polling officials to follow the instructions on the ballot papers and only complete the Women's Officer and Queer Officer ballot if those instructions applied to them. They were advised that completing all ballot papers was optional and to return any unused ballot papers if preferred.

The varying size and font colours allowed for efficient sorting by polling officials on initial opening of ballot boxes at the close of polling.

11. Polling Places

Two polling places were used for the election – one at Club Hub and another in a marquee adjacent to Mallokup Café on the Bentley Campus. Club Hub, with fifteen (15) voting screens, was a newly renovated building in a good location and a very comfortable environment. The Mallokup location had fewer voting screens due to weather conditions.

The Club Hub polling place was open longer this election with one earlier opening day and one later closing day. Between 8 am and 10 am on Tuesday 16 September a total of 19 votes were taken. On Wednesday 17 September between 4 pm and 6 pm a total of 30 votes were taken.

12. Electoral Roll

In accordance with Regulations 16(5) and 35(3), the electoral roll was provided to the RO on 8 August in order to verify nominations. At the close of the roll, 41,001 names of eligible electors were provided to the RO.

There were 31 provisional votes issued to students whose names were not on the electoral roll. Consultation with the Office of the Academic Registrar showed that 4 of these were not included on the roll provided to the RO but were considered enrolled students. Those additional ballots were admitted to the count on Thursday, 19

September at 4 pm.

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. The laptops were removed from the Club Hub and Mallokup site at the end of every polling day and set up again each morning.

13. Production of Election Packages and Mail-out

Election packages contained the following:

- a ballot paper;
- an information notice;
- a ballot paper envelope with declaration; and
- a reply paid envelope.

The declaration was used as the address label, and enables the elector's name to be marked off the roll when the election package is received by the Returning Officer.

Four (4) applications for postal votes were received with all four (4) election packages mailed out.

14. Issue of Replacement Voting Papers

Electors who had lost, spoilt or misplaced their election papers or claimed not to have received an election package were entitled to apply for a replacement. However, no replacement voting papers were issued for this election.

15. Count of Votes

Manual counting commenced shortly after 4 pm under the observation of three (3) scrutineers.

Of the four (4) postal votes sent out, none were returned by the close of poll and only one (1) was received too late.

All staff commenced sorting the ballot papers by size and colour. After approximately one hour, one staff member began the count for Guild President. By 8.30 pm all ballots were sorted into their respective elections and the Guild President count was complete. All ballot papers were packed up for transporting ready for the final count and the facility was vacated ready for materials collection by WAEC Logistics.

The ballot boxes containing completed ballots were stored at the close of every polling day in a storeroom out of sight in a locked Guild space that only the RO had key access to.

After the close of polling and at the conclusion of manual count night, the ballot papers were transported in the RO's car and then delivered directly to WAEC Jolimont office on Friday 19 September.

The manual counts for the remaining elections were completed on Friday 19 September 2025 at WAEC Jolimont officer by casual staff and under observation of two (2) scrutineers.

The Guild Councillor count was counted via data entry into CountWA software calibrated to count in accordance with rules of Optional Proportional Representation outlined in Schedule A. The NUS Delegates was also counted via data entry into CountWA calibrated using Optional Preferential Proportional Representation as NUS By-Law B86. These counts were conducted at WAEC Jolimont office under the observation of two (2) scrutineers.

Prior to the declaration of the results, an NUS candidate withdrew from the election. As such the election report was re-run excluding the withdrawn candidate. All counts were complete by 6 pm Friday 19 September 2025.

16. Results

Candidates	Total Votes
Election of President (1)	
STORER, Dylan	1158 – Elected
PEART, Evan A	312
Election of Vice President Education (1)	
NAEEMI, Hadiya	1040 - Elected
CHESTER, Reeve	321
Election of Vice President Activities (1)	
ROWE, Tahni	1052 – Elected
GUT, Sergio	324
Election of Vice President Sustainability and Welfare (1)	
MILLS, Morgan	Elected Unopposed
Election of Faculty of Business and Law Representative (1)	
WHITNEY, Ebony	746 – Elected
BURKE, Cian	352
KUNNATH, Amit	227
Election of Faculty of Science and Engineering Representative (1)	
FOSTER, Coben	267
BUTCHER, Connie	811 – Elected
HOWELL, Ellie	341

Election of Faculty of Health Sciences Representative (1)	Total Votes
TREW, Callum	351
D'SILVA, Mark	253
LAARAYB, Zobia	737 - Elected
Election of Faculty of Humanities Representative (1)	
KAZMER, Kandyce	441
CARLSEN, Jai	851 – Elected
Election of International Students Committee President (1)	
FUNG, Hester	383
ANOWAR, Tahsin	864 – Elected
Election of Postgraduate Students Committee President (1)	
WASHINGTON, Jack	390
WAFULA, Jael	884 – Elected
Election of Queer Officer (1)	
JAMES, Mikey	410
LUK, Astor	808 – Elected
Election of Women's Officer (1)	
KOCER, Irem	354
GIOVINAZZO, Jorja	237
ABED, Sarah	716 – Elected
Election of Accessibility Officer (1)	
BROOKFIELD, James-Benni	397
ANTENUCCI, Mia	879 – Elected
Election of First Nations Officer	
No Nominations	Position unfilled

Election of Guild Councillors (6) (2-year term)	Total Votes
GARDOLL, Finn	108 – Elected
SHREK	214 – Elected
CUBONG, Isobel	71
BHAN, Devesh	43
SHEARN, Chris	36
McAULIFFE, Mikaela	27
KOVACEVIC, Luka	13
McGREGOR, Jacob	35
WATTS, Jared	15
BURGESS, Ben	42
KUNNATH, Amit	51
KUO, Joanna	66 – Elected
HAY, Samuel	22
VAGH, Aashiq	21
CHOI, Vivi	60 - Elected
KIM, Nathan	11
MODI, Ankita	52
DANIELS, Harvey	9
ZHANG, Max	68 – Elected
ROVIS-TAYLOR, Sam	28
ECHEVERRIA, Roberto	5
D'SILVA, Mark	13
CHESTER, Reeve	10
COLLIER, Toby	38

ALLAN, Daniel	30
CLEMENO, Loukia	41
HARROWING, Tom	15
GIOVINAZZO, Jorja	18
WATTS, Clayton	43
LINDSAY, James	8
O'MALLEY, Hilary	26
MALIK, Maha	41
DOUGLAS, D'leene	44
JAFFNA, Suhaila	87 - Elected
HENRICKSON, Cooper	33
BAKER, Alex	23
Election of National Union of Students Delegates (NUS) (7)	
ROVIS-TAYLOR, Sam	71
KUNNATH, Amit	90
BUTCHER, Connie	209 – Elected
STORER, Dylan	311 – Elected
PHILLIPS, David	86 - Elected
FOSTER, Coben	40
AL-ABDELI, Razanne	56
WHITNEY, Ebony	121 - Elected
KOCER, Hamide	166 – Elected
ANOWAR, Tahsin	98 - Elected
LASSAM, Emily	143 – Elected
PEART, Evan A	70

The CountWA count analysis is available at the Western Australian Electoral Commission.

17. Declaration of Result

The Returning Officer declared the successful candidates elected on Friday 19 September 2025.

Copies of the certificates of all results were displayed on the Guild noticeboard and webpage. Certificates of results were sent to Group Agents by the Returning Officer. Participation certificates were sent to all candidates directly by the RO.

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. The letter is attached in Apendix 3.

Certificates of Results appear at Appendix 3.

18. Participation

The total number of electors who participated in the elections was 1608 which represents 3.92% of eligible electors. This is an improvement on the 2024 elections.

The following table shows the number of electors at each polling place by day but does not include the provisional votes accepted.

Day	Club Hub (North)	Mallokup (South)	Total
Monday	277*	185	462
Tuesday	211	145	356
Wednesday	214	215*	429
Thursday	203	158	361
Total	905	703	1608

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

A total of 1608 electors participated in these elections, however not all electors chose to participate in all elections. The number of votes cast in each election are shown below.

Election	Formal Votes	Informal Votes	Total Votes	Percentage of the 1 608 electors
Guild Councillor	1466	113	1579	98.20%
NUS Delegate	1483	104	1587	98.70%
Guild President	1470	79	1549	96.33%
Vice President Education	1361	137	1498	93.16%
Faculty of Science and Engineering	1419	91	1510	93.90%
Vice President Activities	1376	53	1429	88.87%
Faculty of Health Science	1341	123	1464	91.04%
Faculty of Business and Law	1325	145	1470	91.41%
International Students Committee President	1247	161	1408	87.56%
Postgraduate Students Committee President	1274	174	1440	89.55%
Faculty of Humanities	1292	162	1454	90.42%
Accessibility Officer	1276	176	1452	90.30%
Women’s Officer	1307	162	1469	91.35%
Queer Officer	1218	214	1432	89.05%

19. Informal Votes

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 and return them or to cast a blank vote. For this election, blank ballot papers that were put into the ballot box have been included in counting informal votes. Majority of ballot papers are marked informal because they are blank, with some being either no first preference was shown or more than one first preference was shown.

20. Conclusion

As a first time Curtin Student Guild Election Returning Officer it was a challenging role, however the support and guidance provided by the Guild staff and the previous RO, Emma Harris, was greatly appreciated. The integrity of the election was maintained from candidate nominations through to final count and notification of results.

Certificates of Results appear at Appendix 3.

21. Campaigning Behaviour and Complaints

The introduction of a new group and an independent candidate with limited previous campaigning experience caused many complaints between several of the candidates. Most issues were addressed and resolved fairly quickly.

An existing guild member of the Illuminate group was found to have printed additional flyers outside of their costed allocation using guild resources. As a consequence, the group had a large number of their flyers removed from circulation on the final day of polling by the RO and a warning given to the offender and the group agents. Stricter punishments for this need to be outlined and enforced in future elections, such as a half day ban from all forms of campaigning.

22. Recommendations

The election Information Session for candidates prior to campaigning was very useful to ensure clear messaging on campaigning rules and regulations. This also provided an opportunity for candidates to ask questions. It is recommended that this be continued and if possible be made compulsory for all group agents and independents to attend.

The banning of posters as campaign material has been recommended in the previous report. They are an eyesore around the university, do not fit with any group's environmental policies and are always involved in reported breaches of regulations. Flyers (that can be recycled) are a more effective means of sharing group/candidate policies and voting information with electors and can be coupled with an effective social media/online campaign. As a minimum, there should be limits on the amount of posters and perhaps reduce the level of exposed areas that these can be placed.

Postal voting options were discussed prior to this election however this year only 4 packages were sent out and 1 returned late, so there appears to be a declining interest in postal vote options.

Appendix 1
Election Timetable

CURTIN STUDENT GUILD

Election Timetable as at 05 May 2025 [Regulations annotated with 'E' are from the *Student Guild (Election and Referenda) Regulations 2018*]:

Step No.	Action	Date (in 2025)	Regulation
1.	Managing Director to consult Guild President re proposed Timetable	By Friday 16 May	E15(3)
2.	Managing Director to write to Vice Chancellor or WAEC to appoint returning officer	By Friday 23 May	E4 & E15(1)
3.	Election Timetable approved by Returning Officer	5pm Friday 4 July	E15(2)
4.	Close of Initial Roll	10am Monday 4 August	E16(1) & E35(1)(a)
5.	Notice inviting Nominations	5pm Wednesday 6 August	E19(1) & E19(2)
6.	Postal voting applications available	5pm Wednesday 6 August	E19(3)
7.	Delivery of Initial Roll of Guild Members to Returning Officer	5pm Friday 8 August	E16(1) & E35(2)
8.	Opening of Nominations & Notification to National Union of Students (NUS)	10am Monday 11 August	E16(2)(b) and NUS By-Law B.3
9.	Close of Final Roll	Midnight of Friday 15 August (close of census)	E12(1), E16(5) & E35(1)(b)
10.	Close of Nominations and Group Registrations	12 noon Thursday 28 August	E16(2) & E16(3)
11.	Ballot Draw	2pm Thursday 28 August	E16(4)
12.	Deadline to add candidates to a Group or for candidates to withdraw from a Group	12 noon Thursday 4 September	E16(2) & E16(3)
13.	Delivery of Final Roll of Electors to Returning Officer	By 10am Monday 8 September	E16(5) & E35(3)
14.	Commencement of Campaigning	12.01am Monday 8 September	E40(3)
15.	Deadline for Postal Vote Applications	Before Noon Tuesday 9 September	E13(3)
16.	Deadline for sending Postal Vote election materials	5pm Tuesday 9 September	E13(8)
17.	Applications for Printed Election Material Approval	Applications after 5pm Wednesday 10 September may not be able to be assessed before polling commences	
18.	Opening of Polls	10am Monday 15 September	E16(6)
19.	Close of Polls and acceptance of Postal Votes	4pm Thursday 18 September	E16(6) & E13(9)
20.	Counting	Following close of poll on Thursday 18 September until 8pm	
21.	Counting	10am Friday 19 September until finished	
22.	Declaration of Poll & Report to NUS	By 4pm Thursday 2 October	E16(7) & NUS By-Law B6
23.	Report to Guild Council Due	By 8am Friday 12 November	

Polling will take place at Club HQ and Curtin South (near Mallokup Café) from times as outlined below: (as per E34(5)).*

	Monday	Tuesday	Wednesday	Thursday
Clubs Hub	10am – 4pm	8am – 4pm	10am – 6pm	10am – 4pm
Curtin South (near Mallokup Café)	10am – 4pm	10am – 4pm	10am – 4pm	10am – 4pm

*Location is subject to approval from Curtin University.

Appendix 2
Election Notice

CURTIN STUDENT GUILD ELECTION NOTICE

In accordance with *Student Guild (Election and Referenda) Regulations 2018*

2025 Annual Guild and NUS Elections

Nominations are invited from interested and eligible persons for the following positions in the 2025 Annual Guild and NUS elections:

- President
- Vice President Education
- Vice President Activities
- Vice President Sustainability and Welfare
- Faculty of Business and Law Representative
- Faculty of Science and Engineering Representative
- Faculty of Health Sciences Representative
- Faculty of Humanities Representative
- International Students Committee President
- Postgraduate Students Committee President
- Queer Officer
- Women's Officer
- First Nations Officer
- Accessibility Officer
- Guild Councillors (6) (at least 3 not identifying as men)
- National Union of Students Delegates (NUS) (7)

Nomination forms will be accepted from **10.00 am Monday 11 August 2025.** Nomination forms, group registration and other election forms are available between 9.00 am and 4.30 pm on business days from the Curtin Student Guild Office at the following location: Building 106F, Curtin University, Kent Street, BENTLEY and may be downloaded from the Guild webpage.

Note that the term of office is:

(a) for Guild Councillors, 2 years commencing 1 December 2025;
(b) for NUS Delegates, from being declared elected until successors are declared elected in the 2025 election; and
(c) for all other roles, 1 year commencing 1 December 2025.

<u>ELIGIBILITY CRITERIA – NUS DELEGATE</u>

A candidate for NUS Delegate shall be an enrolled student at least seven (7) days prior to the opening of nominations.

<u>ELIGIBILITY CRITERIA – GUILD OFFICER</u>

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

(a) hold the general qualifications listed in Schedule B of the *Student Guild (Election and Referenda) Regulations 2018*, namely:

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

(b) do not hold any of the general disqualifications specified in Schedule B, Clauses (2), (3), (4) and (5) of the *Student Guild (Guild Council) Regulations 2018*, specifically a candidate shall be ineligible to be an officer if they meet any of the following (at the commencement of or during their term):

i. is currently or have within the last five (5) years been a staff member of the Guild (casual staff and Officers of the Guild are not a 'staff member');
ii. is a staff member of the University other than a casual employee;
iii. is an undischarged bankrupt, or a debtor against whose estate there is a subsisting receiving order in bankruptcy;
iv. is incarcerated;
v. has been convicted on indictment of an offence for which the indictable penalty was or included imprisonment for life or imprisonment for more than five (5) years;
vi. is disqualified under any provision of the Guild Statute Book;
vii. is disqualified due to any requirement of a visa they may hold;
viii. is an editor of the Guild publication "GROK";
ix. is disqualified due to any act, statute, regulation, rule or by-law in force in the State of Western Australia over the Guild;
x. have served for more than five (5) years as an officer or where their term of office would cumulatively exceed five (5) years' service as an officer and this includes acting in an officer position;

xi. have been elected or appointed to the same officer position two or more times;
xii. have held an officer position or acted in an officer position for more than six (6) months and have been re-elected or re-appointed to the same officer position more than once; and
xiii. have been appointed as Chair of the Remuneration Tribunal (a current officer shall not be disqualified from their current position but may not stand for re-election or be re-appointed in the next term of office).

and

(c) meet the specific qualifications and/or disqualifications applicable to that particular office specified in Schedule B(6) of the *Student Guild (Guild Council) Regulations 2018*, namely a candidate shall meet the following specific qualifications for the following roles:

President

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

Vice Presidents – Education; Activities; or Sustainability and Welfare

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

Faculty Representative

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

International Students Committee President

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

Postgraduate Students Committee President

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

Queer Officer

A candidate for Queer Officer must be queer.

Women's Officer

A candidate for Women's Officer must be a woman.

Accessibility Officer

A candidate for Accessibility Officer must be disabled.

First Nations Officer

A candidate for First Nations Officer must identify as Aboriginal or Torres Strait Islander, the Aboriginal or Torres Strait community must recognise the person as Aboriginal or Torres Strait Islander, and the person must be Aboriginal or Torres Strait Islander by way of descent.

NOMINATIONS

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

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

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

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

A nomination form shall be signed by two Guild members (nominators) who shall:

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

Example: A man cannot nominate a candidate for Women's Officer. A Health Sciences student cannot nominate a Humanities Representative.

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

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

In addition, a nomination form shall be signed by a witness who shall sight the nominee's Curtin student identification card; this witness must be a member of Guild Administrative staff, the Returning Officer or a Justice of the Peace. On satellite campuses, University staff members on that campus act as acceptable witnesses, in the absence of Guild Administrative staff, the Returning Officer or a Justice of the Peace. Guild Administrative staff may not sign nominations forms if they are enrolled Curtin students.

CLOSE OF ROLLS AND ELECTORS

Roll close for candidates is **10.00 am Monday 4 August 2025**.

Roll close for electors for the 2025 Annual Guild and NUS elections is **midnight Friday 15 August 2025**.

An elector shall be an enrolled student of Curtin University at the Semester Two Census Date and not be otherwise disqualified. Only enrolled students who:

- are women may vote in an election for the office of Women's Officer;
- identify as queer may vote in an election for the office of Queer Officer; and
- are Aboriginal or Torres Strait Islander may vote for the office of First Nations Officer.

LODGEMENT OF NOMINATONS

Nominations, completed in accordance with the rules and regulations of the Guild, must be lodged in a **sealed envelope** with the Returning Officer in person, or by placing into the locked nomination box located in the Curtin Student Guild Office or posted to the Curtin Student Guild Office at Building 106F, Curtin University, Kent Street, BENTLEY, to be received by the Returning Officer not later than the close of nominations, **12.00 noon Thursday 28 August 2025**.

Prospective candidates wishing to nominate outside Curtin Student Guild business hours, **must** first contact the Returning Officer to arrange a suitable time to lodge a nomination or other prescribed form. **No nomination can be accepted later than 12.00 noon Thursday 28 August 2025**.

You may include a policy statement of up to 500 words (rich text format or Word format) which can be emailed to the Returning Officer from your Curtin student email account. You may also include a recent digital head and shoulder photo (in jpeg format and no larger than 1MB in file size).

A nomination deposit of $10 per candidate is required, payable online or at Guild Reception. A refund of the deposit will be made to all candidates elected.

No nomination deposit is payable for NUS nominations.

Further instructions and forms are on the Guilds website: https://guild.curtin.edu.au/elections/

LODGEMENT OF GROUP REGISTRATION FORMS

Group Registration forms shall be lodged with the Returning Officer in person or by placing into the locked nomination box located in the Curtin Student Guild Office to be received not later than the close of Group Registration, **12.00 noon Thursday 28 August 2025.**

DRAW FOR BALLOT PAPER POSITIONS AND ALLOCATION OF COLOURS

The draw for ballot paper positions and allocation of colours will take place at **2.00 pm Thursday 28 August 2025** in the Guild Offices.

POLLING

Polling will take place at the Bentley campus between from **Monday 15 September 2025** to **Thursday 18 September 2025**:

	Monday	Tuesday	Wednesday	Thursday
Clubs Hub	10 am – 4 pm	8 am – 4 pm	10 am – 6 pm	10 am – 4 pm
Curtin South (near Mallokup Café)	10 am – 4 pm	10 am – 4 pm	10 am – 4 pm	10 am – 4 pm

POSTAL VOTE APPLICATIONS

Postal vote applications may be made to the Curtin Student Guild Office on the form available from Guild's website. A fully completed application form must be received by the Returning Officer **no later than 12.00 noon Tuesday 9 September 2025**.

Amanda Arnold
RETURNING OFFICER
Mobile:
Email: npro_curtinstudentguild@elections.wa.gov.au
6 August 2025

Appendix 3
Certificates of Results

WESTERN AUSTRALIAN
Electoral Commission

CERTIFICATE OF RESULTS

Curtin Student Guild

Election of President

In accordance with Regulation E1004 of the *Curtin Student Guild Election Regulations*

CLOSE OF POLL: 4 pm on Thursday 18 September 2025

Number of formal ballot papers	1470
Number of informal ballot papers	79

Candidates	**Total Number of Votes**
STORER, Dylan	1158
PEART, Evan A	312

In accordance with *Curtin Student Guild Election Regulations*, I declare **STORER, Dylan** duly elected to the position of President with a term to expire on 30 November 2026.

Amanda Arnold
RETURNING OFFICER

19 September 2025

Western Australian Electoral Commission
Level 2, 66 St Georges Terrace, PERTH WA 6000 or
GPO Box F316 PERTH WA 6841

Phone: (08) 9214 0400 or 13 63 06
Email: waec@waec.wa.gov.au Web site: www.elections.wa.gov.au

CERTIFICATE OF RESULTS

Curtin Student Guild

Election of Vice President Activities

In accordance with Regulation E1004 of the *Curtin Student Guild Election Regulations*

CLOSE OF POLL: 4 pm on Thursday 18 September 2025

Number of formal ballot papers	1376
Number of informal ballot papers	53

Candidates	**Total Number of Votes**
ROWE, Tahni	1052
GUT, Sergio	324

In accordance with *Curtin Student Guild Election Regulations*, I declare **ROWE, Tahni** duly elected to the position of Vice President Activities with a term to expire on 30 November 2026.

Amanda Arnold
RETURNING OFFICER

19 September 2025

Western Australian Electoral Commission
Level 2, 66 St Georges Terrace, PERTH WA 6000 or
GPO Box F316 PERTH WA 6841

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CERTIFICATE OF RESULTS

Curtin Student Guild

Election of Vice President Education

In accordance with Regulation E1004 of the *Curtin Student Guild Election Regulations*

CLOSE OF POLL: 4 pm on Thursday 18 September 2025

Number of formal ballot papers	1361
Number of informal ballot papers	137

Candidates	Total Number of Votes
NAEEMI, Hadiya	1040
CHESTER, Reeve	321

In accordance with *Curtin Student Guild Election Regulations*, I declare **NAEEMI, Hadiya** duly elected to the position of Vice President Education with a term to expire on 30 November 2026.

Amanda Arnold
RETURNING OFFICER

19 September 2025

WESTERN AUSTRALIAN
Electoral Commission

CERTIFICATE OF RESULTS

Curtin Student Guild

Election of Vice President Sustainability and Welfare

In accordance with Regulation E1004 of the *Curtin Student Guild Election Regulations*

At the close of nominations at 12 noon on Thursday 28 August 2025 one nomination was received for the vacancy. In accordance with regulation E1003 of the *Curtin Student Guild Election Regulations*, I hereby declare **MILLS, Morgan** duly elected unopposed to the position of Vice President Sustainability and Welfare with a term to expire on 30 November 2025.

Amanda Arnold
RETURNING OFFICER

19 September 2025

CERTIFICATE OF RESULTS

Curtin Student Guild

Election of Faculty of Science and Engineering Representative

In accordance with Regulation E1004 of the *Curtin Student Guild Election Regulations*

CLOSE OF POLL: 4 pm on Thursday 18 September 2025

Number of formal ballot papers	1419
Number of informal ballot papers	91

Candidates	**Total Number of Votes**
FOSTER, Coben	267
BUTCHER, Connie	811
HOWELL, Ellie	341

In accordance with *Curtin Student Guild Election Regulations*, I declare **BUTCHER, Connie** duly elected to the position of Faculty of Science and Engineering Representative with a term to expire on 30 November 2026.

Amanda Arnold
RETURNING OFFICER

19 September 2025

Western Australian Electoral Commission
Level 2, 66 St Georges Terrace, PERTH WA 6000 or
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CERTIFICATE OF RESULTS

Curtin Student Guild

Election of Faculty of Business and Law Representative

In accordance with Regulation E1004 of the *Curtin Student Guild Election Regulations*

CLOSE OF POLL: 4 pm on Thursday 18 September 2025

Number of formal ballot papers	1325
Number of informal ballot papers	145

Candidates	Total Number of Votes
WHITNEY, Ebony	746
BURKE, Cian	352
KUNNATH, Amit	227

In accordance with *Curtin Student Guild Election Regulations*, I declare **WHITNEY, Ebony** duly elected to the position of Faculty of Business and Law Representative with a term to expire on 30 November 2026.

Amanda Arnold
RETURNING OFFICER

19 September 2025

Western Australian Electoral Commission
Level 2, 66 St Georges Terrace, PERTH WA 6000 or
GPO Box F316 PERTH WA 6841

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CERTIFICATE OF RESULTS

Curtin Student Guild

Election of Faculty of Health Sciences Representative

In accordance with Regulation E1004 of the *Curtin Student Guild Election Regulations*

CLOSE OF POLL: 4 pm on Thursday 18 September 2025

Number of formal ballot papers	1341
Number of informal ballot papers	123

Candidates	**Total Number of Votes**
TREW, Callum	351
D'SILVA, Mark	253
LAARAYB, Zobia	737

In accordance with *Curtin Student Guild Election Regulations*, I declare **LAARAYB, Zobia** duly elected to the position of Faculty of Health Sciences Representative with a term to expire on 30 November 2026.

Amanda Arnold
RETURNING OFFICER

19 September 2025

Western Australian Electoral Commission
Level 2, 66 St Georges Terrace, PERTH WA 6000 or
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CERTIFICATE OF RESULTS

Curtin Student Guild

Election of Faculty of Humanities Representative

In accordance with Regulation E1004 of the *Curtin Student Guild Election Regulations*

CLOSE OF POLL: 4 pm on Thursday 18 September 2025

Number of formal ballot papers	1292
Number of informal ballot papers	162

Candidates	**Total Number of Votes**
KAZMER, Kandyce	441
CARLSEN, Jai	851

In accordance with *Curtin Student Guild Election Regulations*, I declare **CARLSEN, Jai** duly elected to the position of Faculty of Humanities Representative with a term to expire on 30 November 2026.

Amanda Arnold
RETURNING OFFICER

19 September 2025

CERTIFICATE OF RESULTS

Curtin Student Guild

Election of International Students Committee President

In accordance with Regulation E1004 of the *Curtin Student Guild Election Regulations*

CLOSE OF POLL: 4 pm on Thursday 18 September 2025

Number of formal ballot papers	1247
Number of informal ballot papers	161

Candidates	Total Number of Votes
FUNG, Hester	383
ANOWAR, Tahsin	864

In accordance with *Curtin Student Guild Election Regulations*, I declare **ANOWAR, Tahsin** duly elected to the position of International Students Committee President with a term to expire on 30 November 2026.

Amanda Arnold
RETURNING OFFICER

19 September 2025

Western Australian Electoral Commission
Level 2, 66 St Georges Terrace, PERTH WA 6000 or
GPO Box F316 PERTH WA 6841

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Email: waec@waec.wa.gov.au Web site: www.elections.wa.gov.au

CERTIFICATE OF RESULTS

Curtin Student Guild

Election of Postgraduate Students Committee President

In accordance with Regulation E1004 of the *Curtin Student Guild Election Regulations*

CLOSE OF POLL: 4 pm on Thursday 18 September 2025

Number of formal ballot papers	1274
Number of informal ballot papers	174

Candidates	Total Number of Votes
WASHINGTON, Jack	390
WAFULA, Jael	884

In accordance with *Curtin Student Guild Election Regulations*, I declare **WAFULA, Jael** duly elected to the position of Postgraduate Students Committee President with a term to expire on 30 November 2026.

Amanda Arnold
RETURNING OFFICER

19 September 2025

WESTERN AUSTRALIAN
Electoral Commission

CERTIFICATE OF RESULTS

Curtin Student Guild

Election of Queer Officer

In accordance with Regulation E1004 of the *Curtin Student Guild Election Regulations*

CLOSE OF POLL: 4 pm on Thursday 18 September 2025

Number of formal ballot papers	1218
Number of informal ballot papers	214

Candidates	Total Number of Votes
JAMES, Mikey	410
LUK, Astor	808

In accordance with *Curtin Student Guild Election Regulations*, I declare **LUK, Astor** duly elected to the position of Queer Officer with a term to expire on 30 November 2026.

Amanda Arnold
RETURNING OFFICER

19 September 2025

CERTIFICATE OF RESULTS

Curtin Student Guild

Election of Women's Officer

In accordance with Regulation E1004 of the *Curtin Student Guild Election Regulations*

CLOSE OF POLL: 4 pm on Thursday 18 September 2025

Number of formal ballot papers	1307
Number of informal ballot papers	162

Candidates	**Total Number of Votes**
KOCER, Irem	354
GIOVINAZZO, Jorja	237
ABED, Sarah	716

In accordance with *Curtin Student Guild Election Regulations*, I declare **ABED, Sarah** duly elected to the position of Women's Officer with a term to expire on 30 November 2026.

Amanda Arnold
RETURNING OFFICER

19 September 2025

CERTIFICATE OF RESULTS

Curtin Student Guild

Election of Accessibility Officer

In accordance with Regulation E1004 of the *Curtin Student Guild Election Regulations*

CLOSE OF POLL: 4 pm on Thursday 18 September 2025

Number of formal ballot papers	1276
Number of informal ballot papers	176

Candidates	Total Number of Votes
BROOKFIELD, James-Benni	397
ANTENUCCI, Mia	879

In accordance with *Curtin Student Guild Election Regulations*, I declare **ANTENUCCI, Mia** duly elected to the position of Accessibility Officer with a term to expire on 30 November 2026.

Amanda Arnold
RETURNING OFFICER

19 September 2025

Western Australian Electoral Commission
Level 2, 66 St Georges Terrace, PERTH WA 6000 or
GPO Box F316 PERTH WA 6841

Phone: (08) 9214 0400 or 13 63 06
Email: waec@waec.wa.gov.au Web site: www.elections.wa.gov.au

CERTIFICATE OF RESULTS

Curtin Student Guild

Election of First Nations Officer

In accordance with Regulation E1004 of the *Curtin Student Guild Election Regulations*

At the close of nominations at 12 noon on Thursday 28 August 2025, no nominations were received for the position of First Nations Officer. The position remains unfilled.

Amanda Arnold
RETURNING OFFICER

19 September 2025

Jonathan De La Pena
NUS General Secretary
1/740 Swanston Street
CARLTON VIC 3053

via email - gensec@nus.asn.au

Dear Jonathan

As Returning Officer for the Curtin Student Guild Elections 2025 at Curtin University, Western Australia, I confirm that the election for NUS Delegates was conducted in accordance with B3-B5 of *NUS By-Laws 2024*.

Polling for the election was held between Monday 15 September 2025 and Thursday 18 September 2025. The regulatory framework guiding the 2024 Annual General Elections was the *Student Guild (Guild Council) Regulations 2018* and *the Student Guild (Election and Referenda) Regulations 2018*.

The delegates in order of election are:

1. STORER, Dylan
2. BUTCHER, Connie
3. KOCER, Hamide
4. LASSAM, Emily
5. WHITNEY, Ebony
6. PHILLIPS, David
7. ANOWAR, Tahsin

Kind regards

Amanda Arnold
RETURNING OFFICER

07 October 2025

Guild Council – 19th March 2025

2025 Financial Statements and Audit

Submitted: Vernon Thompson (Managing Director)
Moved: Noor Fellah (Secretary)
Seconded: Dylan Storer (President)

Preamble:

The audited Financial Statements are attached.
Also within the Financial Statement is the auditor's opinion (this gets signed once Guild Council approves the financial statements). Additionally, the Auditors Completion Report is attached, as well as the Management Representation Letter, which will be signed on the same day as the Financial Statements.
To complete its duties, the Committee must:
• Review the financial statements and reports;
• Note the auditors opinion ; and
• Note the auditor's report

Motion:

That the Guild Council:

Motion: The Committee recommends that the Guild Council:

a.) Notes the audit report and opinion;
b.) Authorises the President and Secretary to certify that:

In the opinion of the Guild Council:

i. The Statement of Profit or Loss and Other Comprehensive Income and Statement of Cash Flows are drawn up so as to give a true and fair view of the performance of the Guild for the year ended 31 December 2025;
ii. The Statement of Financial Position is drawn up so as to give a true and fair view of the state of affairs of the Guild as at 31 December 2025;
iii. The Guild has complied with the *Australian Accounting Standards – Reduced Disclosure Requirements*, the *Curtin University Act 1966,* the *Australian Charities and Not-for-Profits Commission Act 2012*, and the *Associations Incorporated Act 2015 (WA)* and
iv. At the date of this statement there are reasonable grounds to believe that the Guild will be able to pay its debts as and when they fall due.

c.) Recommends to the Annual General Meeting that it adopt the Audited Financial Statements of the Student Guild for the year ending 31 December 2025
d.) Recommends to the University Council that it note the Audited Financial Statements of the Student Guild for the year ending 31 December 2025

Actions:

Background:

The Constitution of the Finance and Risk Committee specifies that the Committee shall:
(a) Review the financial statements and reports for the Guild before their submission to the Guild Council, University Council or Annual General Meeting.
(b) Examine and consider the appropriateness of the Guild’s accounting policies, financial controls and risk management.
(c) Oversee the Guild’s relationship with its external auditor and annually review that relationship;

Student Guild of Curtin University

2025 Financial Statements

Student Guild of Curtin University

2025 FINANCIAL STATEMENTS

CONTENTS

STATEMENT BY GUILD COUNCIL

In accordance with a resolution of the Council of the Student Guild of Curtin University we state that -

In the opinion of the Guild Council, to the best of their knowledge and understanding:

(a) the Statement of Profit or Loss and Other Comprehensive Income and Statement of Cash Flows are drawn up so as to give a true and fair view of the performance of the Guild for the year ended 31 December 2025;

(b) the Statement of Financial Position is drawn up so as to give a true and fair view of the state of affairs of the Guild as at 31 December 2025;

(c) the Guild has complied with the Australian Accounting Standards – Simplified Disclosures, the *Curtin University Act 1966,* the *Australian Charities and Not-for-Profits Commission Act 2012* and *Associations Incorporation Act 2015 (WA)*, and

(d) at the date of this statement there are reasonable grounds to believe that the Guild will be able to pay its debts as and when they fall due.

On behalf of the Guild Council

____

Dylan Storer
President of the Student Guild of Curtin University

____

Secretary of the Student Guild of Curtin University
Noor Fellah

Dated this 23rd day of March 2026

Moore Australia Audit (WA)

Level 15, Exchange Tower,
2 The Esplanade, Perth, WA 6000
PO Box 5785, St Georges Terrace, WA 6831

T +61 8 9225 5355

www.moore-australia.com.au

AUDITOR'S INDEPENDENCE DECLARATION UNDER SUBDIVISION 60-40 OF THE AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS COMMISSION ACT 2012 TO STUDENT GUILD OF CURTIN UNIVERSITY

I declare that, to the best of my knowledge and belief, during the year ended 31 December 2025 there have been no contraventions of:

i. the auditor's independence requirements of the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and

ii. any applicable code of professional conduct in relation to the audit.

WEN-SHIEN CHAI PARTNER	MOORE AUSTRALIA AUDIT (WA) CHARTERED ACCOUNTANTS

Signed at Perth this day of March 2026

Moore Australia Audit (WA)

Level 15, Exchange Tower,
2 The Esplanade, Perth, WA 6000

PO Box 5785, St Georges Terrace, WA 6831

T +61 8 9225 5355

www.moore-australia.com.au

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF STUDENT GUILD OF CURTIN UNIVERSITY

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of the Student Guild of Curtin University (the Guild), which comprises the statement of financial position as at 31 December 2025, statement of profit or loss and other comprehensive income and statement of cash flows for the year then ended, and notes comprising a summary of significant accounting policies and statement by Guild Council.

In our opinion, the accompanying financial report of the Student Guild of Curtin University is in accordance with the *Australian Charities and Not-for-profits Commission Act 2012*, including:

i. giving a true and fair view of the Guild's financial position as at 31 December 2025 and of its performance and cash flows for the year then ended; and

ii. complying with Australian Accounting Standards – AASB 1060:-General Purpose Financial Statements – *Simplified Disclosures for For-Profit and Not-for-Profit Tier 2 Entities*, *Curtin University Act 1966* and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2022.*

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Guild in accordance with the independence requirements of Section 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012* and the ethical requirements of the Accounting Professional Accountants and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of the Guild Council for the Financial Report

The Guild Council is responsible for the preparation of this financial report that gives a true and fair view in accordance with AASB 1060: *General Purpose Financial Statements – Simplified Disclosures for For-Profit and Not-for-Profit Tier 2 Entities*, *Curtin University Act 1966* and the *Australian Charities and Not-for-profits Commission Act 2012* and for such internal control as the Guild Council determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Guild Council is responsible for assessing the Guild's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Guild Council either intends to liquidate the Guild or to cease operations, or has no realistic alternative but to do so.

The Guild Council is responsible for overseeing the Guild's financial reporting process.

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF STUDENT GUILD OF CURTIN UNIVERSITY (CONTINUED)

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement

when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standard Board website at http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf. This description forms part of our audit report.

Report on Other Legal and Regulatory Requirements

In accordance with the requirements of Section 60-45(3)(b) of the ACNC Act, in our opinion there are no deficiencies, failures or shortcomings in respect of the matters referred to in Section 60-30(3)(b), (c) or (d) of the ACNC Act.

WEN-SHIEN CHAI PARTNER	MOORE AUSTRALIA AUDIT (WA) CHARTERED ACCOUNTANTS

Signed at Perth this day of March 2026.

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31 DECEMBER 2025

	Note	2025 $	2024 $
Sale of Goods		6,923,784	6,726,389
Rendering of Services		285,831	179,967
Rental Income		21,392	21,392
Finance Income		53,779	51,741
Total Revenue	**2**	**7,284,786**	**6,979,489**
Cost of Sales	**3(iv)**	(2,757,061)	(2,875,779)
Gross Profit		**4,527,725**	**4,103,710**
Other Income	**2**	6,255,974	4,567,863
Employee Benefits Expense		(6,223,955)	(6,310,780)
Depreciation and Amortisation	**3(v)**	(712,805)	(704,463)
Interest Expense on Lease Liability	**3(vi)**	(8,965)	(2,660)
Occupancy Expenses		(527,504)	(516,208)
Administrative Expenses		(435,279)	(368,279)
Finance Costs		(72,552)	(67,332)
Other Expenses	**3(i)**	(1,345,943)	(1,348,986)
Total Expenses		**(9,327,003)**	**(9,318,708)**
Profit / (Loss) from Continuing Operations		**1,456,696**	**(647,135)**
Net Profit / (Loss) for the Year		**1,456,696**	**(647,135)**
Other Comprehensive Income		0	0
Total Comprehensive Profit / (Loss) for the Year	**3(ii)**	**1,456,696**	**(647,135)**

The accompanying notes form part of these financial statements.

STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2025

	Note	2025 $	2024 $
Cash and cash equivalents	4	4,289,570	2,649,423
Trade and other receivables	5	102,819	73,612
Inventories	6	271,519	291,035
Other current assets	7	159,162	142,253
Total Current Assets		**4,823,070**	**3,156,323**
Property, plant and equipment	8	917,138	1,122,721
Right-of-use assets	13(i)	256,669	124,235
Total Non-Current Assets		**1,173,807**	**1,246,956**
Total Assets		**5,996,877**	**4,403,279**
Trade and other payables	9	560,905	463,682
Lease liabilities	13(iii)	165,784	141,431
Provisions	10	565,400	694,848
Total Current Liabilities		**1,292,089**	**1,299,961**
Lease Liabilities	13(iii)	149,894	0
Provisions	10	3,404	8,524
Total Non-Current Liabilities		**153,298**	**8,524**
Total Liabilities		**1,445,387**	**1,308,485**
Net Assets		**4,551,490**	**3,094,794**
Equity			
Retained Earnings		4,551,490	3,094,794
Total Equity		**4,551,490**	**3,094,794**

The accompanying notes form part of these financial statements.

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2025

	Retained Earnings $	Total Equity $
Balance at 1 January 2024	3,741,929	3,741,929
Loss for the period	(647,135)	(647,135)
Other Comprehensive Income	0	0
Balance at 31 December 2024	3,094,794	3,094,794
Balance at 1 January 2025	3,094,794	3,094,794
Profit for the period	1,456,696	1,456,696
Other Comprehensive Income	0	0
Balance at 31 December 2025	4,551,490	4,551,490

The accompanying notes form part of these financial statements

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2025

	Note	2025 $	2024 $
Cash Flows from Operating Activities			
Receipts from students/customers		8,101,059	7,862,966
Receipts from SSAF/ISAF		5,354,965	3,656,961
Interest Paid		(8,965)	(2,659)
Payments to suppliers and employees		(11,326,155)	(11,709,862)
Interest received	2	53,779	51,741
Net Cash (used in)/Provided by Operating Activities		**2,174,683**	**(140,853)**
Cash Flows from Investing Activities			
Proceeds from sales of Assets		1,750	8,500
Purchase of property, plant and equipment	8(i)	(378,887)	(186,691)
Net Cash Flows used in Investing Activities		**(377,137)**	**(178,191)**
Cash Flows from Financing Activities			
Repayment of Lease Liabilities		(157,399)	(92,408)
Net Cash Flows used in Financing Activities		**(157,399)**	**(92,408)**
Net Increase / (Decrease) in Cash Held		1,640,147	(411,452)
Cash at beginning of financial year		2,649,423	3,060,875
Cash at end of Financial Year	4	**4,289,570**	**2,649,423**

The accompanying notes form part of these financial statements

NOTE 1: STATEMENT OF MATERIAL ACCOUNTING POLICIES

(a) Basis of Preparation

The financial statements are general purpose financial statements that have been prepared in accordance with the Australian Accounting Standards – Simplified Disclosures of the Australian Accounting Standards Board (AASB), the Australian Charities and Not-for-profits Commission Act 2012, the Curtin University Act 1966 and Associations Incorporation Act 2015 (WA).

The Student Guild of Curtin University is a not-for-profit Guild for financial reporting purposes under Australian Accounting Standards. The Guild was established under the *Curtin University Act 1966* and related Statutes.

No provision for income tax has been raised as the Guild is exempt from income tax under Div 50 of the Income Tax Assessment Act 1997.

(b) Comparative Figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

(c) Critical Accounting Estimates and Judgements

The Guild's evaluations, estimates and judgements that are incorporated into the financial statements, are based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events that are based on current trends and economic data obtained both externally and within the Guild.

(d) New and Amended Accounting Standards Adopted by the Guild

The Guild has not adopted any new, revised or amended accounting standards or interpretations, for the annual reporting period ended 31 December 2025.

NOTE 2: REVENUE

Revenue from the sale of goods is recognised when control of the goods has been transferred to the customer at the point of sale. Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

Revenue from Grants, Student Services and Amenities Fee (SSAF) and International Student Additional Funding (ISAF) is recognised in the financial year in which the funds are received.

		2025	2024
		$	$
Revenue			
Trading Activities			
Catering	(a)	5,630,554	5,452,368
Retail	(a)	1,293,230	1,274,021
Total Trading Activities		6,923,784	6,726,389
Other Operating Activities			
Service Income		285,831	179,967
Rental Income		21,392	21,392
Interest Revenue		53,779	51,741
Total Other Operating Activities		361,002	253,100
Total Trading Revenue		**7,284,786**	**6,979,489**
Other Income			
Catering		(16,095)	43,161
Vending		151,045	91,141
Student Services & Amenities Fee (SSAF)		4,096,559	3,656,961
International Student Additional Funding (ISAF)		1,258,406	0
University Grant		750,000	750,000
Net Gain from Sale of Assets		1,750	8,500
Income from Rental Abatement		14,309	18,100
Total Other Income		**6,255,974**	**4,567,863**
Total Revenue		**13,540,760**	**11,547,352**

(a) In 2025 members received discounts of $495,235 (2024: $430,998). Revenue from trading activities is reported net of membership discounts.

NOTE 3: PROFIT / (LOSS) FROM ORDINARY ACTIVITIES	2025	2024
	$	$
(i) Other Expenses includes the following:		
Consumables	166,045	165,370
Equipment Purchases	28,290	35,970
Equipment Repairs & Maintenance	88,886	107,335
Events	401,098	420,639
Grants	159,053	161,332
Other Expenses	118,475	99,761
Promotional Expenses	145,265	141,923
Software Expenses	197,528	174,034
Travel & Conferences	41,303	42,622
Total Other Expenses	**1,345,943**	**1,348,986**

(ii) Net Surplus / (Deficit) has been derived from the following:		
Administration	1,200,800	(27,568)
Representation Services	24,927	(2,358)
Student Services	61,452	91,514
Commercial	169,517	(708,723)
Operating Surplus / (Deficit) from operations	**1,456,696**	**(647,135)**

(iii) Disposal of Assets (included in Other Income)

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the statement of profit or loss and other comprehensive income.

Net Gain on the Disposal of Other Assets	1,750	8,500
Total Gain	**1,750**	**8,500**

(iv) Cost of Sales (Trading Activities)		
Catering	1,863,877	1,949,071
Retail	893,184	926,708
Total Cost of Sales	**2,757,061**	**2,875,779**

NOTE 3: PROFIT / (LOSS) FROM ORDINARY ACTIVITIES (Cont'd)

(v) Depreciation and Amortisation

The depreciable amount of all fixed assets is depreciated on a straight line basis over the asset's useful lives, commencing from the time it is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements. The depreciation rates used for each class of depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Building Improvements	Rate required based on lease terms
Furniture, Fittings and Equipment	10%-50%
Motor Vehicle	25%

	2025	2024
	$	$
Leasehold, Land and Buildings Improvements	430,451	422,987
Furniture, Fittings and Equipment	154,019	156,900
Right of Use Assets	128,335	124,576
Total Depreciation and Amortisation	**712,805**	**704,463**

(vi) Finance Costs

	2025	2024
Interest Expense on Lease Liabilities	8,965	2,660
Total Finance Costs	**8,965**	**2,660**

NOTE 4: CASH AND CASH EQUIVALENTS

Cash and cash equivalents comprise cash on hand, including higher interest-bearing accounts, that are readily available for use by the Guild.

	2025	2024
	$	$
Cash at Bank	4,275,859	2,640,143
Cash on Hand	13,711	9,280
Total Cash and Cash Equivalents	**4,289,570**	**2,649,423**

NOTE 5: TRADE AND OTHER RECEIVABLES

Trade and other receivables include amounts receivable from customers for goods sold and services rendered in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets.

Trade receivables are recognised at fair value, less any expected credit loss provision.

	2025	2024
Current:	$	$
Trade receivables	92,080	39,606
Other receivables	10,739	34,006
Total Trade and Other Receivables	**102,819**	**73,612**

NOTE 6: INVENTORIES

Inventories are measured at cost, less any provision for obsolescence. A provision for obsolescence is recognised for inventory items that have not been sold in the preceding 12 months, to reflect their estimated recoverable value.

	2025	2024
At Cost:	$	$
Finished Goods	282,623	304,009
Provision for Obsolescence	(11,104)	(12,974)
Total Inventories	**271,519**	**291,035**

NOTE 7: OTHER CURRENT ASSETS

	2025	2024
	$	$
Prepayments	159,162	142,253
Total Other Current Assets	**159,162**	**142,253**

NOTE 8: PROPERTY, PLANT & EQUIPMENT

Each class of property, plant and equipment is carried at cost less accumulated depreciation. All other repairs and maintenance are charged to the statement of profit or loss and other comprehensive income during the financial period in which they are incurred.

The carrying amount of property, plant and equipment is reviewed annually to ensure it is not more than the recoverable amount from these assets. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the statement of profit or loss.

	2025 $	2024 $
Leasehold Land & Buildings Improvements:		
At Cost	9,071,194	8,817,918
Accumulated Amortisation	(8,477,224)	(8,046,774)
	593,970	771,144
Furniture, Fittings & Equipment:		
At Cost	2,755,958	2,897,222
Accumulated Depreciation	(2,475,300)	(2,545,645)
	280,658	351,577
Motor Vehicles:		
At Cost	70,268	21,723
Accumulated Depreciation	(27,758)	(21,723)
	42,510	0
Total Carrying Value	**917,138**	**1,122,721**

NOTE 8: PROPERTY, PLANT & EQUIPMENT (Cont'd)

(i) Movement in Carrying Amounts

Movements in the carrying amounts for each class of property, plant and equipment, between the beginning of the year and the end of the current financial year.

2025	Leasehold Land & Buildings Improvements	Furniture Fittings & Equipment	Motor Vehicle	Total
	$	$	$	$
Opening Balance	771,144	351,577	0	1,122,721
Additions	253,277	77,064	48,545	378,886
Disposals	0	0	0	0
Depreciation	(430,451)	(147,983)	(6,035)	(584,469)
Carrying Amount	**593,970**	**280,658**	**42,510**	**917,138**

NOTE 9: TRADE AND OTHER PAYABLES

Trade and other payables represent the liabilities for goods and services received by the Guild during the reporting period, that remain unpaid at the end of the reporting period. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

		2025	2024
		$	$
Trade Payables	(a)	232,668	119,460
GST Payable		53,310	64,498
Sundry Payables	(a)	274,927	279,724
Total Trade and Other Payables		**560,905**	**463,682**

(a) Trade payables and sundry payables are financial liabilities at amortised cost (see Note 17)

NOTE 10: PROVISIONS

Provisions are recognised when the Guild has an obligation from a past event, it is likely that resources will be required to settle it, and the amount can be reasonably estimated.

Short-term Benefits - Other

A provision is recognised for Guild's short-term obligations relating to occupancy and other operating costs expecting to be settled within 12 months after the reporting period. These amounts are recognised when a present obligation exists and can be reliably estimated and are recorded as short-term provisions in the statement of financial position.

Short-term Benefits - Employee

A provision is recognised for the Guild's obligation in respect of short-term employee benefits, including wages, annual leave and long service leave. Short-term employee benefits are those expected to be settled within 12 months after the end of the reporting period in which the employees provide the related service, and are recognised as short-term provisions in the statement of financial position.

Long-term Benefits

A provision is recognised for the Guild's obligation in respect of long-term benefits for long service leave when they are not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. The benefits are presented as long-term provisions in the statement of financial position.

	2025	2024
	$	$
Employee Benefits	476,880	594,246
Other	91,924	109,126
Total Provisions	**568,804**	**703,372**
Short-term	565,400	694,848
Long-term	3,404	8,524
Total Provisions	**568,804**	**703,372**

Analysis of Total Provisions	**Employee Benefits**	**Other**	**Total**
	$	**$**	**$**
Opening Balance as at 1 January 2025	594,246	109,126	703,372
Additional Provisions raised during the year	171,749	299,295	471,044
Amounts used	(289,115)	(316,497)	(605,612)
Balance at 31st December 2025	**476,880**	**91,924**	**568,804**

NOTE 11: KEY MANAGEMENT PERSONNEL COMPENSATION

Any persons having authority and responsibility for planning, directing and controlling the activities of the Guild, directly or indirectly, is considered key management personnel. This includes Guild Council member.

	2025 $	2024 $
Key Management Personnel Compensation	842,127	879,981

NOTE 12: EVENTS AFTER REPORTING PERIOD

No matter or circumstance has arisen since 31 December 2025 that has significantly affected, or may significantly affect the Guild's operations or have any effect on future financial years.

NOTE 13: RIGHT-OF-USE ASSETS

At the start of a contract, the Guild assesses whether it contains a lease. If it does, and the Guild is the lessee, a right-of-use asset and a lease liability are recognised. The lease liability is initially measured at the present value of the remaining lease payments at the commencement date. These payments are discounted using the interest rate in the lease, or, if that cannot be determined, the Guild's incremental borrowing rate.

The corresponding right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest.

The Guild's leases holds five leases with Curtin University, which cover the commercial operations. This includes two head leases for the Guild administration areas and the Central kitchen space. The leases all expire in 2027 and have an average of 2 years as their lease term.

i) Amounts recognised in the Statement of Financial Position	2025 $	2024 $
Right-of-use assets:		
Leased Buildings	1,155,363	1,133,357
Accumulated Amortisation	(898,694)	(1,009,122)
Total Right-of-use asset	**256,669**	**124,235**

NOTE 13: RIGHT-OF-USE ASSETS Cont'd

		2025 $	2024 $
Movement in carrying amounts for Leased Buildings:			
Opening Balance		124,235	317,975
Additions	(a)	285,376	0
Disposals	(b)	(263,370)	0
Adjustments	(c)	238,763	(69,164)
Depreciation		(128,335)	(124,576)
Closing Balance		**256,669**	**124,235**

(a) Two year lease extension for Café Library, Café Basement and Mallokup
(b) The lease for Angazi Café, which remains closed due to structural issues with the building, was removed
(c) Adjustments as a result of the above changes

ii) Related amounts recognised in the Statement of Financial Position

	2025	2024
Interest expense on Lease Liabilities	8,965	2,660

iii) Lease Liability Maturity Analysis

	2025	2024
< 1 year	165,784	141,431
> 1 year	149,894	0
Total Lease Liabilities	315,678	141,431
Lease Liabilities in Statement of Financial Position	315,678	141,431

NOTE 14: CONTINGENT LIABLITIES

The Guild has no contingent Liabilities.

NOTE 15: RELATED PARTY TRANSACTIONS

Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated.

	2025	2024
	$	$
i) Key management personnel remuneration is disclosed in Note 11		
ii) The following transactions occurred with Curtin University		
Purchases of Goods & Services	572,739	371,983
Revenue for providing Goods & Services	6,682,651	5,008,634
iii) The following balances are outstanding with Curtin University		
Trade and other Receivables at 31 December	28,038	8,309
Trade and other Payables at 31 December	90,732	109,634
Interest Payable at 31 December	27,738	11,517
Lease Liabilities at 31 December	315,678	141,431

NOTE 16: CAPITAL COMMITMENT

The Guild has no capital commitments

NOTE 17: FINANCIAL RISK MANAGEMENT

Financial Assets

Financial assets are recognised when the Guild commits itself to the purchase of the asset. Financial assets are measured at amortised cost or at fair value through the statement of profit or loss and other comprehensive income.

	2025	2024
Financial Assets:	$	$
Cash and Cash Equivalents	4,289,570	2,649,423
Trade and Other Receivables	102,819	73,612
Financial Assets at Amortised Cost	**4,392,389**	**2,723,035**

NOTE 17: FINANCIAL RISK MANAGEMENT Cont'd

Financial Liabilities

Financial liabilities are measured at amortised cost using the effective interest method or at fair value through the statement of profit or loss and other comprehensive income. A financial liability is derecognised when the obligation is settled, cancelled or expires.

	2025	2024
Financial Liabilities:	$	$
Trade and Other Payables	560,905	463,682
Lease Liabilities	315,678	141,431
Financial Liabilities at Amortised Cost:	**876,583**	**605,113**

NOTE 18: AUDITOR'S REMUNERATION

	2025	2024
Remuneration of the Auditor Moore Australia (WA)	$	$
Auditing Financial Statements	27,000	26,600

NOTE 19: GUILD REGISTERED OFFICE AND PLACE OF BUSINESS

The registered office and place of business of the Guild is:

Curtin University

Wadjuk Country

Building 106F

Kent St

Bentley, Western Australia

MOORE

Report to the Board

Student Guild of Curtin University

Financial year ended 31 December 2025

www.moore-australia.com.au

Table of Contents

1.0 Executive Summary

We have set out in this document the significant findings from our audit of the Student Guild of Curtin University for the year ended 31 December 2025.

This summary covers those matters we believe to be material in the context of our work.

Audit Status

The audit of the financial statements has been completed.

Overview of the Audit

The overview of the audit will be reported in Section 2.0 – Overview of the Audit.

Audit Report

We intend to issue an unmodified audit opinion on the financial statements of the Student Guild of Curtin University.

Risks of Material Misstatement

Audit Standards require us to identify significant audit areas of potential misstatement based on risk. Our findings in relation to these significant audit areas are detailed in Section 3.0 – Key accounting and audit matters.

Summary of Misstatements

There were no uncorrected misstatements below our performance materiality level noted during the audit. Please refer to Section 5.0 – Other Key Matters for more details.

Internal Control

A summary of our audit findings has been summarised in Section 4.0 – Internal Control.

Independence

We confirm we have complied with the ethical requirements regarding our independence as the auditor of the Student Guild of Curtin University. Please refer to Section 5.0 – Other Key Matters for more details.

2.0 Overview of the Audit

2.1. We have performed the audit of Student Guild of Curtin University for the year ended 31 December 2025 in accordance with Australian Auditing Standards ("ASA") for providing reasonable assurance that the financial statements are free of material misstatements.

Our audit comprised two visits, being an interim visit in November 2025 (largely planning and testing of applicable controls) and a final visit in February 2026 (largely balance sheet focus and year end procedures).

2.2. We have not identified any matter in the systems of internal control and accounting of the Guild after our interim review.

2.3. In planning the audit we identified "key" or "significant" audit risks that were given consideration by us. These were as follows;

- Revenue Recognition, fraud risk in revenue and cut off;
- Completeness, Existence and Accuracy of Employees Benefits Expenses;
- Completeness, Ownership, Existence and Valuation of Inventory;
- Ownership, Existence and Valuation of Property, Plant and Equipment;
- Completeness, Accuracy and Valuation of Provision for Employee Benefits;
- Completeness, Existence, Accuracy and Valuation of Right-of-Use Assets;
- Completeness, Existence, Accuracy and Valuation of Lease Liability;
- Review of the posting for Journal Entries;
- Review of the IT control;
- Fraud and Error;
- Disclosure for the Related Party Transactions;
- Non-compliance with laws and regulations;
- The identification and assessment of disputes, claims and contingent liabilities; and
- Going Concern and Solvency for the next 12 months.

3.0 Key Accounting and Audit Matters

3.1. Judgmental Matters and Estimations

The preparation of the Guild's financial statements requires the use of management judgments and accounting estimates or assumptions, which affect the reported amounts of assets, liabilities, income and expenses. Certain estimates can be particularly sensitive because of their significance to the financial statements and the possibility that actual future events affecting them may differ significantly from management's current assumptions and expectations.

Major accounts affected by management judgments or accounting estimates, to some degree, are;

- Impairment of inventories
- Depreciation and impairment of fixed assets
- Depreciation and impairment of right of use assets; and
- Employee entitlement provisions.

We have reviewed the judgments of management based on our examination of evidential matter relating to those estimates.

We are satisfied that the Guild's accounting estimates for the current financial year are reasonable.

3.2. New Accounting Standards

No new accounting standards had a material effect on the financial statements.

3.3. Significant Audit Areas

We set out below the key accounting and audit matters that have arisen during the audit.

Our audit procedures were focused on those areas that are considered to represent significant audit risk. We identified the risk areas as part of our risk assessment procedures undertaken during the planning phase and continued to be alert for risks during the audit. We set out below the significant areas identified along with our findings and conclusions.

FINDINGS 1 - REVENUE	OUR CONCLUSION
The Guild has various revenue streams such as: 1) Trading activities (namely catering and retailing); 2) Other revenue (namely membership & rental income); and 3) Grant funding from the University. The various revenue streams have different income recognition policies. The timing of revenue recognition and the classification of revenue for each revenue stream need to be considered. Total revenue for the year ended 31 December 2025 was $13.54m compared to $11.55m for the year ended 31 December 2024. The increase is primarily attributed to SSAF funding increase and ISAF received only from this financial year. As part of our audit procedures for revenue we have: • Documented internal control procedures relating to the revenue process; • Performed analytical review on each revenue stream; • Performed substantive tests of detail for a sample of revenue items; • Performed substantive cut-off procedures at year end; • Ensured all grants have been properly accounted for and agreed to bank statements; and	Based on our audit procedures and our understanding of the business, we consider the accounting for revenue to be appropriate and the revenue balances to be fairly stated.

- Ensure revenue has been recognised properly in accordance with AASB 15 *"Revenue from Contracts with Customers*" and AASB 1058 *"Income of Not-for-Profit Entities*").

FINDINGS 2 – EMPLOYEE BENEFITS EXPENSES

Employee benefits expenses include salaries and wages, superannuation, insurance workers compensation, annual leave and long service leave.

Payroll expenses have decreased from $6.31m for the year ended 31 December 2024 to $6.22m for the year ended 31 December 2025.

The decrease is primarily due to less staff, as several employees terminated during the year. The expense is expected to increase in FY2026 due to CPI increase and the planned organizational restructuring.

As part of our audit procedures we:

- Documented internal control procedures relating to the payroll process;
- Performed analytical review on the payroll expenses;
- Performed substantive tests of detail for a sample of employees by tracing payroll details to the latest letter of offer and the respective awards;
- Performed yearly reconciliation between the payroll reports and the general ledger; and
- Ensured accrued salaries and wages have been properly calculated.

OUR CONCLUSION

Based on our audit procedures and our understanding of the business we consider the accounting for employee benefits expense to be appropriate and the balances to be fairly stated.

FINDINGS 3 - INVENTORIES

The Guild has 3 major stock locations namely Gmart, the Tavern and kitchen.

The inventory balance has decreased from $291K as at 31 December 2024 to $271K as at 31 December 2025.

The decrease in stock levels is due to additional uniforms purchased in FY2023, followed by slow sales and no further orders in FY2024 and FY2025. The audit noted the indicators of slow-moving stocks, and provision has been recognized accordingly.

As part of our audit procedures we:

- Agreed all stock valuation report listings to the general ledger;
- Attended the year end stock counts at all significant locations;
- Ensured physical quantities counted have been correctly recorded in the accounting records.

OUR CONCLUSION

Based on our audit procedures and our understanding of the business we consider the accounting for inventory to be appropriate and the balance of inventory to be fairly stated.

FINDINGS 4 - PROPERTY, PLANT AND EQUIPMENT (PPE

The Guild has 3 main classes of assets being Improvements to land and buildings, Furniture, Fittings and Equipment and Motor Vehicles. PPE has decreased from $1.12m in December 2024 to $917K in December 2025.

The decrease is primarily due to minimal additions in current year and Depreciation during the year.

As part of our audit procedures we:

- Agreed the fixed asset register to the general ledger;
- Agreed material invoices from the list of additions and Disposals
- Ensured depreciation has been calculated properly in accordance with the accounting policy.

OUR CONCLUSION

Based on our audit procedures and our understanding of the business we consider the accounting for PPE to be appropriate and the balances to be fairly stated.

FINDINGS 5 - PROVISION OF EMPLOYEE BENEFITS

Provisions for employee benefits include annual leave and long service leave. Provisions have decreased from $703K at 31

OUR CONCLUSION

Based on the audit procedures conducted we consider the provisions for employee benefits to

December 2024 to $569K at 31 December 2025. This decrease is mainly due to reduction in Full and Part time staff.

As part of our audit procedures we:

- Agreed the annual leave and long service leave calculation spreadsheets to the general ledger.

For annual leave

- Test checked a sample of employee's annual leave forms; and
- Agreed hourly rates to letter of offer or awards.

For long service leave

- Test checked a sample of employment contracts for commencement dates;
- Agreed hourly rates to letter of offer or awards;
- Ensured disclosure between long term and short-term liability appeared reasonable; and
- Ensured the calculation is in line with AASB 119 "*Employee Benefits*".

All long service entitlements have been recalculated with estimated probability factors, inflation rates and discount factors.

be appropriate and the balances to be fairly stated.

FINDINGS 6 - LEASE	OUR CONCLUSION

The Guild has recognised the right-of-use assets and leave liability to all of its operating leases in accordance with AASB 16.

Lease liabilities have increase from $141k at 31 December 2024 to $315K at 31 December 2025 due to lease extension for 2 more years until 31 December 2027.

As part of our audit procedures we:

- Reviewed the process for identifying leases and lease register;
- Reviewed initial recognition entries for the right-of-use assets and lease liability, including disclosures made as at 31 December 2025;
- Recalculated depreciation on the right-of-use assets based on our sampling approach;
- Sample tested lease liability payments made; and
- Reviewed accounting entries made with respect to interest expense for lease liabilities.

Based on our audit procedures, we consider the accounting for lease liability and right-of-use assets to be appropriate and the balances to be fairly stated.

FINDINGS 7 – MANAGEMENT OVERRIDE OF CONTROLS	OUR CONCLUSION

Management is involved in day to day operations and monitoring of the business, which gives them the ability to manipulate accounting records and manipulate financial disclosures by overriding controls in place. Due to the unpredictable way in which such override could occur, this leads to potential fraud risk.

As part of our audit procedures we:

- Reviewed the journal entries and other adjustments for evidence of possible material misstatements due to fraud;
- Reviewed accounting estimates and application of accounting policies for evidence of bias or aggressive accounting practices; and
- For significant or unusual transactions, evaluated the business rationale (or the lack thereof) for evidence of fraudulent financial reporting or misappropriation of assets.

Based on our audit procedures, we are satisfied that the risk of fraud from management override has been reduced to an acceptable level.

3.4. Fraud and Errors

Management have confirmed there were no matters of fraud identified for the year under audit, or subsequently. It should be noted our audit is not designed to detect fraud, however, should instances of fraud come to our attention we will report them to you.

We have not identified any instances of fraud during our audit.

3.5. Non-compliance with laws and regulations

We have made enquiry with management in relation to non-compliance with laws and regulations during our audit.

We have not identified any instances of non-compliance issues with applicable laws and regulations that would have an impact on the determination of material amounts and disclosures in the financial report.

3.6. Identification and assessment of disputes, claims and contingent liabilities

We have made enquiry with management in relation to the existence of any legal disputes and claims against the Guild. In addition, we have reviewed minutes to identify any legal cases.

We have not identified any contingent liabilities requiring disclosure in the financial report.

3.7. Going Concern and Solvency for the next 12 months

Based on the audit evidence obtained up to the date of our auditor's report, we are not aware of material uncertainty exists related to events or conditions that may cast significant doubt on the Guild's ability to continue as a going concern.

4.0 Internal Control

Current Year

As part of our planned audit approach, we have evaluated the Guild's system of internal controls primarily to enable us to determine the appropriate nature and extent of our procedures.

This, however, does not constitute a comprehensive review. Accordingly, the Audit Committee may wish to discuss with management any matters they may have raised with respect to particular systems, which may necessitate a more comprehensive review.

It should be appreciated that our audit procedures are designed primarily to enable us to form an opinion on the financial statements and therefore may not bring to light all weaknesses in systems and procedures which may exist. However, we aim to use our knowledge of the Guild's gained during our work to make comments and suggestions which, we hope, will be useful to you.

We advise we have not identified any control weakness during the year ended 31 December 2025.

5.0 Other Key Matters

Restricted Cash Position

The Guild continues to hold its surplus funds in two Saver accounts (the Capital Saver and the Telenet Saver), consistent with the treatment noted in the prior year. However, we observed that there remains no structured system or documented framework in place to monitor or manage these balances to ensure compliance with existing or potential funding conditions.

During the year, there was a significant increase in ISAF funding received through Curtin University, along with additional allocations related to capital expenditure (CapEx) commitments. These funding streams may be subject to specific conditions, reporting expectations, or acquittal requirements that the Guild will need to consider and incorporate into its financial management processes.

To ensure the Student Guild is well-prepared for future development projects and remains compliant with any applicable funding conditions, we recommend that the Guild establish a dedicated restricted cash account. This account should be used to clearly separate restricted funds (including surplus funds) and committed CapEx reserves from general operating funds. Implementing this structure will enhance transparency, strengthen accountability, and support compliance with external acquittal and reporting requirements.

Uncorrected Misstatements

We advise there were no uncorrected misstatements noted during our audit.

Other Communications

Ethics and independence matters

In conducting our audit, we have complied with the independence requirements of the s290 of APES *110 Code of Ethics for Professional Accountants* and section 60-40 of the ACNC Act.

We have obtained independence declarations from all staff engaged in the audit. We also have policies and procedures in place to identify any threats to our independence, and to appropriately deal with and if relevant mitigate those risks.

We have not become aware of any issue that would cause any member of the engagement team, Moore Australia or any Moore Australia network firm to contravene any ethical requirement or any regulatory requirement that applies to the audit engagement.

6.0 Other

Liability limited by a scheme approved under Professional Standards Legislation.

This firm is a member firm of Moore Global Network Limited, consisting of independent member firms and correspondents in over 110 countries.

Moore Australia Audit (WA) carries on business separately and independently from other Moore Global Network member firms around Australia or worldwide.

Services provided under this engagement are provided by Moore Australia Audit (WA) and not by any other independent Moore Global Network member firm. No other independent Moore Global Network member has any liability for services provided by other members.

Confidentiality

The information contained in this document is confidential and cannot be conveyed to any party other than the party to which it is directed.

Conflicts of Interest

The firm is not aware of any existing or potential relationship, transaction or holding that would compromise its objectivity in the conduct of the services provided. Should the possibility of a perceived or actual conflict arise the matter would be raised with the Board immediately and activities suspended until the issue was resolved to your satisfaction.

Moore Australia Audit (WA)

Level 15 Exchange Tower
2 The Esplanade
PERTH WA 6000

Phone +61 (0)8 9225 5355
Fax +61 (0)8 9225 6181
Email wen-shien.chai@moore-australia.com.au

ABN 16 874 357 907

CONTACT US

Level 15, 2 The Esplanade,
Perth WA 6000
T +61 8 9225 5355
F +61 8 9225 6181
E perth@moore-australia.com.au

Guild Council – 19th March 2025

General Managers as Standing Invites for Guild Council

Submitted: Vernon Thompson (Managing Director)
Moved: Dylan Storer (President)
Seconded: Noor Fellah (Secretary)

Preamble:

Given the changes to the Guild's Organisational Structure which introduced an expanded executive management layer, it is appropriate to provide the General Managers with standing invitations to Council Meetings. Their attendance will allow Council to receive more detailed insights into operational reports and enable direct questioning on matters withing their portfolios, supporting more timely and informed decision making.

Motion:

That the Guild Council:

Approve the General Managers of the Curtin Student Guild as ex officio standing invitations to all meetings of Guild Council.

Actions:

Subject to the motion being carried, it is recommended that:

1. That General Managers be issued with agenda packs
2. That General Managers receive standing invitations to attend all Council meetings
3. That General Managers be granted speaking rights at Guild Council meetings (but no voting rights).

Background:

In 2025, Guild Council approved changes to the organisational structure introducing an additional layer of management to strengthen operational leadership and enhance the Guild's ability to deliver on Council's strategic priorities. The General Managers hold significant specialist expertise and executive level experience which is of value to the deliberation on Council matters and will improve the quality of timely information available to Councillors at their meetings.

CURTIN STUDENT GUILD

23rd March 2026

Mr. Wen-Shien Chai
Audit Partner
Moore Australia Audit (WA)
Level 15 Exchange Tower
2 The Esplanade
Perth WA 6000

Dear Wen-Shien,

This representation letter is provided in connection with your audit of the general purpose financial report of Student Guild of Curtin University (the Guild) for the year ended 31 December 2025, for the purpose of expressing an opinion as to whether the financial report gives a true and fair view, in accordance with Australian Accounting Standards- Simplified Disclosures, *Curtin University Act 1966, Associations Incorporation Act 2015 (WA)* and *Australian Charities and Not-for-profits Commission Act 2012.* We confirm that to the best of our knowledge and belief, having made such enquires as we considered necessary for the purpose of appropriately informing ourselves:

Financial Report

1. We have fulfilled our responsibilities, as set out in the terms of our audit agreement, for the preparation of the financial report in accordance with Australian Accounting Standards -AASB 1060, *Curtin University Act 1966, Associations Incorporation Act 2015 (WA)* and *Australian Charities and Not-for-profits Commission Act 2012.* In particular the financial report gives a true and fair view in accordance therewith.
2. The methods, the data, and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.
3. All events subsequent to the date of the financial report and for which Australian Accounting Standards require adjustment or disclosure have been adjusted or disclosed.
4. We acknowledge our responsibility for the design and implementation of internal control to prevent and detect error. We have established and maintained adequate internal control to facilitate the preparation of a reliable financial report, and adequate financial records have been maintained. There are no material transactions that have not been properly recorded in the accounting records underlying the financial report.
5. The following have been properly accounted for in the financial report:
    a) arrangements involving restrictions on cash balances, compensating balances and line of credit or similar arrangements;
    b) all material liabilities or assets including those arising under derivative financial instruments;
    c) adequate provision for leave entitlements including annual leave, and long service leave for all employees entitled to such benefits; and
    d) unasserted claims, litigations or assessments that our lawyers have advised us are probable of assertion.
6. We have not made any other material corrections in the prior period financial report that affects the comparative financial report.

CURTIN STUDENT GUILD

7. All transactions have been recorded in the accounting records and are reflected in the financial report.
8. We have disclosed to you the results of our assessment of the risk that the financial report may be materially misstated as a result of fraud.
9. Adequate provision has been made in the financial statements for any permanent diminution in the value to the registered entity of any non-current assets.
11. Adequate provision has been made for allowances, which may be given and for losses which, may be sustained in connection with the collection of debtors.
12. There were no material commitments for construction or acquisition of property, plant and equipment or to acquire other non-current assets, such as investments or intangibles, other than those disclosed in the financial statements.
13. There are no agreements to repurchase assets previously shown as sold in the accounting records.
14. The Guild has satisfactory title to all assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral. Allowances for depreciation have been adjusted for all important items of property, plant and equipment that have been abandoned or are otherwise unusable.
16. All known liabilities which have arisen or which will arise out of the activities of the Guild to the end of the financial year have been included in the financial statements.
17. There were no material contractual commitments for expenditure at balance date not included in the financial statements or notes.
18. There were no contingent liabilities, including guarantees at the balance date which were not disclosed in the financial report or notes thereto.
19. The Guild has complied with all aspects of contractual agreements that would have a material effect on the financial report in the event of non-compliance.
20. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial report.
21. Except as disclosed to you, there have been no violations or possible violations, or non-compliance with the *Australian Accounting Standards, Curtin University Act 1966*, Associations Incorporation Act 2015 (WA), Australian *Charities and Not-for-profits Commission Act 2012* and the rules of Guild.

Other

22. We have provided you with:
    a) Access to all information of which we are aware that is relevant to the preparation of the financial report such as records, documentation and other matters; and
    b) Additional information that you have requested from us for the purpose of the audit; and
    c) Unrestricted access to persons within the Guild from whom you determined it necessary to obtain audit evidence.
23. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the Guild and involves:
    - Management;
    - Employees who have significant roles in internal control; or
    - Others where the fraud could have a material effect on the financial report.

24. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the Guild's financial report communicated by employees, former employees, analysts, regulators or others.
25. We have no plans or intentions that may materially affect the carrying values, or classification, of assets and liabilities.
26. We have disclosed and reported any future plans of the Guild to you.
27. Related Party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Australian Accounting Standards.
28. The Guild has an established procedure whereby an officer reviews at least annually the adequacy of insurance cover on all assets and insurable risks. The review has been performed, and where it is considered appropriate, assets and insurable risks of the Guild are adequately covered by insurance.
29. The minutes of the Guild made available to you are a complete and authentic record of all meetings since 1 January 2025 to the date of this letter.

Misstatements

30. We are not aware of any uncorrected misstatements that that are material, both individually and in the aggregate, to the financial report as a whole.

Yours faithfully

Managing Director
Vernon Thompson

BUILDING 106F, CURTIN UNIVERSITY
KENT ST, BENTLEY, WESTERN AUSTRALIA 6102
WHADJUK COUNTRY

P (08) 9266 2900
F (08) 9266 2996
E RECEPTION@GUILD.CURTIN.EDU.AU

CURTIN STUDENT GUILD

Student Guild of Curtin University

Representation Board – Meeting #02

19th of February 2026

In Council Chambers 100.301/305

Minutes.

Meeting opened 5.33pm

1. **Acknowledgement of the Traditional Owners**

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

2. **Attendance**
   - 2.1. Members Present; Hadiya Naeemi, Morgan Mills, Tom Harrowing, Ebony Whitney, Connie Butcher, Zobia Laarayb, Astor Luk, Sarah Abed, Mia Antenucci, Bonnie Walley, Max Zhang, Tahsin Anowar, Dr Jael Wafula
   - 2.2. Others Present; Maryanne Shaddick minute taker (online)
   - 2.3. Apologies and Leave of Absence; none
   - 2.4. Absent;

3. **Disclosure of any potential or perceived Conflicts of Interest.** Ebony Whitney and Dylan Storer noted a conflict with 8..1

4. **Minutes of the Previous**
   - 4.1. Previous Meeting Minutes

Motion: That the Representation Board approves the minutes of the previous meeting, held on the 13/11/2025 and 01/12/2025, as a true and accurate record of the proceedings.

Moved: Zobia Laarayb
Seconded: Ebony Whitney
Carried

5. **Matters Arising from the Minutes.** None

6. **Public Question Time.** None

7. **Reports & Key Performance Indicators**

7.1. President – Submitted. Dylan Storer spoke to issues that were impacting universities including racism. There is protected industrial action currently happening by the NTEU. We have issued public statements condemning both the Bondi terror attack and the Perth Invasion Day attack. Dylan noted the Guild was monitoring the proposed scorecard system from the Special Envoy on Anti-Semitism and the Royal Commission into antisemitism and Social Cohesion. He noted release of the Human Rights Commission report into racism at universities. He noted the adoption of the national code relating to gender-based violence. Dylan reported on a campaign by CAPA to raise stipends and an NUS campaign to reverse the Job Ready package and expand paid placements. Dylan reported capital works being carried out in the Guild precinct. Dylan noted the issue of freedom of speech at universities.

7.2. Vice President – Education – Submitted. As read. Hadiya Naeemi noted that there was a lot of work to be done in the academic space noting AI, Assessment 20230 and the possibility of university mergers.

7.3. Vice President – Sustainability & Welfare – Submitted. Morgan Mills thanked everyone who was involved in coordinating the temporary prayer space. They also noted that frozen meals were now part of the Student Pantry.

7.4. Faculty of Business & Law Representative– Submitted – Ebony Whitney reported that she met with FBL clubs to get to know students in classes that she was not in and introduced herself to a lot of students during O Week. Ebony noted Law students she spoke to were overwhelmed by the timetable.

7.4.1. KPIs – Submitted

7.5. Faculty of Science & Engineering Representative – Submitted. Connie Butcher reported that she was focusing on connecting with students in faculty. Connie noted that a survey had 200 responses. 7.5.1 KPIs – Submitted

7.6. Faculty of Health Sciences Representative – Submitted. As read. Zobia Laarayb spoke about how the Guild could support mature aged students. Ebony Whitney asked whether we could add space on website for mature aged students. Discussion about website information.

7.6.1. KPIs – Submitted

7.7. . Faculty of Humanities Representative – Submitted. As read. Tom Harrowing noted that he could not attend O Day.

7.7.1. KPIs – Submitted

7.8. Student Assist – Submitted. Andrew Cameron introduced himself. Mia Antenucci asked about CAP being referred to student wellbeing. Andrew talked about the case type review. He said that most CAP issues were students identifying that their course coordinator had declined adjustments and students asking how to get a CAP.

7.8.1. February Report

7.9. International Students Committee President – Submitted. Tahsin Anowar noted that he had met with international students at various events. He spoke about next Curtin Connect event.

7.9.1. KPIs – Submitted

7.10. Postgraduate Students Committee President – Submitted. As read. Dr Jael Wafula noted that equity was very important.

7.10.1. KPIs – Submitted

7.11. Queer Officer – Submitted. As read. Astor Luk noted that at O Day students were asking about changing names to preferred name. Students were referred to Curtin Connect. Astor noted that the HIV vending machines were due to arrive soon.

7.11.1. KPIs – Submitted

7.12. Women's Officer – Not Submitted. Verbal report. Sarah Abed thanked Morgan Mills for their involvement in the O Day Women's stall. Sarah spoke about the period products initiative noting there was access at the engineering pavilion. The dispenser was moved from the mining building because no-one was using it. It was noted that there were dispensers close by in Creative Quarter as well. Sarah spoke of different events and social engagement goals including Women's Health Week and a stall at International Women's Day. Ebony Whitney asked whether Sarah had any contact with Gender based violence initiatives at Curtin. Ebony said she would like to work with Sarah to have a period product dispenser at Murray St. Dylan Storer said we should add these resources to the website.

7.12.1. KPIs – Not Submitted

7.13. Accessibility Officer – Submitted. As read. Mia Antenucci noted that O Day went well. She coordinated a CAP brochure and ran an information session.

7.13.1. KPIs – Submitted

7.14. Higher Education Developments – Submitted. As read.

7.14.1. February Report

7.15. Ethnocultural Officer – Submitted. Max Zhang said the O Day goal was to get students interested in the collective. Next Max would be working on social media this year.

7.15.1. KPIs – Submitted

7.16. First Nations Officer – Submitted. As read. Bonnie Walley noted that during O Day students queried how they could find out more about indigenous history. Bonnie asked whether Curtin had indigenous Orientation sessions. Dylan Storer said DVC Indigenous had just been appointed.

7.16.1. KPIs – Submitted

Motion: That the Representation Board notes the reports.

Moved: Ebony Whitney
Seconded: Tom Harrowing
Carried

Motion: That the Representation Board approves the submitted KPIs.

Moved: Zobia Laarayb
Seconded: Morgan Mills
Carried

8. Items for Discussion and Resolution

8.1. Endorsement of AMWU Campaign

Motion: That the Representation Board:

That the Representation Board:

- Formally endorses and supports the AMWU's No Closing Gates Without Opening Dates campaign for Collie.
- Commits to supporting union-led campaigns that advance workers rights, climate justice, and a just transition to Net Zero.

Moved: Ebony Whitney
Seconded: Dylan Storer
Carried

It was noted that Ebony Whitney was involved with this campaign when she lived in Collie. A lot of people were employed in the resources industry and needed to find alternative industries. This initiative was about supporting the town. The Federal Government needed to support funding for Collie.

8.2. Express Bus to Curtin Now

Motion: That the Representation Board

Advocate for an express bus to Curtin University that travels between Oats Street Station and Canning Bridge Station.

Moved: Ebony Whitney
Seconded: Hadiya Naeemi
Carried

It was noted that parking bays were under pressure because of car bay losses due to Government changes to the Hockey Stadium.

8.3. The Curtin Student Guild's Engagement in the Union Movement

Motion: That the Representation Board:

Recommends the Executive to come up with a strategy to engage with the broader union movement and Unions WA and for the executive to present it at the next meeting of the representative board.

Moved: Ebony Whitney
Seconded: Tom Harrowing
Carried

It was noted that it was Important that we as a student union supported students joining a union. Dylan Storer spoke about successfully getting Sinnamon off campus. He said that the trade union movement had always been a friend of student union movement. We need to work closely with trade unions. Hadiya Naeemi said important to get students job ready and involved with their movement.

8.4. Western Australia University Merger

For discussion only. Moved to end of meeting

8.5. Condemning the Labor Government and Australian federal police

Motion: That the Representation Board:

1. Condemns the Australian Labor Government for inviting the President of Israel, as Head of State of the Government of Israel, while they commit genocide in Gaza, systemic segregation in the West Bank, and the continued oppression of Palestinian people on Palestinian land.
2. Condemns the New South Wales Police Force for the excessive and disproportionate use of force against peaceful protestors in Sydney, including actions that disrupted a religious observance and the lawful exercise of political expression.
3. Affirms that the right to protest is fundamental in a democratic society, and that students and members of the public must not be restricted from speaking out, demonstrating, or organising in advocacy for human rights and justice.
4. Calls for full transparency and accountability from the New South Wales Police Force, including cooperation with any investigation undertaken by the Law Enforcement Conduct Commission (LECC).
5. Affirms the Guild's commitment to protecting students' rights to peaceful protest, political participation, and freedom of expression.

Moved: Hadiya Naeemi
Seconded: Sarah Abed
Carried

Hadiya Naeemi said it was important to take a stand. Max Zhang criticized the mainstream media's reporting of these events.

8.6. NUS Conference Reports
- 8.6.1. Dylan Storer – Submitted
- 8.6.2. Noor Fellah – Submitted
- 8.6.3. Connie Butcher – Submitted
- 8.6.4. Hamide Kocer – Submitted
- 8.6.5. Hadiya Naeemi – Submitted
- 8.6.6. Ebony Whitney – Submitted
- 8.6.7. David Phillips – Submitted
- 8.6.8. Mitch Craig – Submitted
- 8.6.9. Tom Harrowing – Submitted
- 8.6.10. Max Zhang – Submitted
- 8.6.11. Emily Lassam – Submitted
- 8.6.12. Jael Wafula – Submitted
- 8.6.13. Tahsin Anowar – Submitted

Motion: That the Representation Board notes the NUS Conference reports.

Moved:Zobia Laarayb
Seconded: Tom Harrowing
Carried

8.7. National Union of Students KPIs

Motion: The Representation Board

recommend to Guild Council the approval of the 2026 National Union of Students Key Performance Indicators and initial affiliation.

Moved: Dylan Storer
Seconded: Morgan Mills

Dylan Storer spoke to the motion and explained the process. He noted that SSAF was not used for NUS affiliation. Dylan said funding came from other revenue with the majority from the Commercial portfolio. NUS was a forum for representing the views and interests of students. Dylan noted that if we did not have an affiliation we would not be involved in national discussions. He said it was unlikely that factionalism in the NUS would be removed and noted that there problems with the NUS. Voluntary student unionism reduced resources to NUS.

Dylan proposed an amendment to 8.7

Amendment to Item 8.7 (National Union of Students KPIs)

Moved: Dylan Storer (President)
Seconded: Morgan Mills (Vice President Sustainability & Welfare)
Carried

Motion: that the Representation Board amend Attachment A to add a new KPI and associated penalty as follows:

Performance Indicator: That the NUS shall not contact or make representations to Curtin University management without prior consultation with and approval of the Curtin Student Guild.

Deadline: At all times.

Penalty: $5,000 per breach.

Dylan Storer provided some background information to board members in relation to the NUS President writing to the Vice Chancellor without informing the Guild President. The letter raised advocacy points concerning racism, antisemitism and gender-based violence and the framing and context of the correspondence did not reflect the Guild's established advocacy positions or our ongoing advocacy and work with the University on these matters. In the correspondence, the NUS and the NUS President was positioned as the appropriate body for the University to seek advice from on behalf of students for Curtin management. This directly undermined the Guild's role as the established, independent representative body for Curtin students. We have affiliated to and fund the NUS so that it may represent student unions collectively at a national level. Dylan said that mandate did not extend to acting unilaterally on a specific campus. This conduct was unprofessional, not conducive to a strong and coordinated student union movement and has undermined the standing of the NUS on campus. While not particularly controversial or counter to Guild position it was important to establish clear boundaries. Ebony Whitney asked whether the NUS had sent letters to other universities. Dylan said letter were sent to all Vice Chancellors. Dylan confirmed that the vice chancellor was not meeting with the NUS without the Guild being there. There was discussion about communication with NUS if there were breaches in their

KPIs and if we knew which projects the Guild's our affiliation fees go and if there is a breach which funding projects would lose money. Dylan said funding was not tied to specific projects. There was a question about our affiliation fee in comparison to other guilds. Ebony Whitney left at 6.47pm and re-entered the room at 6.49pm.

Motion to vote on the amendment
Moved Ebony Whitney
Seconded Morgan Mills
Carried

9. **General Business**
   Motion to move that the discussion moved in camera.
   Moved Dylan Storer
   Seconded Ebony Whitney
   Carried

Meeting moved out of camera 7.38pm

Ebony Whitney asked if training could be done for MFiles and other administration processes. There was a discussion about a query form Zobia Laarayb regarding a anonymous service about complaining about issues. Dylan Storer commented on the challenges of reporting outdated content. Max Zhabg said he had done course outline reviews as a faculty representative. Hadiya Naeemi noted that Veronika recommended this to be done every two years. There was a discussion about whether Student Assist would consider fast triage stalls. Andrew Cameron said this was a good idea and mentioned the success of the library pop-ups. He noted that staffing availability was a challenge.

10. **Meeting Evaluation.** Connie Butcher conducted the meeting evaluation.

11. **Next Meeting**

Notice of the next ordinary meeting of the Representation Board will be provided via electronic mail at least two weeks prior to that meeting by the Chair or minute taker.

The meeting concluded at 7.52pm

Student Guild of Curtin University

57th GC Executive Committee

Meeting #04

To be held at 1230 on Tuesday the 24th of February 2026

Location: Online/ Presidents Office

Opened at 10:12am

AGENDA

1. Acknowledgement of the Traditional Owners

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

2. Attendance
   a. Members Present; Tahni, Morgan, Dylan, Noor, Hadiya
   b. Others Present;
   c. Apologies and Leave of Absence;
   d. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

4. Other items

EC#06/26

Motion: That the Guild Executive Committee approves the minutes of the previous meeting held on 02/12/25, 06/01/26 and 20/01/26 as a true and accurate record of the proceedings at those meetings.

Moved: Noor Fellah
Seconded: Tahni Rowe

EC#07/26

Motion: That the Guild Executive Committee approves the new club application of the Curtin Drama Club.

Moved: Tahni Rowe
Seconded: Noor Fellah

Motion carried

EC#08/26

Motion: That the Guild Executive Committee approves the new club application of the Curtin Book Club.

Moved: Tahni Rowe
Seconded: Noor Fellah

Motion carried

EC#09/26

Motion: That the Guild Executive Committee approves the renewal for the following

- Biomedical Science Club Curtin
- IEEE Curtin University Student Branch
- Curtin Design Club
- Curtin Pop Culture Club
- Curtin Bouldering Club
- Curtin Yoga Club
- Curtin Card Games
- Curtin Business and Commerce Association
- Curtin Association of Medical Students (CAMS)
- Curtin Chemistry Club
- Curtin Photography Club
- Curtin Bubble Tea Society
- Curtin Free Food Society
- Curtin Club Rad

Moved: Tahni Rowe
Seconded: Noor Fellah

Motion carried

EC#10/26

Motion: That the Guild Executive Committee approves the society rules for the Curtin Association of Medical Students (CAMS)

Moved: Tahni Rowe
Seconded: Noor Fellah

Motion not carried

Clubs team notes: CAMS members approved the Society Rules by special Majority vote at its AGM. There are a small number of conflicts/issues within

their version. Please find the linked Society Rules "Draft 2" with our notes and tracked changes. Note that some items are suggestions and some are outlining issues/conflicts. Based on the issues, the clubs team recommends the Society Rules not be approved by the Guild. If Exec agree, please make any additional comments within the document directly as well as your outcome to be communicated here.
Additional Note for future consideration - This is an example where the Guild's Governance Officer support would become valuable as they are specifically trained and skilled in this area. These reviews and back-and-forth feedback with clubs can take a significant amount of dedicated time.

EC#11/26

Motion: That the Guild Executive Committee approves the club dissolution & asset request for the International Health Organisation Curtin (IHOC)

Moved: Tahni Rowe
Seconded: Noor Fellah

Motion carried

Clubs team notes: IHOC held a successful SGM where members voted by special majority to dissolve the club and merge with the Curtin Association of Medical Students (CAMS). They have completed the dissolution process, returned $3,937.88 to the Guild, and closed their bank account. They are now waiting for the Guild to approve their request to transfer these assets to CAMS. If approved, the Club Support team will arrange for the funds to be passed on to CAMS. Club Support Team are in support of this and can confirm both clubs followed the processes in accordance with the Default Guild Club Constitution to dissolve and move a motion to incorporate IHOC within CAMS structure which is where it better aligns.

5. Significant Items

5.1 Guild Executive Verbal Reports

I. Secretary
- Natasha GM Corporate offered position
- ISC & PSC committee elections to happen soon

II. President
- Royal commission started investigating antisemitism and social cohesion today, meeting with other Guild/Union presidents to see how to approach this
- Will be elections soon for chair of Academic Board, will be meeting with candidate for role, important for Guild members to vote

III. Vice President – Education
- Choosing first year reps
- Doing a union week activity following Ebony reps board motion requesting more information given for students

IV. Vice President – Activities

- Next event is careers week (week 4), wants to do union day on the Wednesday. Mini O-day but just unions
- Events are booked in for semester
- Careers week, sustainability week, 3 tav parties and stress less, plus rep events
- Clubs policy needs to be reviewed
- Will take time off soon

Motion to appoint Tahni as chair

Moved: Hadiya
Seconded: Morgan
Motion carried

Dylan left the meeting at 10:44am

V. Vice President – Sustainability and Welfare

- Getting the smart bins for 6 months for free for us to see how they work, if we want to keep them after we have to lease them
- Parking. Yesterday had meeting with Mia, there is ACROD bays, and then courtesy bays but they are not free. Wants to make courtesy bays free or reduce cost.
-

6. General Business

7. Next Meeting

The next meeting of the Executive Committee will be held on Tuesday, 10th March 2026, at 10:00am in the President's Office.

Close the meeting at 10:57am

Student Guild of Curtin University

57th GC Executive Committee

Meeting #05

To be held at 10:00AM on Tuesday the 10th of March 2026

Location: Online/ Presidents Office

Meeting opened at 10:09am

AGENDA

1. Acknowledgement of the Traditional Owners

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

2. Attendance
   a. Members Present; Noor, Dylan, Tahni, Morgan, Hadiya (online)
   b. Others Present;
   c. Apologies and Leave of Absence;
   d. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

4. Other items

EC#12/26

Motion: That the Guild Executive Committee approves the minutes of the previous meeting held on 24/02/26 as a true and accurate record of the proceedings at those meetings.

Moved: Noor Fellah
Seconded: Tahni Rowe

5. Significant Items

   5.1 Guild Executive Verbal Reports

   I. Secretary
      - Mitch is back

   II. President
      - Assessment 2030 is happening, AI guide they have coproduced with us (not really collaborative), made some changes but not as clear as Guild would want, problem is what Mollie wants is for the uni to turn off AI detection to be detected for AI/penalised for it. They want to let you

  use AI but be able to defend your work. Uni isn't keen on announcing new process
  - Merger stuff, Murdoch Guild on same page, UWA is unsure

III. Vice President – Education
  - Concerns with 2030, Mollie did a yearly update at LSEC yesterday and no-one is informed enough (students, staff, reps)
  - Wants to have a page on the Guild about the new AI Guide
  - DVCA Interviews cancelled
  - met with Department of Education and spoke about education placements
  - Unions Day Womens

IV. Vice President – Activities
  - Working closely with Moira (student services manager) and has put in a new system for events
  - Mia booked in (disability lunch), Sarah booked in (womens fair), Hadiya booked in (May day event), Morgan booked in (sustainability week)
  - Need to start looking into governance review for clubs policy
  - Unions fair coming up
  - Dylan and Tahni discuss event preparation planning for future

V. Vice President – Sustainability and Welfare
  - Motions put through to reps board and ethnocultural officer and harmony day
  - University was wanting to do a religion focused event for harmony day, conversations about excluding certain (no arab muslims, singling out specific people close to the Guild)
  - Don't believe a harmony day event should focus on religion, specifically on debating
  - Meeting with Linda from Student, Life and Community & exec
  - Housing campaign, starting a TidyHQ for those joining the committee over the next few weeks
  - Mark bins to be completely ready but end of April

6. General Business

6.1. Harmony Day Event
  - Replace uni event with our own
  - Make sustainability week -> sustainability and welfare week
  - Cafe central food catered from different cuisines, invite cultural clubs to have a stall, operate kind of like global village
  - World week fair is Friday 24th April
  - VPSW wants to do weekly dinners that are free, where The Lab used to be, set up to be a kitchen and have bain maries in there and just have it served with some form of entertainment

7. Next Meeting

The next meeting of the Executive Committee will be held on Tuesday, 24th March 2026, at 10:00am in the President's Office.

Meeting closed at 11:14am

CURTIN STUDENT GUILD

Student Guild of Curtin University

Finance and Risk Committee - Meeting #1

Held at 1pm on Wednesday the 5th of February 2025

Via Video Conference or in The Bridge

MINUTES

(unconfirmed)

1. Acknowledgement of the Traditional Owners:

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

2. Attendance:
   - 2.1. Members Present: Mitchell Craig (Chair), Ebony Whitney, Bridget Clifton, David Phillips, Cooper Henrickson, Buena Kortum, Elsie Lee
   - 2.2. Others Present: Dylan Storer, Vernon Thompson, Jo Boldison, Karen Rennie
   - 2.3. Apologies and Leave of Absence: Noor Fellah
   - 2.4. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

   None

4. Minutes of the Previous Meeting
   - 4.1. Previous Meeting Minutes -*Note: The minutes are to be noted, not approved, as no current committee members attended the November meeting*.
     Motion: That the Finance and Risk Committee **note** the previous minutes of the Finance and Risk Committee held on 13 November 2024 (*Attachment 4.1).*
     Moved: Cooper Henrickson
     Seconded: David Phillips

   - 4.2 Any Circular Resolutions – N/A

5. Matters Arising from the Minutes
   - 5.1. Action List *(Attachment 5.1).*

   Vernon noted that the plan to ensure financial sustainability for the commercial area was due to be presented at this meeting, and due to the changeover of Managing Directors, he would like to address this first.

   Vernon provided a background of the commercial situation that the Guild finds itself in currently and what is being done with respect to that action item.

   - The Guild operates a number of cafés and food outlets which need to be financially self-sufficient as limited grant or student fee funding may be used to fund these operations.

- Over the past five years, financial outcomes have been on a consistent decline overall due to a number of factors including but not limited to
  - COVID
  - Staffing challenges; we're in a mining boom state and COVID exodus of commercial staff has been the experience in WA
  - Rising costs to operate
  - Change of consumer habits at the University
  - Cost of living crisis that we're all experiencing
  - Increased competition on campus
  - Reduction in on-campus student numbers
  - Break in service due to refurbishment of university buildings, not always within the control of the University
- Some operations in isolation have continued to generate surplus, however, those surpluses are exceeded by the deficits of other operations, resulting in a considerable net deficit position in 2024, but also in previous years.
- It is safe to assume that if this continues, the Guild will deplete itself of its cash reserves and will no longer be able to provide these services and products in the long run.

Vernon noted that it is vital that overall, the commercial area generates sufficient surpluses to support the Guild as a going concern and be in a position to reinvest in the depleting capital equipment and infrastructure that is not currently sufficiently occurring.

Management have focussed their attention on developing a plan to address these factors and attempt to restore financial stability to the Commercial area and to the Guild. The outgoing Managing Director prepared a sustainability plan and presented this plan to Guild Executive on December 19 with some background data and strategic initiatives for them to consider. Some of the high-level approved strategies by the Executive at that time, as a result of that meeting, which will be deployed this year are as follows:

- Increase in sale price of goods sold, up to but not exceeding 10%, based on the assessment of need due to the cost of these products. This decision was made with the proviso that we must continue to provide low-cost options at every outlet for students, and try to limit cost increases where possible.
- Pass on merchant fees to the customer for electronic payment, which is currently in the process of being actioned.
- Review and consider the discount rate provided for Guild members, specifically not the student members, but for Associate members. This is not a functionality in our system that can just be switched on, but it was agreed that Management will investigate the potential benefit from reducing the discount rate given to non-student members and the capabilities within the system to facilitate that.

Further actions to be addressed are

- The President is putting together a committee or working group to review and oversee direct actions and projects that provide the best opportunity for the long-term financial viability of the Guild, and present these findings to Guild Council.
- A full review of the Commercial area will be undertaken by new Management in consultation and in line with this committee. The committee may include external expertise and will include, but not be limited to:
  - The whole business model. Eg should we provide and produce goods that we sell in-house as well as goods we bring in from outside.
  - Management structure.
  - Staffing.

- Pricing.
- Products.
- Promotions.
- Number of sustainable outlets
- Planned projects with the contemplation of a $2m dollar investment to move the Tavern to another location.
- University support – how the University can, does and should support us if they feel it's an important service that we're providing.

Dylan mentioned that we are in a pretty tough spot with commercial operations and that if we continue down this pathway, the overall commercial viability of the Guild looks quite shaky. Dylan reiterated that he will be setting up the advisory committee within the week and the committee will really be planning for long term but also seeing if there are things that can be changed in the shorter term. Dylan is hoping to pass on a plan to the next Guild Council that hopefully has as much thought and rigour behind it as possible. Dylan noted that unfortunately we are at the behest of the market here on campus.

Mitch mentioned that the reason we have commercial outlets when they are losing money has historically been for a couple of reasons. One is that we can provide cheaper food to students, another is that we can use our outlets to our advantage for events, another being a tenant and having commercial operations, gives us some leverage and bargaining capacity with the University that we wouldn't otherwise have, so the commercial review needs to consider these factors.

David noted that a lot of the points made by Vernon focussed on increasing the income of the Guild and wondered if the review was going to take a look at any of the cost as well. Vernon stated that all costs will be scrutinised as part of this review, along with wages, opening hours and questions around our current procurement process, like how do we acquire goods and how hard do we negotiate for the price of goods and is it a product that should be sold here.

5.2. Finance and Risk Committee Work Plan 2025 *(Attachment 5.2)*
All items on the work plan are included in the agenda.

6. Items for Decision

7. Items for Discussion

7.1 Interim Audit Management Report *(Attachment 7.1)*

Karen ran through the audit process. The auditors were asked if they had any feedback arising from the interim audit, but as noted in the agenda, there was nothing that they had an issue with.

Mitch queried if anyone thought they should have had any issues that they might have picked up but didn't? Karen noted that they don't look at the issue of the Commercial viability at that point in time. It is just more of a transactional review. Vernon stated that the final audit will form a review as a going concern as a whole, but the interim audit isn't the time and place for them to do that.

Motion: That the Finance & Risk Committee notes the result of the interim order report
Mover: Cooper Henrickson
Seconder: Bridget Clifton

8. Items for Noting

8.1. First Draft December 2024 Financial Reports (*Attachment 8.1)*

Elsie queried the current liability of $720k in the statement of financial position on page 16. Elsie wondered if that was the funding in advance portion or the grants? Karen advised that at the end of the year, grants and SSAF are all acquitted in full. Karen agreed to provide a breakdown of this account via email, to the committee.

Elsie wondered if we had considered looking at industry practice and standards as part of our business improvements initiative, for example that COGS should be 30% of sales. Vernon noted that in an effort to reach these standards, we have addressed prices and we'll now be reviewing wages and overheads. He mentioned that there are going to be challenges in managing salaries and wages as you must have a minimum required staff from a work health and safety point of view, but it is going to be very telling if we can't generate sales to be able to fund the required level of staffing.

Elsie suggested that as the budget has been set for 2025 and approved, a rolling forecast or a rolling budget may support the business, given our business improvement plans. Vernon stated that if any of the initiatives that come out of the review, result in us moving the assumptions that underpinned the original budget materially, we would produce a reforecast budget so that we have reasonable expectations of what we are going to achieve and measure against.

Mitch noted that at the last meeting we talked about stock on hand at the G-Mart and he can see from the ratio analysis that there is a provision for stock obsoletion. 2 years ago, it was $2.7k but now it is $13k. Mitch queried what this was for. Karen advised that the provision is for the value of stock that hasn't sold in the last 12 months. Karen will approach Tanya, the Commercial Manager for further information about the procedures for reducing old stock on hand and methods for setting stock levels, particularly for uniforms. This will be provided at the next meeting.

Vernon would also like to understand the procurement and stock management strategy at G-Mart. There is seasonality, for example, like lab coats because they will be needed by students in January. Karen advised that G-Mart provides uniforms for the start of each semester, so at these times, stock levels are quite high. Mitch advised that uniforms can become obsolete when the Faculty want to change designs and if we have got too much stock, it could be a big loss for us. It was also noted that the Guild has limited storage space, which is in high demand.

Motion: That the Finance & Risk Committee notes the attached first draft of the December 2024 financial report.
Moved: Cooper Henrickson
Seconded: Elsie Lee

8.2. SSAF and Grant Report December 2024 *(Attachment 8.2)*

Karen stated that the information provided describes how the SSAF is allocated to the Guild and shows the yearly acquittal of the SSAF and the Grant. Karen highlighted that there is a little bit of SSAF funding that is being rolled forward, which is allowable for capital projects, but not for operating projects, but we do have to have a capital project to be able to allocate it against. Historically the thinking was the project which will transfer the Tavern to GC Central but that a decision needs to be made around whether this goes ahead in the future.

Vernon queried whether, if it was determined that it is not a sensible strategy to continue with this project, we redeploy that $2m to a capital project that Guild Council feels would be better placed to service their members. Karen advised that in terms of SSAF funding, this new proposal would need to go to the SSAFEAC committee for approval.

Elsie queried the surplus for 2024 of SSAF, is that the $254k on page 24? Karen advised that we show all the SSAF as income on the year we receive it as per auditors' instructions. The SSAF acquittal is provided to the SSAFEAC committee and then to the University itself. It is in this document that any unspent SSAF is listed.

Elsie queried how much of the cash in the Financial Position is locked in due to not having been spent yet on SSAF capital projects. Vernon clarified that uncommitted cash is $254k less than the total cash shown on the Financial Position, and that this is the only committed cash.

Motion: That the Finance & Risk Committee note the current expenditure of the Student Services and Amenities Fee and Grant
Mover: David Phillips
Seconder: Buena Kortum

8.3. Financial Ratio's December 2024 (*Attachment 8.3)*

Buena noted that the ratio for days payable was very low and suggested it may be helpful to check that we are not paying suppliers in advance. Karen advised that we pay invoices as per the suppliers' terms. We have a number of 7-day accounts but also 30 days end of month accounts, and the percentage shown is the average of these. Vernon advised that we have good protocols in the system to recognise due date and there is quite a regimented process around what we pay each week.

Elsie questioned the COGS and the Commercial wages percentages', which together are 88% of sales, without having included other costs like rent, occupancy expenses and repairs and maintenance. Vernon mentioned that these items will be part of the larger commercial review.

David asked if it was possible to split the efficiency ratios in Retail by more categories to get a better understanding how individual categories at G-Mart are going. Karen advised that this can be done and she would email this information to the committee.

Motion: That the Finance & Risk notes the following ratios for December 2024 with prior year comparisons.
Mover: Elsie Lee
Seconder: Ebony Whitney

8.4. Invoices over $50k (Attachment 8.4 – 8.4b)

Motion: That the Finance and Risk Committee note that there were no invoices over $50k for the period July to December 2024 as per the requirements set out on page two of the expenditure and assets policy.
Mover: Elsie Lee
Seconder: Cooper Henrickson

8.5. Insurance Confirmation 2025 (*Attachment 8.5 – 8.5d)*

Karen noted that the remaining insurance has been locked into place from January 1st. The Guild uses the broker Marsh, and insurance is noted on page 67. The rest of the Guild's insurance is provided by Unimutual and was provided to an earlier meeting as the period for the other insurances start in November each year.

Elsie asked for additional information regarding the challenges that the Guild has faced by Marsh in the past, as noted in the agenda. Karen advised that we haven't been pleased with their service around reinvesting, that they came to us very late, and they hadn't approached the market for additional quotes. Karen mentioned that this has been their approach for a number of years now and is the reason we moved to Unimutual a couple of years ago. Vernon mentioned the workers compensation insurance in particular, had a very large increase and there was no evidence that we were given the best option available.

Karen advised that Gallagher were approached in mid-2024 as an alternative to Marsh, however their broker fee was 3 times what Marsh charged, so it was decided that it was cost effective to stay with Marsh.

Motion: That the Finance & Risk Committee notes the attached 2025 insurance coverage for the Guild
Moved: Buena Kortum
Seconder: David Phillips

8.6. Conflicts of Interest Register *(Attachment 8.6)*

Vernon noted that the Managing Director declaration is included for the consideration of the committee. Vernon added that whilst he states he is afforded the staff rate or Guild Associate Membership at $0.00, he also benefited from the discount that comes as a Guild member.

Mitch suggested that there are more conflicts that were declared by Guild Councillors that are not on this list. Vernon will liaise with Mitch and update this register for the next meeting.

Motion: That the Finance & Risk Committee note the 2024 Conflicts of Interest Register
Mover: Elsie Lee
Seconder: Cooper Henrickson

9. General Business

10. Items to be Communicated.

11. Next Meeting –

The next Finance and Risk Committee meeting will be held on 5 March 2025, remotely via Video Conference or in person in The Bridge meeting room.