



Student Guild of Curtin University

Representation Board – Meeting #04

To be held at 5 30 PM on Thursday 07th of April 2026

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

5.

- 5.1. Previous Meeting Minutes

Motion: That the Representation Board approves the minutes of the previous meeting, held on the 12/03/2026, as a true and accurate record of the proceedings.

Moved:

Seconded:

6. Matters Arising from the Minutes.

7. Public Question Time

8. Reports

- 8.1. President – Submitted
- 8.2. Vice President – Education - Submitted
- 8.3. Vice President – Sustainability & Welfare - Submitted
- 8.4. Faculty of Business & Law Representative – Not Submitted
- 8.5. Faculty of Science & Engineering Representative – Submitted
- 8.6. Faculty of Health Sciences Representative – Submitted
- 8.7. Faculty of Humanities Representative – Submitted
- 8.8. Student Assist – Submitted
- 8.9. International Students Committee President – Submitted
- 8.10. Postgraduate Students Committee President – NA
- 8.11. Queer Officer – Submitted
- 8.12. Women's Officer – Submitted
- 8.13. Accessibility Officer – Submitted
- 8.14. Higher Education Developments – NA
- 8.15. Ethnocultural Officer – Not Submitted
- 8.16. First Nations Officer – Submitted

Motion: That the Representation Board notes the reports.

Moved:

Seconded:

9. Items for Discussion and Resolution

- 9.1. Collectives Procedure

Motion: That the Representation Board:

revokes the Guild Collectives Procedure and approves the Guild Collectives Policy.

Moved: Morgan Mills

Seconded: Dylan Storer

9.2. Guild Food Charter

Motion: That the Representation Board:

reviews and **discusses** the Guild Food Charter draft.

Moved: Morgan Mills

Seconded: Dylan Storer

10. General Business

11. Meeting Evaluation

12. Next Meeting

Notice of the next ordinary meeting of the Representation Board will held on the 14th of May at 5:30PM in Council Chambers 100.301/305

REPORT FOR GUILD COUNCIL

Guild President Dylan Storer (he/him)

Period: 20/2/2026 – 12/3/2026

Travel

- N/A

Leave

- N/A

Summary.....	1
Meetings	2
University Meetings.....	2
Guild Meetings	2
Other Meetings/Activities	3
Matters of Representation.....	3
NTEU Industrial Action.....	3
University Merger Feasibility Study	4
Parking, Transport & Food for Fines	4
Guild Operations	4
Precinct Plan & Capital Works	4
Tavern Update	5

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 · 12/3/2026 – 31/03/2026

The Curtin Student Guild - Vice President of Education

Hadiya Naeemi (She/Her)

UNIVERSITY/EXTERNAL MEETINGS

Date	Meeting	Comments
31/03/2026	Update on national code	
27/03/2026	Academic Board	Raised parking pressure on students and proposed a carpooling initiative, which was endorsed by the Vice Chancellor. Now in contact with Properties and the COO; facing significant pushback. Also discussed: supporting students through predicted results and assisting students impacted by the war.
13/04/2026	Impacts of new LMS on students	
29/04/2026	DVCA scheduling governance	Scheduled for March but postponed.

GUILD MEETINGS

Date	Meeting	Comments
24/03/2026	Executive Meeting	Key priorities discussed: easing student pressure amid the cost of living crisis, mandatory attendance reform, assessment changes, improving faculty rep engagement, drafting AI policy communications for students, and providing support for students affected by the Middle East conflict.

23/03/2026	Faculty Representatives × VPE Meeting	Provided a brief on major issues. Discussions covered LMS concerns, assessment weighting, outdated course materials, cost of living pressures, parking, and the possibility of moving some classes online.
31/03/2026	Student Assist × Faculty Representative Meeting	Discussion on the graduate diploma not being accepted nationally and its impact on students. Raised issues around assessment types, mandatory attendance, and ensuring students have adequate options and support.

UPDATES

Parking

A carpooling initiative was raised at Academic Board on 27 March and endorsed by the Vice Chancellor as a means of easing parking pressure on students. Ongoing discussions are now taking place with Properties and the COO. There is currently significant pushback from both parties, and this remains an active area of advocacy. Filmed parking related reel with Dylan and Zobia to promote the food for fines that is coming into action this month.

Assessment 2030 and AI Policy

I've begun drafting a webpage to communicate AI policies and assessment changes clearly to students. There is a critical need to ensure students understand how their education is being affected and what support is available to them. The focus is on identifying the most effective ways to inform and support students through these significant changes.

Faculty Representative Engagement

Given the significant volume of change currently occurring at Curtin, keeping faculty representatives well-informed and ensuring they are attending all relevant meetings is a key priority. A strengthened communications approach with reps is being developed to ensure student voices are represented across all forums.

Graduate Diploma

Raised in the Student Assist × Faculty Representative meeting on 31 March. The graduate diploma is not currently accepted nationally, and this is having a direct impact on students' career and study pathways. This issue requires further escalation and remains ongoing.

Cost of Living and War in the Middle East

Supporting students affected by the conflict in the Middle East, including through access to predicted results, remains a priority. The cost of living crisis continues to place significant pressure on students. The Food for Fines initiative is in progress; however, there is a strong push for a better-resourced and more equitable welfare response. Advocacy is ongoing.

Universal Submission Time and Mandatory Attendance

Mandatory attendance requirements are also contributing to undue pressure, particularly for students facing financial hardship or displacement. Assessment changes and attendance flexibility are being explored as practical levers to ease this pressure.



Vice President Sustainability and Welfare

April Representation Board (13/03/2026 – 09/04/2026)

Morgan Mills (they/them)

University/External Meetings

Date	Meeting	Comments
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
25/03/2026	Smart Bin Trial	Mark from Circle 8 visited the Guild with a Smart Bin for us to view and trial.
	HIV vending machine marketing meeting	Karina and Bruce from WAAC visited to discuss the marketing of the launch of the HIV self-test vending machine, as well as future advertising and information sharing content.
	NADSA introduction	Met with Katherina (President of NADSA) to discuss any potential involvement the club may want with the food charter throughout 2026
26/03/2026	HIV Vending Machine filming	Karina and Bruce returned to film content for the machine's launch
31/03/2026	HIV vending machine loading	Bruce came to stock the machine, which is now fully functional
	Update on the National Code	

Guild Meetings

Date	Meeting	Comments
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.
24/03/2026	Executive meeting	
25/03/2026	Collective Policy follow-up meeting	
04/04/2026	VPSW x First Nations Officer catchup	
	World Week Events and Marketing meeting	
07/04/2026	Executive planning day	
08/04/2026	VPSW x ISC President catchup	
09/04/2026	VPSW x Accessibility Officer catchup	
	VPSW x Queer Officer catchup	
	VPSW x Ethnocultural Officer catchup	
	VPSW x First Nations Officer catchup	

Updates

Food Charter

The food charter is now complete, with it set to be sent to Guild Council this month. The document outlines the changes and requirements of Guild outlets in order to promote the health and wellbeing of students, as well as taking into consideration the current ongoing cost of living crisis many students are facing.

Once passed, the Guild will undergo an audit review, which outlines and investigates the varying areas of Guild outlets, namely:

- Availability and accessibility
- Promotion
- Price
- Information
- Environmental impact
- Catering and
- Personal and community development

This audit criteria comes from a larger document created by Flinders University known as the UniFood Tool.

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. A report of the findings from the survey, as well as a short one-page abstract has been made.

Courtyard renovations

Slow progressions are being made towards the courtyard renovations. This includes providing umbrellas for the picnic tables that have been placed there, and planting kangaroo paws to add more colour to the courtyard. In the coming weeks furniture will be purchased, turning the deck into a lounging area for students to relax in.

Racism@Uni Report

Late last month I met with Bonnie, Tahsin and Max to discuss the findings of the Racism@Uni survey, our stance as the Guild and what changes should be implemented and advocated for. Areas discussed included more ally-based training, specifically around First Nations language and inclusion, as well as advocating for the university to improve their complaints process and make it more accessible.

Other areas covered included the creation of a reflective survey around cultural awareness both within the Guild and the wider university community.

Smart Bins

As of this week, a contract with Circle 8 has been signed, providing the Guild with 3 indoor smart bins for a demonstration period of 6 months. These Smart Bins will provide students with an opportunity to earn free Red Bull for donating their 10c containers, along with other prizes. The cans will be collected by an external organisation, with the Guild receiving the full 10c for each can.

The smart bins will be launched during world week, where Circle 8, Red Bull, and the Guild will have a joint activation promoting the bins, their locations, and how students can win from using them.

Events

Barbecues

This month I have had the opportunity to assist at 2 barbecues; the Curtin University Respect Week barbecue, and Ebony's FBL Representative Grill the Guild. Being able to enlist my culinary talents at the barbecues brought me great joy, and I truly hope everyone enjoyed their onions.

Science and Engineering Faculty Report

Connie Butcher (She/Her)

Representation Board – 9 April 2026

Date	Meeting/Event	Comments
11/03/2026	Unions Day	Attended Unions Day as a Guild Representative to introduce students to what unions are, what unions align with their current field of studies and encouraged them to answer question pertaining to unions as part of a plastic straw giveaway.
11/03/2026	Meeting: Senior Student Experience Coordinator; Christina Powell	An informal catch-up meeting. I spoke to Christina about club issues, proposed the campaign for lab coat distribution and proposed how the faculty and guild rep can collaborate together more efficiently on social media.
17/03/2026	Meeting: Make Renting Fair Coalition Meeting	This meeting aligned with the Guild's renting campaign, to see how students can fight back against the rising cost of living. The meeting mainly discussed campaign goals for 2026.
23/03/2026	Meeting: Reps x VP-E	Discussed ongoing challenges and updates from the VP-E. Spoke about new LMS system, Assessment 2030 and AI chatbots. The NTEU was also brought up in tandem with teaching workload and training with new LMS system.
25/03/2026	Meeting: SAE InterClubs	Attended with VP-A to give brief update from the Guild. Key insights were extremely high engagement from students with clubs and changes with Exec training and club finances.
25/03/2026	Meeting: Case chat with Student Assist	Meeting about how to address student concerns and how to formally work on resolving them.
30/03/2026	Meeting: Reps x Student Assist	Discussed problems students may be having. Key points around huge increase in cases of students requiring financial aid from the university due to crisis in the Middle East.
31/03/2026	Event: FBL Grill the Guild	FBL Grill the Guild was the first one held this year among the Guild Reps and it was really interesting to see how they were conducted and what students had questions for.

31/03/2026	Meeting: Introduction to Head of School of Marketing with FBL Representative	First meeting outside of SAE. FBL Representative introduced me to HOS in case she cannot attend. I brought up AI use in first year units being encouraged and also how Chatbots cannot replace in-person conversations or even discussion forums.
02/04/2026	Meeting: SAE FGSC Meeting	Very insightful meeting with a similar discussion of AI integration with HDR students. I proposed discussion forums or more consultancy times. DIB and Building 315 presentations were highlights as DIB wants to give HDR students more staff benefits and the timeline for Building 315's opening was displayed.
02/04/2026	Meeting: Dean L&T x SAE Guild Rep	Catch-up meeting with Daniel Southam and Marc Stoitis. Brought up student concerns regarding teaching quality. Was brought up to speed on FOP progression. New insights from LMS change-over and also how engaged first years are with clubs and the faculty.

The following meetings and events will occur between the submission of this report and representation board, I will cover them in detail in the next report, unless no comments:

Date	Meeting/Event	Comments
09/04/2026	Meeting: Science Forum	

Connie Butcher
2026 Science and Engineering Representative

57th Guild Council – 07/01/2026

KEY PERFORMANCE INDICATORS

INDICATOR	DELIVERABLES/COMMENTS	STATUS
Attend at least 80% of all required meetings across the year (Guild, faculty & portfolio)	Given apologies for one meeting so far, but all others attended.	Ongoing
Submission of monthly report to Representation Board that clearly demonstrates satisfactory progress towards each KPI and key issues.		Ongoing
Complete at least 70% of required weekly hours between 9am-4pm on weekdays in the guild office, unless alternative arrangements are approved.	I have completed the majority of my hours between 9am – 4pm and on Curtin Campus	Ongoing
Run and/or provide considerable support for at minimum two (2) events per semester (either portfolio events and/or Guild events)	Can include 'Grill the Guilds', 'Housing advocacy BBQs', 'get to meet your Rep'. The Sci-Eng Grill the Guild is planned for 4 th May. This will have a campaign launch, a mid-late semester survey and giveaways.	Ongoing

Run and/or provide considerable support for at minimum one (1) campaign per semester (either portfolio campaign and/or Guild campaign)	Main campaign to be formulated closer to Grill the Guild BBQ. Working with SAE Faculty and Health Sciences Rep for a lab coat hire system from Gmart or at the front of labs.	Ongoing
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Increase engagement with Sci-Eng students by posting and interacting with content weekly in the Faculty Facebook Group and on the Sci-Eng Instagram account. I will keep students up to date with faculty-wide email updates during key periods in the year.	I have been active on the SciEng Guild Instagram account by reposting/posting club information and opportunities. I am aiming to collab with clubs and reps to make original content to be shared across the different social medias.	Ongoing
Complete mandatory training within 45 days of being provided the resources/information to undertake the training	I have completed all training thus far from the Guild.	Ongoing
Improve the atmosphere for Sci-Eng students by running at least 2 meet & greet stalls during the year and using these stalls to promote events, campaigns, and student support.		Ongoing

Maintain strong faculty & club relationships by having regular contact with faculty clubs through ongoing communication and attending club events where possible, to stay familiar with student & academic issues.	I have attended several club events as a student and as a rep and aim to maintain a strong connection throughout the year. I have reached out to several clubs and will continue doing so to stay familiar with student, clubs and academic issues.	Ongoing
Have regular communication with the Dean of Learning and Teaching, and with the Director of Student Engagement	I have had regular meetings (every month) this year with the Dean of Learning & Teaching to discuss faculty and student issues.	Ongoing
Completion of handover report for successor	Will be completed by mid-November and presented mid/late November	

Zobia Laarayb

2026 Faculty of Health Sciences Representative

57th Guild Council || Meeting #2 – 12/03/2026

FACULTY KEY PERFORMANCE INDICATORS

(All KPIs are year-wide unless otherwise stated)

INDICATOR	DELIVERABLES	STATUS
Attendance at 80% of required meetings		Ongoing
Submission of monthly report to Representation Board that demonstrates satisfactory progress toward KPIs		Ongoing
Run and/or provide considerable support for at minimum one (1) campaign per semester (either portfolio campaign and/or Guild campaign)		Ongoing
Completion of handover report for successor	To be put together by mid-November, and presented mid / late November.	

	Includes one-on-one meeting/s with successor.	
Complete mandatory training within 45 days of being provided the resources/information to undertake the training		Complete!
Increase Instagram following amount	Target amount: 750 followers on @curtinguild.healthsciences account.	Ongoing
Post or collaborate over Instagram with ALL relevant clubs at least twice	Ideally: post on story or upload 'collaborative post' with each Academic Health club (currently 13), at least twice during the year.	Ongoing
Upload post or story on Instagram or Facebook at least once per week	Can include awareness posts, club posts, Representative work updates, relevant domestic or international "health day".	Ongoing
Establish Lab-Coat-Hire Program	Establish program allowing students to hire lab coats for short term usage; or could be strongly setting up this program for establishment in 2027.	
Host at least 1 inter-Representative event	Hosting at least 1 collaborative event with at least 1 other Guild Representative, ideally a Faculty or Equity Representative.	Ongoing
Progress the Paid-Placement campaign	Work with inter-university organisations and unions to secure significant updates and progression for the Paid Placement campaign. Can	Ongoing

	strengthen collaboration with Humanities Rep too on this.	
Talk about, present and/or testify at 3 committees / events with Student Feedback	Examples: at Teaching-Learning Forums, working groups, academic staff conferences.	
Investigate accuracy of Unit Outlines	Conduct an investigation into Unit Outlines and actual Unit progression, especially in terms of lecture hours and assessment expectations	

REPRESENTATION BOARD REPORT

(Table followed by additional notes)

Between the previous Board and this Board, I conducted the following work:

Date:	Meeting / Event:	Comments:
06/03/2026	Meeting with 4 Club Committees	<i>See below</i>
10/03/2026	Meeting with a Club Committee	<i>See below</i>
11/04/2026	Guild Careers Fair Unions Stall	Helped out at the Unions Stall during Careers Week, promoting Unions to attendees and encouraging answering feedback questions

18/03/2026	Go Global Guild Stall	Helped out with International Committee President with setting up and running the Guild stall
23/03/2026	Fac Reps + VPE Meeting	Talked about Assessment 2023 and the Guild's stance on AI usage within our education, and changes to current systems and units
24/03/2026	Faculty of Health Sciences Courses Committee	<i>See below</i>
01/04/2026	Food for Fines Reel Filming	Contributed to Food for Fines campaign by acting in a campaign reel
02/04/2026	Collated Survey Data from O-Day survey	<i>See below</i>

Meeting with Club Committees (Multiple dates – ongoing)

After my initial email/s to club committees, I have so far received communication back from 9 out of 13 clubs. I have met with 5 clubs and have 1 more meeting planned during tuition-free.

Some feedback that is worth to note from the clubs I have talked to so far:

- Most academic clubs have a common room; one club does not but this is being enquired by their School
- Many are willing to promote a Faculty-wide event
 - o However, there is hesitation about pitching in financially and organising such an event, especially not a Ball / Gala styled event
 - o If there were to be such an event, it may have to be at a smaller scale and not managed by clubs alleviate this responsibility
- Issues raised included:

- o The cost of hidden fees such as National Police Clearances, First Aid certificates, serologies, immunisations and mask fittings
- o Varying levels of support during Placements

I have let all clubs know that if they see any issues to please let me know as soon as possible. I thank them all for making the time to meet during these busy weeks.

Faculty of Health Sciences Courses Committee (24/03/2026)

This was my first Courses Committee. I did not have anything needed to be brought up for this meeting. We discussed some website changes, and the automation of student status changes.

This Faculty Courses Committee includes multiple deans and heads of schools, the engagement team and members of the provost office. I encourage students who have issues to email me, and I will liaise with the Vice-President of Education to see if we can get such issues raised at meetings.

O-Day Survey Results (Collated 02/04/2026)

Please see next page for Survey results. I am happy to discuss these further in person or via email. I apologise for the abysmal formatting.

Things to work on after this Reps Board:

- Get in contact with heads of Schools, relevant other Staff members, and establish a meeting date with them
- Ensure I upload all Instagram promotional materials from external sources (Healthway and Red Cross)

Guild Faculty of Health Sciences Representative Survey

Semester 1 2026 O-Day

Out of the 5 Health Faculty schools:

26% - School of Allied Health
25% - School of Population Health
18% - School of Diagnostics and Therapeutics
17% - School of Nursing
7% - School of Medicine

Students were studying:

86% - Bachelors
8% - Masters
3% - Honours
2% - UniReady
0% - Graduate Diploma or PhD students

Students were:

67% - 1st year of their degree
23% - 2nd year
8% - 3rd year
2% - 4th year or further

The top 3 uni-related issues that students were worried about included:

55% - Assessment overload
50% - Cost of travel, food, events
49% - Cost of studies and other events

Other issues that students were worried about included:

- Housing issues
- Making friends
- Lack of time to get things done
- Teaching quality

"I know where to find help when I need it":

73% - Some of the time
20% - All of the time
7% - Only a little of the time

"I know what the Guild does":

67% - I know some
27% - I know a lot
6% - I know a little

The top 3 things that students wanted the Guild to advocate / focus on:

54% - Better events and activities
46% - Better assignment spacing
44% - Pass / fail or assessment flexibility

42% More industry links

Other things students wanted the Guild to focus on include:

- Paid placements for medical students
- Better signage [for buildings]
- Research lab representation at Health Fest
- Better outlet pricing
- Paid placements
- Free parking
- More events to socialize and meet people
- Student care
- Advocate for not having to be available across every block of placement, getting placement dates early and knowing they will stay

Students wanted me (Faculty of Health Rep) to work on:

56% - Paid practicals
41% - Hidden fees
40% - Engagement with students
37% - Industry connections
35% - Unit outlines, expectations

Other things included:

- Research opportunities for medical students
- Course requirements and guidance for course transfer
- Paid practicals
- Physical health
- Less exams/tests
- Free/cheaper clinical uniforms

Students said that if the Guild should work on one big event / campaign this year, it should be:

- Having networking events for potential placement connections
- Networking with other health students (x 4)
- Make orientation interesting (x 2)
- some sort of ball/ social where everyone can get together and make friends with people from other health courses (x 6)
- An event that's like a primary school sport carnival between the different faculty/degree broad categories (eg allied health, engineering, etc)
- O Week (x 2)
- Inclusivity in classrooms through ensuring students speak english when in group settings
- A huge medical themed party
- I think a Science fair would be fun! (x 2)
- Events/Guides for students across each year of their degrees, as it feels very daunting to 'start over again', this is how I feel starting my second year
- Open day stall with many freebies to students
- Bringing students of different cultures together (x 3)

- Something that builds a better sense of community
- Health Fest, but also PAID PRACTICALS!
- Mental health (x 2)
- Mature aged students going to back to Uni.
- Advocate for not having to be available across every block of placement, getting your placement dates early and knowing they will stay, its not fair that we have to stay available almost all year round, and essentially get no real breaks
- Job fairs (x 2)
- im not too sure of the events happening this year, but definitely anything that can be useful for the health sciences faculty and how to engage in study but also leisure
- Advocacy for health professionals
- I guess an orientation day for us would be nice to integrate both international and local students
- Fun Fair - rides food and prizes
- Amount of support
- Medical campaign
- Some big event with free stuff cuz we love free stuff!! (x 3)
- Having more fun events to attend (x 2)
- Harmony day
- Helping students transition better
- International student party
- Campaign for better security
- Getting connections for students with industry for biomed and advanced biomed
- Toga
- Cheaper rent prices
- Scholarships
- Medical campaign
- Grad

FACULTY OF HUMANITIES REPORT

REPRESENTATION BOARD 09/04/2026

GUILD MEETINGS:

Date	Meeting	Notes
23/03/26	Fac Reps x VPE	
30/03/26	Student Assist x Fac Reps	
02/03/26	Interview W student journalists	
02/03/26	Humanities Rep x Education Society	

UNIVERSITY MEETINGS:

Date	Meeting	Notes
19/03/26	HIB Committee	
02/04/26	Student Disciplinary Appeals Board	
02/04/26	Humanities Rep x DLT & DSE	

PROJECTS:

Education:

The education ministers have delayed our meeting to late May. This is unfortunate, especially as myself and NUS comrades had spent much time gathering information from faculties and preparing an argument. Fortunately, this delay gives more time to gather our arguments. The new meeting date is also closer to first semester placements for education students, possibly providing us with an opportunity to put more urgent pressure on the ministers.

South Australia's education department has declared that Curtin's Graduate Diploma of Education is no longer valid for teacher registration, meaning that several online students based in SA are having to choose between dropping out, switching to a masters, or gaining a degree they can not reasonably use. I'll be pushing through the SoE to ensure that students who drop out are re-funded as they have paid for a product which won't provide them employment.

Tom Harrowing (He/Him)

Faculty of Humanities Representative

April 2026 Representation Board Report – Student Assist

MARCH OVERVIEW

Farewell Myles!

I would like to say farewell to Student Assist Officer Myles Parish as he departed from our team this month. Myles's hard work, diligent case management, and supportive, student-centred service was an asset to the Guild and will be missed.

Needs-based Funding

Student Assist was successful in receiving \$50,000 in Needs-based funding (NBF) from Curtin University's Equity and Inclusion department. Known in previous years as Higher Education Participation and Partnerships Program (HEPPP) funding, this money supports students from underrepresented backgrounds going to university and attaining higher education qualifications. NBF is targeted towards commencing and continuing domestic students from:

- Low SES backgrounds (undergraduate level of study)
- Aboriginal and Torres Strait Islander students (undergraduate and postgraduate coursework) and
- Regional students studying at the Kalgoorlie Campus only (enabling, undergraduate and postgraduate).

Disbursal of the funding is at the discretion of Student Assist as part of our usual grants program. This funding is in addition to the \$40,000 budgeted by the Guild for hardship and childcare grants. We would like to thank the University for helping to support students in need through this funding.

Food Pantry tour

Together with Morgan Mills (Vice President Sustainability & Welfare), Student Assist hosted visiting nutrition students from the KNU Study Tour on 17 March 2026. The students were given a comprehensive tour of the food pantry and discussed how the pantry serves to assist Curtin students in hardship. Student Assist would like to thank Morgan, Rebecca Russell, and Emily Redwood for organising the tour.

Key Focus Areas

The reporting period continued to experience significantly higher session numbers than previous years, particularly in financial relief.

- Academic Support

The focus for March was providing guidance to students for academic misconduct and complaints/grievances. HDR supervision matters was identified as an area of high engagement.

- Non-Academic Support

During this period, Student Assist provided emergency relief to **12 students** through various grant programs.

	January	February	March
Academic sessions	260	323	264
Non – academic sessions	78	97	103
Total	329	397	360

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

Additional Programs:

- Food pantry

Total of 63 students accessed the food pantry during the reporting period. 12 of these students were 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

At the time of writing, attendance data for March First Aid and CPR courses was unavailable.

International Student Committee Report

Tahsin Ibn Anowar (He / Him)

Representation Board – 9th April , 2026

University / External Meetings:

Date	Meeting / Events	Comments
11 /03/2026	Had an consultation with an international student regarding getting part time jobs , accommodation difficulties around Perth recently	
18 /03/ 2026	ISC Stall in Global Village	

Guild Meetings

Date	Meeting	Comments
09/03/2026	Learning & Student Experience committee meeting	
09/03/2026	Guild support for students Impacted by War in Middle East & Campus Community Meeting	
10/3/2026	Housing Campaign Group – meeting	
11/3/2026	Meeting with VPSW	
19/03/2026	Racism at Uni report consultation	
23/03/2026	Meeting with VPSW	
27/03/2026	Academic Board Meeting	
27/03/2026	Global Positioning Meeting	

Leave Taken:

None

Further Notes:

Queer Officer

March Representation Board (13/3/2026 – 9/4/2026)

Astor Luk (they/them)

University/External Meetings

Date	Meeting	Comments
13/3/2026	Curtin College Queer Connect	
13/3/2026	Wesley incursion ALLY	With Wesley College
25/3/2026	HIV vending machine loading	Didn't load the machine that day and organised a meeting for the next day.
26/3/2026	HIV vending machine media	
9/4/2026	Executive Queer Collective meeting	

Guild Meetings

Date	Meeting	Comments
19/3/2026	Collective policy review	Organised a follow-up meeting to have more issues clarified.
25/3/2026	Collective policy follow-up	
9/4/2026	VPSW x QO fortnightly meeting	

Events

- Wesley incursion ALLY

Year 12 boys from Wesley College came to Curtin to learn more about inclusion as part of one of their school programs. Sheldon has invited staff from different disciplines to share their journey about being queer or allyship, as well as our roles to make Curtin more inclusive, specifically related to the queer side. I mainly talked to them about my role as Queer Officer at Curtin. The boys have all driven the conversation to get me to talk about the lollie wall at G mart before I started talking about the Guild and advocacy we do.

Updates

- HIV vending machines

The HIV self-testing vending machine is now on the wall in 106A (in Club HQ). The QR code does work, and the machine is stocked. Bruce from WAAC oversees restocking the kits and has the key for the machine (we do not have a spare as we are not supposed to touch the inside of the machine). Videos on information about the machine (how to use the kit, people without Medicare can use it etc.) have been taken by the social media team, which will hopefully be posted during tuition free week. Currently, we are just waiting for the greenlight from the Guild to

officially launch it at the University. WAAC also wants to do a media piece with us to promote the launch as we are the first university in WA to have one installed, they are also hoping to invite a health minister (or someone like that) for the media release as well.

- Ally training

Sheldon has booked a room and will be running the Ally Training session for the Guild reps on 28/4/2026. Invites were sent to those who replied to an expression of interest on messenger. Feel free to let me know if you are interested and I will send out a calendar invite.

- Period Product dispensers

A Coles business account has been set up so we can start bulk buying pads and tampons. We are not sure when the order will be delivered because Coles said there is an issue with the delivery due to the cyclone. Last time they cancelled the order because they did not have enough stock. I have also set up a roster with Sarah so the dispensers can be refilled twice a week. Once the stocks situation is sorted, we are hoping to expand the project more by installing more dispensers around the campus. Especially to have one installed in the Curtin Law school on Murray Street.



Women's Officer Report

March Representation Board (13/3/2026 – 9/4/2026)

Sarah Abed (she/her)

University/External Meetings

Date	Meeting	Comments
27/3/2026	Eleanor	Student well-being, getting the guild involved with the new consent modules

Guild Meetings

Date	Meeting	Comments
24/3/2026	Tahni	This was the pre kick off for the women's day market to be held in semester two
13/3/2026	Morgan	Fortnightly meeting.
19/3/2026	Morgan and Equity Reps	Discussed the collective's policy

Updates

Fortnightly meeting with Morgan
13/3/2026

Meeting with Eleanor regarding guild involvement in consent module creation (specifically womens)
27/3/2026

Discussed what I need to do to get involved, go through the module, and suggest improvements.

FBL Grill the Guild
31/3/2026

Helped Ebony with her event, went well, great engagement!



Accessibility Department

April Representation Board (12/03/2026 – 09/04/2026)

Mia Antenucci (she/her)

University/External Meetings

Date	Meeting	Comments
16/03/2026	Budget Meeting for Disability Collaborative Lunch	
17/03/2026	DAIP 2026 Review Reference Group Initial Meeting	

Guild Meetings

Date	Meeting	Comments
19/03/2026	Collective Policy Review	
23/03/2026	FBL Murray Street Campus Accessibility	
25/03/2026	Collective Policy Follow Up	
02/04/2026	Event Meeting	

Updates

Murray Street Accessibility

23/03/2026

Ebony and I visited the Murray St Campus to assess the accessibility. Both buildings are heritage listed but have undergone extensive renovations in order to be up to current building standards. The Law building is smaller than the Business building and Law students use the Business building during their breaks. The Law building has steps at the entrance but is accessible through the back of the building with two automatic doors and a goods lift. Both levels of the Law building have an accessible toilet which is quite large and up to current standards. The lift is on the smaller side but is still functional. The Law building does not have central air-conditioning which means that the hallways can be quite hot. Several classrooms also have a hearing loop.

The Business building was the larger of the two buildings. The entrance is directly onto the street so is wheelchair accessible. The ground floor mainly consists of staff offices which are restricted access. There are two accessible toilets on the bottom floor which we were kindly shown. These toilets require staff access and are only used by certain law students as part of a program. The toilets are quite small. The large lift goes to the second floor which is for students. The second floor consists of mostly small study rooms. There is one raised area with a step, however this can be avoided with a longer route. There is no accessible toilet on the second floor.

DAIP 2026 Review Initial Meeting of Reference Group

17/03/2026

The DAIP (Disability Access and Inclusion Plan) is a requirement of the government for organisations in order to ensure that people with disabilities have equitable access. As part of this requirement, organisations are required to undergo a review. The DAIP reference group consists of individuals with disabilities who provide input and feedback on the review. The group consists of staff and students with disabilities, staff members from equity and inclusion, and the Accessibility Officer from the Guild. The review will consist of a survey that can be filled out by students, staff, contractors, visitors and members of the community. It will also consist of outcome planning workshops for staff and students focused on the key outcome areas of the DAIP.

Student Equity Network workshop

31/03/2026

We were provided with updates regarding the DAIP and the Disability Awareness Training Modules. John from AccessAbility services talked about the importance of universal design being implemented to reduce the accommodations required. We also discussed the inaccessibility of ramps, by being too steep or the railing being at neck height. We also discussed the inaccessibility of many bathrooms as they are too small to turn a wheelchair around and require keycard access. Additionally, we discussed difficulties navigating campus after hours as the accessible pathways become locked requiring Safer Communities. This workshop was a good experience to meet everyone involved in assisting students with disabilities at Curtin and share the issues that we face.

Hidden Disability Sunflower Launch Event

01/04/2026

This event was a soft launch for Curtin joining the Sunflower lanyard program. There were limited attendees particularly with disabilities due to the location and the lack of promotion. Equity and Inclusion

ran the event and provided cupcakes including a vegan option which were very popular. They also discussed the Hidden Disability training modules for staff, including who has been trained and what they are about. I had the opportunity to speak to many students who were unaware of the program and was able to educate them about it so they can now use that information. The students I spoke to were very receptive and mentioned that they are though it was a great program. The students with disabilities and carers that I spoke with were excited that Curtin was joining the program and happily took lanyards. I was able to briefly explain my role and the role of the Guild. I was able to help a couple of students with queries surrounding their disabilities and CAP's. Students were also able to draw a sunflower which many enjoyed despite multiple people reaching for red and pink pens. A significant number of the students also asked if they were able to undergo the training themselves. This is good to note as it shows that students are interested in learning and helping other students with disabilities. At the moment the training is only available to staff members.



First Nations Officer

March Representation Board (5/03/2026 – 4/04/2025)

Bonnie Walley (she/her)

University/External Meetings

Date	Meeting	Comments
17/02/2026	Initial meeting with the NUS First Nations Officer	Discussed the following: • methods of working together • Upcoming campaigns

Guild Meetings

Date	Meeting	Comments
NA		xxx

Updates

Instagram Restructure

In the process of updating the First Nations Instagram. Added highlights. Increased following. Promoting first nations business & educational materials through highlights.

Created and biolink to instagram bio. Posted introduction post on IG and linked post to FB account

Cultural Safety & Events survey development

Drafted a 'Cultural Safety in Curtin University Classrooms' survey that is focused on how culturally safe our students are feeling in their course classrooms. The data from this survey will support me in drafting a collaborative Cultural Safety Guideline with the First Nations Collective (once established). It will also help me understand which course curriculums are lacking Aboriginal knowledge. Drafted an 'Aboriginal and Torres Strait Islander events' survey to gather an idea on what events students would like to see and learn about regarding Aboriginal culture. Both surveys are ally friendly.

First Nations Collective

Finalised First Nations Collective Terms of Reference. Published First Nations Collective EOI form via google docs and link added to Instagram bio & noted on Instagram post.

First Nations SharePoint

Developed a First Nations SharePoint site that contains all information relating to the FN role. Shared with line manager. Snip below of Site homepage for reference:

The screenshot shows the homepage of the 'First Nations - Guild' SharePoint site. The top navigation bar is dark red with the 'FN' logo and a menu including Home, Notebook, Admin, Governance, Projects, Collective, Meetings, Financial Management, Events, Site contents, Recycle bin, and Edit. Below the navigation bar, there's a large pink banner with the text 'Welcome to the First Nations Guild SharePoint Site!' and a user profile for 'First Nations Officer, Indigenous Department Officer'. The main content area features a 'Calendar' section with three event cards: 'APR 1-30 Cultural Event: Boorloo Heritage Festival', 'MAY 26 Cultural Event: National Sorry Day', and 'MAY-JUN 27-3 Cultural Event: Reconciliation week'. To the right of the calendar is a 'First Nations Planner' image. Below the calendar is an 'Ongoing Projects' section with two red buttons. On the right side, there are three white boxes with red borders: 'Handover & Induction', 'Templates', and 'Governance'.

Key Performance Indicators - First Nations Officer

INDICATOR	DELIVERABLES	STATUS
Attendance at 80% of required meetings		
Submission of monthly report to Representation Board that demonstrates satisfactory progress towards KPIs		
Run and/or provide considerable support for at minimum two (2) events per semester (either portfolio events or Guild events)	• Collaborate with Aboriginal and/or Torres Strait Islander students in organising a NAIDOC event • Run an event/activity and yarn (weaving, painting, etc) • Develop a survey asking Aboriginal and Torres Strait Islander students & allies asking what event they would like to see delivered	In Progress
Run and/or provide considerable support for at minimum one (1) campaign per semester (either portfolio campaign and/or Guild campaign)		
Completion of handover report for successor		
Complete mandatory training within 45 days of being provided the resources/information to undertake the training		
Enhance the spaces and services the Guild provides to First Nations students	• Collaborate with FN students to design FN sign • Purchase items & furniture for the room	In progress
Expand on the connections between First Nations students and stakeholders by creating relationships with organisations and other universities		In progress

Increase Instagram engagement	Utilise the platform functions for advertising opportunities and helpful resources for First Nations students and allies (e.g. highlights, stories, reposts)	In progress
Collaborate on the development of culturally appropriate resources to enhance cultural safety and awareness within the Guild		

CONFIDENTIALITY

- ☒ OPEN
☐ CONFIDENTIAL

REPRESENTATION BOARD – 09/04/2026

ADOPTION OF NEW COLLECTIVES POLICY

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

Preamble:

This motion revokes the existing Collectives Procedure and replaces it with a new, strengthened and clearer Collectives Policy outlining the implementation, structure and functioning of the Guild's collectives under their respective Officers. The updated policy has been developed following the establishment of the Ethnocultural Collective and to better reflect the way collectives currently operate within the Guild.

The aim of this motion is to provide clearer guidance to Officers responsible for collectives and to better define the role collectives play within the Guild's representative structures. In doing so, it seeks to reinvigorate collectives as active forums for student engagement, advocacy and representation for students at Curtin.

Motion:

That the Representation Board:

revokes the Guild Collectives Procedure and **approves** the Guild Collectives Policy.

Action:

Actions recommended as part of this item include:

1. Officers Responsible for Collectives and the Vice President Sustainability & Welfare will implement the new policy, including through re-establishing Collective Tidy HQ pages to manage memberships.
2. The Guild President and Executive will monitor the implementation of the new policy and assess whether the policy is working as intended.

Background:

The existing Collectives Procedure was adopted in 2022, with a review scheduled for 2023. This review did not occur and, over time, the procedures and information contained in the document fell out of alignment with how collectives have been operating in practice. As a result, several elements of the procedure became outdated and were no longer consistently implemented across the Guild's collectives.

The updated Collectives Procedure introduces a clearer and more practical framework for how collectives operate. It provides a more defined structure while maintaining autonomy for the relevant Officer and collective members to determine their priorities, activities and direction. The revised

document clarifies responsibilities, simplifies procedures, and better reflects the way collectives currently function within the Guild.

The new policy also introduces a clearer membership model by allowing collective membership to be managed through TidyHQ, ensuring that students can join collectives year round. It further establishes the ability for each collective to form a small collective committee to assist the Officer Responsible with events, campaigns and communication with members.

To strengthen the representative role of collectives within the Guild, the procedure also requires each collective to hold at least one general meeting per semester. These meetings will be minuted and included in the relevant Officer's report to Representation Board, ensuring that collective discussions and priorities are formally recorded and fed into the Guild's representative decision making structures.

The updated policy also includes guidance on the management of online spaces and chatrooms associated with collectives, following discussion at Representation Board last year regarding the governance, safety and moderation of these spaces. This ensures clearer expectations for how collective online communities are administered and maintained in a way that supports safe and constructive engagement for members.

Attachment/s:

Attachment A: Guild Collectives Procedure

Attachment B: Guild Collectives Policy

Collectives Policy

Category: Representation

1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

Student Guild (Guild Council) Regulations 2018

Student Guild By-Laws

Curtin Student Guild Code of Conduct

2. ROLE OF COLLECTIVES

2.1. The role of each Collective is to:

2.1.5. Promote and support educational, welfare, social and cultural activities for the students represented by the Collective.

2.1.6. Support the Officer Responsible in the performance of their duties, where appropriate, and in accordance with Guild Rules, Regulations and Policies.

2.1.7. Advocate for and defend the rights of students to ensure an education system free from discrimination, including discrimination based on the characteristics and lived experiences of the students represented by the Collective.

2.1.8. Provide a forum for the exchange of information, concerns and perspectives relevant to the students represented by the Collective.

2.1.9. Enhance the academic and social experience of the students represented by the Collective.

3. ESTABLISHMENT OF COLLECTIVES

3.1. Collectives exist within the Curtin Student Guild as representative bodies established in accordance with this Policy.

3.2. The collectives established, and their respective Officer Responsible, are set out in *Schedule 1: Established Collectives*.

3.3. The Representation Board may, by resolution, establish or disestablish a Collective by adding or removing a Collective in *Schedule 1: Established Collectives*.

4. MEMBERSHIP OF COLLECTIVES

4.1. Membership of a Collective is open to all current Guild Members who fall within the representative population of that Collective.

4.2. Curtin College students who are not Guild Members may be admitted as non-voting Associate Members of a Collective.

4.3. Membership of Collectives is to be facilitated through the Guild's approved membership platform, TidyHQ.

4.4. All individuals seeking to join a collective must confirm that they identify as a member of the group or groups represented by that Collective and agree to the following declaration:

"In becoming a member of this Collective, I agree to be bound by the Curtin University Act 1966, the Statute No. 4 – Student Guild, and all other provisions of the Guild Statute Book, as well as the Guild Code of Conduct and Guild Policy. I further agree to act in the best interests of the Guild and all Guild Members in the performance of my duties."

- 4.5. Eligible Guild Members who apply for membership of a Collective are taken to be accepted upon joining via TidyHQ.
- 4.6. Where the Officer Responsible for a Collective seeks to refuse or revoke a person's membership at any point, that decision must be approved by the Vice President - Sustainability and Welfare and may be appealed to the Guild President. The decision of the Guild President is final.
- 4.7. A member of a Collective may be suspended from participation and/or membership of a Collective by the Vice President Sustainability & Welfare on the recommendation of the Officer Responsible at any point. Any suspension must be immediately reported to the Guild President. The decision of the Guild President is final.

5. RESPONSIBILITIES OF THE OFFICER RESPONSIBLE

- 5.1. The Officer Responsible has oversight of the relevant Collective and is accountable to the Representation Board for its effective operation.
- 5.2. The Officer Responsible must:
 - 5.2.1. Oversee the work, activities and governance of the Collective to ensure compliance with Guild Rules, Regulations and Policies.
 - 5.2.2. Work collaboratively with members of the Collective to advance its objectives and support its advocacy, engagement, and community-building activities.
 - 5.2.3. Chair all General Meetings of the Collective and meetings of the Collective Committee.
 - 5.2.4. Provide regular updates to the Representation Board on the work and activities of the Collective.
 - 5.2.5. Include the minutes of all Collective General Meetings as part of their Representation Board report.

6. COLLECTIVE GENERAL MEETINGS

- 6.1. Each Collective must hold General Meetings to provide advice within the scope of the Collective's role.
- 6.2. General Meetings must be open to and invite all members of the Collective and serve in an advisory capacity to the Guild through the Officer Responsible and the Representation Board.
- 6.3. Each Collective must hold at least one (1) General Meeting per semester but the Officer Responsible may call more as required.
- 6.4. At least fourteen (14) days' notice of a General Meeting must be provided by email to all members.
- 6.5. Members may propose agenda items prior to the meeting.
- 6.6. Each General Meeting must:
 - 6.6.5. Receive a verbal report from the Officer Responsible.
 - 6.6.6. Permit discussion of matters within the Collective's role.
 - 6.6.7. Allow members to vote on recommendations.
 - 6.6.8. Follow the procedure as set out in the Guild Council Standing Orders.
- 6.7. Recommendations of a General Meeting are advisory only and must be reported to the Representation Board by the Officer Responsible.
- 6.8. The quorum for a General Meeting is ten (10) members or 50%, whichever is less.

7. COLLECTIVE COMMITTEE

- 7.1. Each Collective may have a Collective Committee to assist the Officer Responsible in the administration and operation of the Collective.
- 7.2. Members of the Collective Committee are appointed by the Officer Responsible following an Expression of Interest (EOI) process and must be confirmed by the Vice President – Sustainability and Welfare.
- 7.3. The Collective Committee:
 - 7.3.5. Exists solely in a support capacity to assist the Officer Responsible in the management of the Collective.
 - 7.3.6. Has no independent authority and must not make decisions, representations, or commitments on behalf of the Collective or the Officer Responsible.
 - 7.3.7. Cannot determine policy, positions, or actions of the Collective.
 - 7.3.8. Operates at all times under the direction of the Officer Responsible.
- 7.4. Members of the Collective Committee are not Guild Officers, must not represent themselves as speaking on behalf of the Guild and must not represent the Guild externally.
- 7.5. The Collective Committee may meet as required at the discretion of the Officer Responsible.
- 7.6. Roles within the Collective Committee may include, but are not limited to:
 - 7.6.5. Administrative Assistant, to assist with meetings and administration.
 - 7.6.6. Communications Assistant, to assist with drafting communications and content.
 - 7.6.7. Events Assistant, to assist with organising and delivering events and activities.
 - 7.6.8. General Committee Members, to assist with the general work of the Collective.
- 7.7. The Officer Responsible retains overall responsibility for the governance and activities of the Collective and its Committee.

8. ACTIVITIES OF COLLECTIVES

- 8.1. All activities of a Collective must be conducted under the oversight of the Officer Responsible and in accordance with Guild Policy.
- 8.2. Collective events may only be conducted through the Officer Responsible in consultation with the Vice President – Sustainability and Welfare and must comply with the event procedures established by the Vice President – Activities.
- 8.3. Collective campaigns and advocacy initiatives must be conducted through the Officer Responsible and the Vice President – Sustainability and Welfare.
- 8.4. The maintenance, use, and oversight of any Equity room must be managed through the Officer Responsible in consultation with the Vice President – Sustainability and Welfare and the Guild Secretary.
- 8.5. The Officer Responsible may establish online spaces for a Collective with the endorsement of the Vice President – Sustainability and Welfare. Any Collective chatroom or online community:
 - 8.5.5. Must be governed by the Guild Safer Spaces Agreement.
 - 8.5.6. Must only include current registered members of the Collective.
 - 8.5.7. Must be moderated by individuals appointed by the Vice President – Sustainability and Welfare.
 - 8.5.8. Moderators must receive training to a standard that the Vice President – Sustainability and Welfare is satisfied with.

- 8.5.9. A breach of the rules governing a Collective chatroom may result in:
- 8.5.9.1. Immediate suspension from the chatroom for a period of up to thirty (30) days; and
 - 8.5.9.2. Upon a second breach, immediate removal from the Collective.

8.6. Any social media account associated with a Collective must be maintained and accessed solely by the Officer Responsible.

RELATED DOCUMENTS/LINKS/FORMS

Policy Manager	Guild President
Contact	Guild President
Approval Authority	Representation Board
Review Date	1 March 2028

REVISION HISTORY

Revision Ref. No.	Approved/ Amended/ Rescinded	Date	Committee/Board	Resolution Number
New				

Schedule 1: Established Collectives

Name of Collective	Responsible Officer	Representative Population
Accessibility Collective	Accessibility Officer	Enrolled students that are disabled.
Ethnocultural Collective	Ethnocultural Officer	Enrolled students that are culturally or linguistically diverse.
First Nations Collective	First Nations Officer	Enrolled students who are Aboriginal or Torres Strait Islander
Queer Collective	Queer Officer	Enrolled students who are queer and questioning.
Women's Collective	Women's Officer	Enrolled students who are women.

Collectives Procedure

Category: Representation

1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

Student Guild (Guild Council) Regulations 2018

Student Guild By-Laws

Curtin Student Guild Code of Conduct

2. IMPLEMENTATION PRINCIPLES

2.1. Open and Grassroots Representation

The Guild is responsible for ensuring that its promotion of the interests of the diverse range of students it represents is accurate and that its activism is delivered through collective action. One mechanism for achieving true representation is the establishment and promotion of Equity Collectives. The role of collectives is to:

- Promote and assist in educational, welfare, social and cultural activities for students represented by its collective.
- Assist the Equity Officer in their duties where appropriate within the Rules and Regulations of the Guild, and when requested by the Officer.
- Defend the rights of all students to ensure an education system which is free from discrimination of any kind, specifically discrimination based on the characteristics of students it represents.
- Act as a medium for the exchange of information regarding the concerns and activities of students it represents.
- Strive to enhance the academic and social lives of students it represents; and
- Consider at each meeting a verbal report from the Equity Officer who convenes the collective.

3. PROCEDURAL DETAILS

3.1. Establishment of Collective

A collective of the Guild may be established by resolution of the Representation Board. A collective must have a dedicated Officer for which the collective is the responsibility of. Only one collective may be held by one Officer at any time. The President and Secretary may not have responsibility for any collective.

The decision to establish a collective may only be made where there is sufficient budget to allow for its activities.

3.1. Participation

All Guild members within a collective's representative population are entitled to join a

collective, the collective may also accept nominations of other similar individuals as members (e.g a collective may choose to allow a Curtin College student to join) provided that most members are Guild members.

A call for expressions of interest must be announced at the commencement of semester one each year. Collectives may choose to then open further expressions of interest as the case requires or leave expressions of interest open indefinitely.

All individuals wishing to join a collective must agree that they identify as a member of the group(s) represented by that collective and that:

“In becoming a member of this collective, I agree to be bound by the Curtin University Act 1966, the Statute No.4-Student Guild and all the other provisions of the Guild Statute Book, as well as the Guild Code of Conduct and Guild Policy. I further agree to act in the best interests of the Guild and all Guild Members in the performance of my duties”

All eligible Guild members nominating for a collective membership are to be taken as accepted unless the convenor of the collective objects, in which case it will be referred to the President for consideration.

Members of collectives may be suspended from their duties for suspected misconduct by the responsible Officer. The Officer must **immediately** report this suspected misconduct to the President.

A member of the collective may be removed by the Executive Committee.

3.2. Additional Collective Positions

A collective and its convenor may agree to establish additional voluntary roles within its structure. This may include allocating members responsible for: engagement, campaigns, events, activities or administering the business of the collective and its relevant department more broadly.

These additional collective positions must be specifically delegated any responsibilities by the convenor.

Voluntary roles within collectives are unable to speak on behalf of the Guild, any department of the Guild or otherwise execute duties and responsibilities provided to an Officer or Staff member.

3.3. Recognition

All enrolled students who participate as active members of a collective should be eligible to receive Curtin Extra. The Guild should apply for collectives to be eligible programs for Curtin Extra recognition.

3.4. Convenor and Chair

All collectives should be chaired by the Officer who will also be responsible for convening its meetings and business. Collectives should have a minimum of two meetings per semester. If a collective has not met its minimum meeting requirement it may be recommended to be dissolved.

The convening officer **must** report to the Representation Board on the activities of the collective within their portfolio. This may or may not be through formal minutes incorporated into their regular reports.

The Vice President – Education and Chair of Representation Board must be invited to all meetings of any collective.

3.5. Activities

The Vice President – Education and Chair of Representation Board must be invited to all meetings of any collective.

A collective has only the power to provide recommendations and serves in an advisory capacity to the Representation Board.

4. RESPONSIBILITIES

In addition to responsibilities identified above, the following responsibilities are given:

4.1. Convenor (Responsible Officer)

The Convenor is responsible for:

- Ensuring expression of interests have been called for, reviewed, and accepted.
- Setting out the meeting times and locations and distributing to members.
- Overseeing the conduct and order of meetings.
- Increasing engagement and participation of the collective.
- Promoting the role set out in the implementation principles.
- Report on the activities and assume primary responsibility for the collective.

4.2. Secretary

The Guild Secretary is responsible for ensuring that the conduct and performance of duties by collective members and the collective itself are appropriate and reported on.

The Secretary is responsible for keeping a register of collectives and their members.

The Secretary will be the program coordinator for the purposes of Curtin Extra Recognition.

4.3. Representation Board

The Representation Board is responsible for monitoring and responding appropriately to the

needs of the collectives it establishes.

4.4. Collective Members

Collective members are responsible for being active participants in the business of the collective. Members must always act honestly and transparently within their role. Collective members may not purport to be an Officer of the Guild.

5. SCOPE OF PROCEDURE

This procedure applies to all employees, officers and collectives with the Curtin Student Guild.

6. DEFINITIONS

RELATED DOCUMENTS/LINKS/FORMS

Policy Manager	Guild President
Contact	Guild President
Approval Authority	Representation Board
Review Date	1 November 2023

REVISION HISTORY

Revision Ref. No.	Approved/ Amended/ Rescinded	Date	Committee/Board	Resolution Number
New	Approved	20/10/22	Representation Board	RB#56/22

CONFIDENTIALITY

- ☒ OPEN
☐ CONFIDENTIAL

Representation Board – 09th April 2026

Guild Food Charter

Submitted: Morgan Mills
Moved: Morgan Mills
Seconded: Dylan Storer

Preamble:

Actions:

The Representation Board **reviews** and **discusses** the Guild Food Charter draft.

Background:

As part of the 2026-2029 strategic plan, one of the KPIs is to implement a food charter that has been created to promote sustainable, nutritious and affordable options for students on campus. The draft food charter has been made to encompass accessibility, education, nutrition, culture and sustainability.

Attachments:

- 2026 Food Charter

Food Charter

Category: Council

1. Purpose

The food charter exists to offer students with sustainable, health balanced and affordable food options across all Guild outlets. These options will promote a balanced diet, encompassing government issued documents involving healthy eating.

2. Guiding principles

The Food Charter will exist under 5 key principles:

2.1. Sustainability

Sustainability will encompass a variety of sectors in relation to Guild Outlets. This includes waste management, use of reusable products, and incentives for opting for reusable products.

2.1.1. Implementation of waste management strategy guided by external guidance such as the 2017 National Waste Strategy, focusing on avoid, reuse and recycle.

2.1.2. Promoting the use of reusable products at Guild Outlets

2.1.2.1. This includes but is not limited to initiatives such as increasing keep cup discount; offering a “dine-in” style service at café central; having keep cups and cutlery sets available to purchase (at a low cost) in all outlets.

2.1.3. Ensure that all take-away packaging is commercially compostable, with measures in place to implement the composting.

2.1.4. Aim to achieve zero waste in kitchens by using all parts of food products, including fruit and vegetable items that may be considered as scraps. Any scraps not to be used in food is to be composted.

2.2. Cultural inclusion

2.2.1. Inclusion of Indigenous Australian bushfoods into dishes at outlets.

2.2.2. Increase the catering to varying dietary requirements by expanding the options of Halal, gluten free, vegan, dairy free and other food products that align with potential cultural, religious or dietary restrictions.

2.2.3. Offer a range of food items in the Guild Food Pantry that allow students using the pantry to create dishes that they are literate in.

2.3. Education

2.3.1. Provide opportunities for students to improve their food literacy skills. This can include but is not limited to:

2.3.1.1. Access to recipe cards in the food pantry or via a link to digital recipes on our website.

2.3.1.2. Hosting cooking classes or workshops that explore creating nutritious dishes at no or low cost

2.3.1.3. Exploring the importance of kitchen health and safety with students

2.3.1.4. Provide resources to students that can aid in promoting balanced eating at home.

2.4. Nutrition

2.4.1. Ensure all meals produced by Guild Outlets are in consultation with the Australian Guide to Healthy Eating and the recommendations set out by the NHMRC.

2.4.2. Consult the Healthy Options WA Food and Nutrition Policy when selling items in outlets.

2.5. Accessibility

- 2.5.1.** Continue the promotion of low-cost meals, which supports the affordability of food on campus to students.
- 2.5.2.** Ensure that a variety of food products are able to be consumed with little to no preparation, allowing for convenience while still being balanced and nutritious.
- 2.5.3.** Increase the number of free food giveaways, while also promoting an inclusive and community-based environment.
- 2.5.4.** Expand the opening hours of Guide Café Outlets to provide students with more options and availability during the study periods.
- 2.5.5.** Provide students with a food and drink dispensing system that offers balanced and nutritious meal, snack and beverage options for those on campus late.
- 2.5.6.** A review of the prices in all outlets will be conducted. This review will involve:
 - 2.5.6.1.** The price of each food item being charged
 - 2.5.6.2.** The costs associated with creating the item
 - 2.5.6.3.** The cost of the item in comparison with similar products available
 - 2.5.6.4.** The comparative costs across all Guild outlets
 - 2.5.6.5.** Prices and food quality in comparison to other outlets on campus

All guiding principles will work in tandem with each other, and all criteria will be considered when implementing the principles.

3. Commitments

The Guild commits to assessing the Guild and its Outlets, highlighting and addressing areas of weakness. Any implementations put in place will remain until the time of review.

- 3.1.** Café outlets that cook fresh meals each day, encompassing GC Library, GC Central, The Tavern, and GC basement will offer a variety of balanced meals that aid in meeting the recommended dietary requirements of individuals. This will include ensuring that each meal has one (1) serve of grain (cereal) foods, mostly wholegrain and/or high cereal fibre varieties, at least one (1) serve of fruits or vegetables, and one (1) serve of lean meats and poultry, fish, eggs, tofu, nuts and seeds and legumes/beans.
- 3.2.** Outlets that do not offer fresh cooked meals will have an increased variety of foods that promote balanced eating.
- 3.3.** Student accessibility to nutritious food and drink options will be increased, encompassing both location, timings and affordability.
- 3.4.** Guild Food Pantry items will promote cultural inclusion, providing students with options to create meals that they are literate in.
- 3.5.** When stock is available, free fruit will be provided at café outlets while stocks last.

In the benefit of ensuring options, convenience and variety are still available, not all items will be replaced, and ultra-processed foods are to still be available to purchase.

4. Audit assessments

All assessments carried out using the UniFood tool audit criteria created by Flinders University. The areas of "Campus Environment" and "Food Retail" will be investigated. All scores determined using the criteria will be quantified and provided to Guild Council.

Audits will be conducted yearly to assess progress and provide areas for improvement.

5. Implementation

Based upon the results of the audit assessment, the identified key areas of weakness are to be rectified to align with the guiding principle requirements. The requirements of rectification are based on defined parameters

- 5.1.** Scores below 7 require immediate implementation of change
- 5.2.** Scores below 9 are to be investigated for small areas of weakness that can be rectified
- 5.3.** Overall scores below 80% of the highest possible score for any criteria area will be reassessed for specific areas of improvement.

All identified areas and considerations for improvement will be rectified in a timely manner, with any implementations being set in motion within 2 months of the audit findings being completed.

6. Quantifying success

Following implementation of proposed changes, a window of 12 months will be provided to assess for the success of the charter. Success will be quantified using the following criteria:

- 6.1.** The number of sales over the 12-month period
- 6.2.** The amount of disposable packaging used
- 6.3.** The number of reusable products purchased from outlets
- 6.4.** Overall attendance of free food events
- 6.5.** Usage of new extended hours and accessible food options
- 6.6.** Food pantry usage

7. Governance and review

Policy Manager	Guild President
Contact	Guild President
Approval Authority	Guild Council
Review Date	

8. Supporting documents

[Australian Guide to Healthy Eating](#)

[Australian Dietary Guidelines](#)

[National waste hierarchy](#)

[Healthy Options WA Food and Nutrition Policy](#)

[Audit criteria](#)

DEFINITIONS

